



Tuesday, 21 January 2020 at 19:00

In the Teachers' Canteen (Van Houtte building)
Av. du Vert Chasseur 46
B – 1180 Brussels

Minutes of APEEE Meeting 21/01/2020

ATTENDEES:

Voting Board Members: Georg BECKER (DE Prim), Nils BEHRNDT (DE Sec), Noemie BEIGBEDER (Berkendael), Marek BOBIS (Berkendael), Sara DAGOSTINI (IT Prim), Henning EHRENSTEIN (Berkendael), Brian GRAY (APEEE Treasurer, DK Sec), Marc GUITART (ES Sec), Patryk MALESA (PL Prim), Christina KARAKOSTA (Berkendael), Patryk MALESA (PL Prim), Kathryn MATHE (APEEE President, EN Sec), Pere MOLES PALLEJA (member elected by GA), Valentina PAPA (EN Prim), Julien REICHSTADT (FR Prim), Dietrich ROMETSCH (DE Sec), Emese SAVOIA-KELETI (HU Sec), Diana SENCZYSZYN (PL Sec), Ivan SORENSEN (DK Prim), Thomas SPOORMANS (FR Sec), Ivan TORRE (IT Sec), Istvan VANYOLOS (HU Prim), Monika VELIKONJA (CA SWALS)

Represented by Proxy: Karin HUNDEBOLL (DK Sec, proxy by Brian GRAY)

Deputy Board Members (non-voting): Dominique BESSER (observer), Maria Victoria DE YTURRIAGA SALDANHA (ES Sec), Bartek HACKBART (Berkendael), Nathalie KALOGERAS (FR Sec), Emese KRIASZTER (HU Sec), Alba MARINO ENRIQUEZ (Berkendael), Maciej SZKOPANSKI PL Prim)

Other Participants: Andrew LYSTER (CE EN Prim), Marialuisa TAMBORRA (CE FR Sec Deputy)

APEEE Secretariat: Selena GRAY, Guendalina COMINOTTI

1. Adoption of the agenda

The agenda is adopted with a slight change in order of items under Points for Discussion and following a *Tour de Table* of the New Board Members.

The President reports on the launch of OneDrive in the APEEE Secretariat, as the tool to share documents internally. OneDrive will also be piloted to share Board documents with members. Instead of circulating these documents by email, a link to a shared Board Documents folder will be sent. The link will be permanently available and Board members will be able to download documents to circulate to the class representatives. Folders and sub folders will be managed by the Secretariat and confidential folders under each meeting appropriately labelled (mainly draft minutes).

2. Approval of draft minutes of the Board meeting on 17 December; action points reviewed

The draft minutes (document 2 circulated with the final agenda) are approved, pending some minor corrections. Action points are reviewed.

- Exit cards – they will pilot the offer of S5 Green cards this year and if successful might pilot an S4 Green card offer.
- General Assembly Report (12-12-2019) has been reviewed and approved by School Management and will be put online
- Secretariat: contract with the 2 staff members signed and tasks defined.

3. Presentation of the new Bureau

The President gives the floor to each member of the Bureau, they introduce themselves, how they plan to work together during their mandate, the scope of their work and their vision. The new bureau is composed of 8 members:

- President: Kathryn MATHE
- Vice President Administration: Nils BEHRNDT
- Vice President Berkendael: Henning EHRENSTEIN
- Treasurer: Brian GRAY
- Vice President Pedagogy: Marc GUITART
- Member at large: Pere MOLES PALLEJA
- Secretary: Valentina PAPA
- Deputy Secretary for Information: Julien REICHSTADT.

Points for discussion and decision

4. Annual Review of Working Groups:

Working Group Mandates: There is consensus from the Board to approve the annual mandates of the 3 Working Groups below, as well as the new role of Data Protection Advisor filled by Emese SAVOIA-KELETI (23 votes for, 0 abstention and 0 against). The Pedagogical and Well Being Working Groups are required to report back to the Board at least twice over the year (or in the case that they challenge an existing school policy).

Each year every Working Group is given a new mandate (allowing them to work relatively independently, as long as remaining within their mandate). The mandates are based on a written proposal (what they are doing, what they intend to work on, how they intend to work and their current membership) submitted to the Board, ideally in January. These reports were submitted by the Pedagogical, Well Being and Legal WGs.

