

APEEE Structure – Cheat Sheet

APEEE Mission: to represent EEBl parents and families in the school and in school-related bodies

Members: parents having paid the yearly APEEE membership fee

Contact: info@uccleparents.org – www.uccleparents.org

APEEE Governance

General Assembly (GA)

- Composition: all the parents having paid their contribution
- Timing: held once a year (in November or December)
- Tasks: closes annual accounts, approves annual budget, raises questions to the school administration, treats large-scale strategic issues, elects “extra” members to Board, approves all changes in statutes

Board (CA)

- Composition: 26 members
- Membership Appointment/Term: 16 elected by the class representatives of each section and 1 for SWALS + 5 elected by Berkendael and 4 elected by the General Assembly; each for a two-year term
- Timing: held monthly
- Tasks: takes governing decisions, policy positions and strategic actions on issues related to pedagogy, school community, students' health, safety and wellbeing; forms working groups and task forces; sends delegates to school and system bodies and working groups; supports classes, sections, parents/families facing difficulties; allocates funding; and improves communication between parents and the school

Bureau/Presidency/Secretariat

- Composition: 8 members of the Board
- Appointment/Term: team elected every two years by the members of the Board
- Bureau Tasks: day-to-day consultation and decision making in the name of the Board
- President and Vice Presidents Tasks: preside over CA and GA; guide Secretariat; represent the APEEE to the school and to external bodies and parties
- Secretariat Tasks: provides administrative support for CA, GA and working groups; communicates to parents; supports EURÉKA, textbooks sales, calculators and exchanges

APEEE Working Groups

- Composition: non-fixed number of APEEE members; coordination by Board Member(s) or other Board attendee
- Term: annual mandate renewable by Board
- Timing: flexible, according to the internal decisions of the group; must report back to the APEEE two times/year
- Tasks: to work on strategic or support issues defined in the mandate; to propose initiatives; to draft position papers or other statements or communications for approval by the Board

Read more about the APEEE's Governance here:
<http://www.uccleparents.org/apieee/presentation/?lang=en>

Committees in the School

Education Councils (CE) – Nursery/Primary & Secondary

- Composition: ~20-30 members; 9-10 parent representatives, 1 from each section and 1 SWALS (+1 nursery in primary)
- Appointment/Term: one-year term
- Timing: 4-6 times/year
- Tasks: treats general issues related to the functioning of the school, the pedagogical aspect takes precedence. “To seek optimum conditions for effective teaching and to promote positive and stimulating human relations. In particular, they shall seek to introduce all measures likely to highlight the school’s European character. They may set up working groups. They may adopt resolutions for submission to the competent authorities of the European Schools.”

Hygiene-Health-Safety Committee (CHS)

~20 members; includes 2 representatives from the APEEE; meets 3 times/year; addresses health and safety issues in the school.

School Advisory Council (SAC)

~20 members; includes 5 representatives from the APEEE; meets 2-3 times/year; reviews school’s annual financial and pedagogical reports; consults on planning; prepares for semi-annual School Administrative Board; discusses strategic issues.

School Administrative Board (AB)

9 voting members + observers; meets 2 times/year; includes President and VP of the APEEE with two votes; approves annual financial reports and budgets; ensures physical conditions of the school; reviews annual activity report; discusses and adopts annual school plan; discusses strategic issues.

Inter-Schools Committees

INTERPARENTS

2 representatives from each Parents Associations from all 13 European Schools; meets 4 times/year; INTERPARENTS sends delegates to OSGES (Office of the Secretary-General of the European Schools) working groups and Board of Governors semi-annual “cycle” meetings; treats issues of concern to parents associations across the schools.

Central Enrolment Authority (CEA)

1 parent representative from each EEB APEEE (+Berkendael); meets ~8 times / year; sets and implements enrolment policy each year; decides on special circumstance cases.

Brussels School Steering Group

1 parent representative from each EEB APEEE (+Berkendael); meets irregularly; treats questions of infrastructure, security and safety as well as strategic issues for the longer term of Brussels European Schools (“Future of the European Schools”).

Read more about the APEEE’s Role in School Governance here:
<http://www.ucleparents.org/apieee/gouvernance-scolaire/?lang=en>

Elections of representatives within the APEEE bodies

