

**APEEE BXL III - EXCO**

**EXCO21, Friday 18 May 2018**

**12h30 to 14h30**

**Avenue d'Auderghem 45, Breydel building 4th floor, room 200**

**Minutes**

**Present: MSM, KD, TH, GP, RL, GB, GG, KK, AS, AP, Ms de Perri**  
**(Administrative Office Manager)**

**Excused: CF, DM, FZ**

<b><u>Point</u></b>	<b><u>Subject</u></b>	<b><u>Conclusions/decisions</u></b>
<b>1. General affairs/staff</b>	<b>a) Team building in July</b>  <b>b) Other staff issues</b>	<i>Decision on the selection of the activity to be taken by Administrative Office Manager within the agreed budget.</i>  <i>Evaluation of the permanent staff will start in June.</i>  <i>A new person should be hired as of September on interim basis to substitute the person on long sick leave in the cafeteria.</i>
<b>3. General affairs/internal control</b>	<b>Recommendations made by RSM – action plan</b>	<i>TH proposed as coordinator for the follow up of the recommendations by RSM on the internal procedures (appointment by the Board).</i>  <i>Agreement on the draft annual road map (decision by the Board). Internal control audit should be done every 2 years.</i>  <i>Every responsible concerned should:</i> <ol style="list-style-type: none"><li><i>1. ASAP Confirm there is no issue with the interpretation of the comments.</i></li><li><i>2. 19/6 Provide the action plan to address the recommendations.</i></li><li><i>3. 21/06 EXCO Discussion of the action plan.</i></li><li><i>4. 26/06 Board Adoption of the action plan</i></li></ol> <i>On the action plan:</i> <ul style="list-style-type: none"><li><i>• We can refuse some recommendations (provide justification).</i></li><li><i>• We can state that it happened once but it will not happen in the future (provide justification).</i></li><li><i>• We can set deadlines or</i></li></ul>

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		<p><i>schedules to address the recommendations.</i></p> <ul style="list-style-type: none"> <li>• <i>Any action to address the recommendations may imply a modification of the internal procedures. To be indicated in the action plan.</i></li> </ul>
<b>4. Sectors</b>	<p><b>a) Canteen</b></p> <p><b>b) Transports</b></p> <p><b>c) Periscolaire</b></p>	<p>a) Draft satisfaction survey to be discussed with other sectors, the IT Manager and the school. To be launched at the beginning of June.</p> <p>b) Project for the use of tablets in the buses discussed with IT Manager that has already worked on the application. It could be ready for testing as of beginning of next school year.</p> <p>c) Proposal for an increase of the hourly wage of the activities supervisors. Consistent with the increase of the fees already adopted by the Board to be applied as of September 2018.</p> <p>Low registration to summer stage. Further dissemination is needed.</p>
<b>5. AOB</b>	<p><b>a) Report of the visit of EPAFOS</b></p> <p><b>b) CA and EXCO meetings</b></p> <p><b>c) Situation of unpaid bills</b></p>	<p><i>Report by GG: EPAFOS made a review of the issues and needs of the sectors. A planning for actions to be taken has been agreed.</i></p> <p><i>On the 2018/19 e-enrolment:</i></p> <p><i>Week of 21/05 testing by some Board's members.</i></p> <p><i>Progressive open of the registration as of:</i></p> <p><i>25/05 – Annual fee payment</i></p> <p><i>06/06 –Transport and canteen</i></p> <p><i>13/06 - Periscolaire activities.</i></p> <p><i>CA meeting in June is postponed to 26/06.</i></p> <p><i>Next EXCO meetings will be scheduled on Thursday so: 21.06.2018</i></p> <p><i>13.09.2018</i></p> <p><i>18.10.2018</i></p> <p><i>15.11.2018</i></p> <p><i>13.12.2018</i></p> <p><i>Sectors must send reminders for payment with deadline end of May. Agreement for blocking the registration to services for next year if amounts unpaid.</i></p>

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	<b>New GDPR</b>	<i>A communication will be addressed to parents related to changes in the data management by APEE because of the new GDPR.</i>