Any parent can request to join these groups, even if not a class representative, by contacting the WG Coordinator or the APEEE Secretariat. There is a general rule of thumb that at least 1/3 of the members should be Board attendees otherwise open.

Pedagogical Working Group

The President reports (document **4.1.1** circulated with the final agenda), highlighting the 8 dossiers, each usually with a Coordinator or Lead, some are relatively independent and earn the status of subgroup as they have separate meetings: Learning Support subgroup, STEM subgroup, Languages subgroup, INTERPARENTS, Benchmarking & Evaluation (Harmonised exams and the Bac), Quality Control (lost teaching hours), Art & Music and Sport (pending placeholder). The Board discusses more in depth L2 (general low level of L2, introduction of enrichment without consultation and use of educational support money), the use of technology in education, digitalisation in teaching, Bring Your Own Device (BYOD) Policy and Benchmarking & Evaluation. It is decided to replace the wording *Benchmarking & Evaluation* with *BAC, Evaluation & Orientation* (Orientation is strongly needed and should be treated in this dossier). It is suggested to add a dossier on technology in the classroom/BYOD, which is separate from STEM, as the issue is very timely. (Marek BOBIS later volunteers)

Well Being Working Group

Coordinator Sara DAGOSTINI reports (document **4.1.2** circulated with the final agenda). Current initiatives, involving several parent conferences, mainly aimed at Secondary. She underlines that it would be good to have more people involved. It is noted that although they follow different paths, the Well Being and the Pedagogical WG should avoid contradictions when dealing with issues related to the internet and use of technology in school. The President reminds us that this is precisely why these issues should come back to the Board.

Legal Working Group

Nils BEHRNDT reports (document **4.1.3** circulated with the final agenda). This WG does not drive issues but is more of a reactive WG, dealing with issues as they arise (disciplinary councils, for example). The WG is looking for lawyers who know Belgian law. Emese SAVOIA-KELETI, who has been working on the Data Protection task force (attached to the Legal WG) is proposed as Data Protection Advisor (under legal working group) and is invited as Observer to the Legal WG. Legal WG do not have a set reporting requirement as work is reactive.

Action:

- Pedagogical WG to rename *Benchmarking & Evaluation* as *BAC, Evaluation & Orientation*
- Pedagogical WG to add digital technologies in the classroom as separate sub dossier
- Each Coordinator to publish short summary/blurb that attracts people (with tasks and contact details) for website (add mandates as document in annex)
- Board Members should put lawyers who know Belgian law in contact with Tibor SCHARF

Future of the Community Building Working Group

It is agreed unanimously (23 votes for, 0 abstention and 0 against) to fight for the future of this WG and look for leaders. Board members to appeal to parents and to raise again next meeting.

There is an appeal for new members to run this Working Group (tasks defined in Document **4.2** circulated with the final agenda). This is a traditional Parent Association WG and best run by a group of friends with creative ideas who could give it some life. It involves time on site, contact with teachers, students and management, and helps create a more positive relationship with the school.

Action:

- Call for leadership and new members (Board members to look in sections for a group of people) APEEE to put together a text (KM and Guen)
- Include as discussion point for next meeting for an update

Creation of a Communications Working Group

There is consensus (23 votes for, 0 abstention and 0 against) for the mandate and creation of the Communications Working Group.

Deputy Secretary for Information, Julien REICHSTADT, reports (document **4.3** circulated with the final agenda) on the proposal to create a Communications WG, with subgroups to work in collaboration with APEEE Head of Communications Guendalina COMINOTTI. Although APEEE and APEEE Services work closely together, the objective is to clearly show APEEE Services and APEEE as two separate Associations dealing with different tasks. It is imperative that future communication and clear branding helps parents understand that it is APEEE Services and not APEEE that manage the different services. A priority is to improve the website content for public consultation, as well as the creation of a Newsletter for Uccle (Berkendael have their own very successful newsletter). It is suggested to renew all parts of the website, maybe also to integrate Berkendael properly into Uccle. The budget to improve the website was already approved a year ago, and a small group held initial meetings. As the staffing issues have now been resolved, the

Secretariat can now move forward with this. Dietrich ROMETSCH mentions a website tool that can automatically create a e-newsletter from website content. It is recommended that a newsletter should cut down communication, not increase it or bombard parents.

In response to a criticism of the lack of visibility of APEEE at maternelle level at the start of this school year, there is an appeal for more volunteers to help man the welcome tables and give presentations in the classes. There is a need to make it clearer on the website who to contact for different issues and guidance. There is a suggestion for an SOS Line for urgent issues (for example when seeking support in a case where school has not replied to an urgent situation).

Proposed Task Forces: APEEE Internal Procedures Guidelines, [School] Communication Policy, Mobile Phone Policy (document **4.4.** circulated with the final agenda)

The Board votes unanimously (23 votes for, 0 abstention and 0 against) to support the creation of these Task Forces led by the proposed Coordinators below and to publish Calls to join these task forces:

Communication Policy Task Force:** To propose updates to the School Communication Policy in order to address the weak communication by the school and lack of replies to communication from parents, classes and the APEEE. Better implementation of current Policy and to elaborate it with more guarantees / propose publication of clear reporting and complaints procedures. *Proposed Coordinators are **Thomas SPOORMANS and Nathalie KALOGERAS (reporting to VP Admin, to be reviewed by June).

APEEE Internal Procedures Guidelines Task Force: to draft guidelines for use by the legal WG in producing new internal procedures for the APEEE and the APEEE Board.** An important task force that should be led by someone who knows in depth how APEEE works, who would be joined by some members of the bureau. *Proposed Coordinator is **Pere MOLES PALLEJA (reporting to APEEE Secretary, draft expected in March), due to his involvement in the history of APEEE and its internal procedures. Guidelines will be proposed to support the work of the Legal WG to create new internal procedures (the old ones no longer align with the statutes); these guidelines will be brought back to the Board for approval before being sent to the Legal WG. It is agreed that transparency to the parents is obviously a key principle but core work to be done by the task force is more about Board work methods. Anyone is welcome to join this group.

***Mobile Phone Policy Task Force: Proposed Coordinator is **Noemie BEIGBEDER (reporting to Bien Etre, to be reviewed by April 2020).** This group is tasked with moving forward on the APEEE approved position for a School Mobile Phone Policy. It is also imperative to keep in account the history already involved and that the Position Paper is already a product of a consensus. It is noted that as there is a difference of opinions between Maternelle, Primary and Secondary, it is important to try to have representatives of all levels in this Task Force.**

Action:

- APEEE to publish Calls for members to join the 3 proposed Task Forces (CA Internal Rules of Procedure Guidelines, School Communication Policy, Mobile Phones in School)

5. Review and replacement of APEEE delegates to official bodies and working groups; renewal of Financial Advisor mandate.

The President goes through **document 5** (circulated with the final agenda), mainly for information for the new Board, and for approval of new candidates. The Board approves all appointments unanimously (23 votes for, 0 abstention and 0 against).

Some mentions on new candidates:

APEEE Delegates assigned to the Safety & Hygiene committee: 2 members and 1 Deputy: Georg BECKER (good connection as also in APEEE Services) and Alejandro MARTINEZ

TUREGANO (working on Fete). Marek BOBIS agrees to join as Deputy (Berkendael Representative). Separate committee is required for Berkendael as a different site (also maybe based on national legislation). This is a key group for the issue of overcrowding. A concern is raised that the mandate for this committee used to be on the school website, but it has since been removed. The management seems to have removed several key governance documents over recent months. In parallel school has not yet called a meeting.

Uccle Fete Committee – Patryk Malesa is proposed along with Alejandro TUREGANO, who is already serving. It is unclear whether Andre DE WOOT will continue as it has not been possible to reach him. First meeting end of January.

Marc GUITART will attend Primary and Secondary CE as the APEEE Representative and coordinates all the different points from the Reps in the CE.

Green School: Dietrich ROMETSCH is working on finding someone, to be officially appointed next meeting.

It is noted that Luis ESCOBAR, newly appointed to the Addiction Prevention and Abuse Working Group / Drug Policy Task Force, was already approved last meeting.

CE Internal procedures: group tasked to work on Internal Procedures for CE Meetings. School proposed this group but the first meeting in March was already cancelled. It needs 2 representatives. Nils BEHRNDT and Pere MOLES PALLEJA are proposed. Secondary CE has internal procedures which have disappeared from website. Primary and Berkendael do not seem to have procedures. This relates to a broader governance problem.

6. Class Trips (Document 8 circulated with agenda)

Concern is still that the school makes a provisional cost for a trip but does not report on the real breakdown of the costs or indicate if there is any remainder when the trip is over. There is unanimous agreement to request more transparency and reporting on costs, but there is no agreement that the trips themselves should be brought into question each year.

Regarding project week trips, there is still a concern for pedagogical activities which are organised by teachers both inside and outside of that week (the trips and programmes that are being cancelled and obstacles to teachers' ideas which were previously easier to organise.) There is also a concern about the week itself. Whereas before the concern was absences, now the result is there is no school at all during that week; therefore, there should be an effort to make sure that all students who are supposed to be busy that week do something structured and pedagogical. There is still a lack of clarity regarding whether work experience for S5 during that week is obligatory or not. The website suggests that it is mandatory while the director indicated it was recommended. During the last CE meeting the School distributed one document outlining the concept of the week and another with the list of trips.

Action:

- Marc GUITART and Kathryn MATHE to put together General Position paper
- Marc GUITART to write to school and request change in website to make it clear for S5

7. Recent Pedagogical Issues

Discipline in the classroom in Secondary, particularly in the Spanish Section, is raised. In some classes the teachers cannot teach as a result. This warrants a discussion with the school and teachers, as a number of issues have been raised. Also, to assess how serious and broad this problem is - if it is specific to the Spanish Section or if it is a more general problem in Secondary. Board members raise some issues in other sections.

The Board raises concerns about how school management ensures pedagogical continuity during long leaves of teaching staff, and the policy of changing teachers mid-year (handovers).

It is important that these changes are properly communicated with parents, the interest of the child should be at the centre. These questions and issues should be raised with management.

The APEEE Secretary requests that discussions during the Board meeting remain broad. Board members can write to APEEE and Pedagogical WG about specific issues rather than bring up individual cases during the Board meetings.

The Board are informed about a proposal from a Berkendael parent to request an "absence allotment" for pupils/families, especially to facilitate holiday travel. The Bureau and the Berkendael representatives did not support this position, especially with the fight against lost teaching hours.

There is a general concern noted by the Secondary CE representatives about the decrease in the quality of the linguistic competence of L2 teachers, in parallel to an increase in non-native L2 English teachers. It is unclear whether they are certified at the proper level (C2 level) and by whom. It is agreed that the school's procedure for checking these levels should be raised in the CE meeting.

The secondary music room needs 16 keyboards (approximate cost 4600 Euro). The music teachers claim that the school does not have the budget for this. The School Director has suggested that he has not heard about this need. It is agreed to raise this issue at the secondary CE and ask the school to provide the appropriate equipment for the music rooms. Members are concerned that APEEE might be asked to pay for equipment that should be provided by the school as part of their normally budgeted activities.

Action:

- CE/CA Representatives to ask Section Representatives about discipline issues in the classroom. If a general problem, then this should be taken to the CE meeting.
- Marc GUITART to ask school for general rules on how they deal with these discipline issues

8. Solicitation of APEEE points for upcoming Primary and Secondary CE (oral)

- Clarification of musical equipment financed by school. Raise the issue of financing 16 keyboards (approximately 4600 Euro)
- School policy on checking competencies L2 seconded teachers & certificate levels (C2)
- Position paper on class trips
- Position on mobile phones, only if task force have time by February
- Follow up on report on S5 offsite access for clarity (dates, logistics)
- Study halls S1-S3 / overcrowding: ask for follow up
- Follow up on evaluation of pilot enrichment programme for Secondary
- Policy and management on pedagogical continuity when replacing teachers mid-year

9. Proposed parent agenda points for the upcoming School Advisory Council (SAC)

The President explains that usual procedure is SAC meeting before Admin meeting. Recent changes in date and difficulty to find new date for all parties means Admin meeting will take place before SAC. Therefore, exceptionally going to higher level before school community. This requires special attention when deciding the issues to raise.

Points are usually vetted through SAC meetings, so in consultation of the Background Document 6 (circulated with final agenda), there is general consensus for the following:

Raise in Admin Board and SAC meeting:

- Working methods and governance (NB: no annual pedagogical school plan this year), including communication and consultation
- New Marking Scale. request report on how it is going and ask equivalence tables
- Lost teaching hours (Statistics on absences already requested)
- 180 days (end of year programme during oral Bac).

- Overcrowding and the 5th School
- Child Protection (have asked them to call Security & Hygiene meeting to develop Child Protection Policy and meeting has not yet happened).
- Infrastructure, Legal Convention ask for progress

Keep at CE or lower level:

- Primary: trips, mobile phones (depending on progress), L2 enrichment
- Secondary:
 - Follow up: Free time S1-S3 and etudes; progress on exit cards; Project Weeks, trips, and work experience; L2 enrichment evaluation
 - L2 teacher linguistic competence
 - Music room equipment
 - Mobile phone (depending on progress)
 - Other issues [e.g. Teacher absences: pedagogical continuity and communication to parents]
- Parent access to the school (currently being developed in negotiation with the 4 APEEE Directors and coming up as part of legal convention we will be asked to sign by the Schools) – hand over to Nils BEHRNDT.

Points for information

10. Secretariat Update (oral)

The Secretary reports on the staffing situation at the Secretariat, now composed of 2 permanent members of staff Guendalina COMINOTTI (Communications and Information) and Selena GRAY (Administration and Finance) currently in a transition phase with a redistribution of main tasks, working closely together with Valentina PAPA, Secretary (Member of bureau).

Templates for meeting reports (for delegates attending meetings on behalf of APEEE and which are expected 3 days after a meeting) are currently being worked on (short version for web page and a longer version), which Valentina PAPA will be tracking. The aim is to have better reporting from representatives on a more regular basis.

Action:

- Valentina PAPA to create meeting templates

11. Berkendael Update (oral)

Working Group at Berkendael meet every 3 or 4 weeks to discuss issues that arise. Very responsive and available school management at Berkendael. Planning has started for school party in May. After-school activities implemented by APEEE Services but with directions given by WG. A subgroup is set up just for this.

12. Fête Update (oral)

Patryk Malesa reports that a shorter format fete will be held on 9 May from 11am to 4pm. Parents will manage sports and food activities.

13. European Schools of Brussels: State of Play

OSGES requested that the School Directors do a so-called pedagogical capacity analysis to be presented to the Enrolment Board on 22 October; this never materialized. It was eventually submitted as a confidential document to the Secretary General.

The President presents, and the Board discusses, documents 13 (Background Document European Schools Brussels State of Play), Document 13.1 (Joint statement of the four EEBs APEEE requesting overcrowding in the European Schools be urgently addressed), BoG Document 13.2

(Situation of the European School in Brussels) and Document 13.3 (Statement of the Board of Governors on the situation of the European Schools in Brussels) circulated with the final agenda.

The 4 APEEEs drafted a statement for presentation to the enrolment board and attachment to the enrolment guidelines that went to the BoG. This statement was also raised at the Groupe de Suivi (group dealing with 5th school in Brussels) in November. This controversial statement highlighted that our schools were overcrowded and that either better infrastructure was to be provided or enrolment for next year needs to be prioritised. It was noted that the Belgian MS and the Secretary General were potentially liable if anything happened to a child in one of the schools, and it was requested that after years of unsuccessful endeavor, the dossier should be taken from the Secretary General by the Commission (which had more political leverage). In response, the BoG issued a statement to Belgian Member State, saying it had not fulfilled its promise. This statement could be a first point if ever there was to be a legal case against Belgium for violating the convention, so it was a big step.

Action:

- Request Pedagogical Capacity report + fire brigade report + any past safety inspection (from last 5 years).
- Pere MOLES PALLEJA / Georg BECKER to ask the Service Coordinators to be responsible for checking their service (transport..canteen..) and provide own capacity report.

Points for information (written)

APEEE Board Calendar (document **14.** circulated with the final agenda)

Written reports from meetings attended by APEEE representatives since the 17 December 2019 Board meeting (docs to follow)

List of currently funded projects (<http://www.uccleparents.org/apeee/subventions-de-projets/projets-finances-en-2019-2020/?lang=en>)

List of Annexes:

Annex 1: Pedagogical Working Group Mandate

Annex 2: Well-being Working Group Mandate

Annex 3: Legal Working Group – 2019 report and description of mandate