



Thursday, 17 December 2020

as an online Video Conference for voting Board Members

MINUTES

ATTENDEES:

Voting Board Members: Nils BEHRNDT (VP Administration, DE Sec), Marek BOBIS (Berkendael, SK), Sara DAGOSTINI (IT Prim), Henning EHRENSTEIN (VP Berkendael, DE), Almudena FUERTES (ES Prim), Brian GRAY (Treasurer, member elected by GA), Marc GUITART (VP Pedagogy, ES Sec), Karin HUNDEBØLL (DA Sec), Julia MADL (DE Prim), Sara MARTELLI (Berkendael, IT), Kathryn MÁTHÉ (President, EN Sec), Pere MOLES PALLEJA (Bureau, member elected by GA), Gundars OSTROVSKIS (Berkendael, LV) Valentina PAPA (Secretary, EN Prim), Sigfrido RAMIREZ (ES Sec), Julien REICHSTADT (Dep Sec Information, FR Prim), Emese SAVOIA-KELETI (HU Sec), Malene SCHATHOLM (DK Prim), Thomas SPOORMANS (FR Sec), Ivan TORRE (IT Sec), Istvan VANYOLOS (HU Prim), Monika VELIKONJA (SWALS).

Voting by Proxy: Noemie BEIGBEDER (Berkendael, FR, by proxy to Bartosz HACKBERT)

Deputy Board Members (non-voting): Agnes BOROS (HU Prim), Kathleen BOULANGER (FR Sec), Claus BUCHHOLZ (DE Prim), Simon DERRY (EN Sec), Bartosz HACKBART (Berkendael), Nathalie KALOGERAS (FR Sec), Silvia Maria MATRICARDI (IT Prim)

Other Participants: Caroline CAMBAS (CE EN Sec), Isabel IZQUIERDO (Deputy CE ES Prim), Magdalena KUPCZYK (Deputy CE PL Prim), Veronica ORTIZ ZAPATER (CE FR Sec), Ioana SANDU (Deputy CE FR Sec), Dragos TRUSCA (CE EN Prim)

APEEE Secretariat: Guendalina COMINOTTI, Selena GRAY, Fiona TAYLOR

Board members can find all supporting documents in the shared folder in One Drive (2020-12-17 APEEE Board Meeting/Supporting Documents)

1. Technical check

Participants join successfully.

2. Adoption of the agenda

The agenda is approved by consensus. It is agreed to add under AOB: *Nomination of delegates to Classe Transplantée Group*, to attend a January meeting called by the Uccle Primary CE.

3. Approval of the minutes and follow up of action points

Minutes are approved by consensus and action points reviewed.

Board Date - Agenda Point	Action
19/11 2	Minutes (15/10) approval: Written Procedure organised. Approved. CLOSED
19/11 6	Berkendael Update: Marc GUITART will gather feedback from the class reps in the Uccle Primary on the situation there: Feedback regarding DL received from some classes in Uccle but situation is still unclear. CLOSED – see below 19.
19/11 10	General Assembly: Ivan TORRE will explore different voting options with the Secretariat: Belenios voting platform tested and selected for the GA CLOSED
19/11 10	APEEE Membership fees: The Secretariat will continue to follow up with parents who have not paid membership: 289 families including 4 class representatives have not paid. Follow up will continue in January 2021. PENDING
19/11 11	Call for Projects: The Secretariat will contact school direction and Student Committee to have them send panel members. Recommendations will be gathered from Working Groups and the Panel called to deliberate: Done. Award Panel held 10/12 (school did not nominate anyone). 17 projects submitted, 3 recommended for funding - to be presented Pt. 14 CLOSED
19/11 12	Resurfacing basketball court: Brian GRAY will coordinate with the Community Building WG and the CdE: discussed in the Secondary CE and APEEE will be bringing it up with the school and the CdE separately. PENDING
19/11 13	Handover of class rep info to services: <u>Short term:</u> before giving APEEE Services the list of class reps, Kathryn MATHE and the Secretariat to prepare a joint communication from APEEE and APEEE Services to all Class Reps informing them of the situation and giving them the option to resign from APEEE Services: A joint letter APEEE-APEEE Services was sent to all class representatives, informing them of their right to withdraw but encouraging them to attend the services GA. CLOSED <u>Medium term:</u> The Bureau, Legal Working Group and Secretariat need to work on and update the APEEE Data Sharing Agreement, Representative Charter and vademecum: PENDING
19/11 14	APEEE Statutes and Rules of Procedures: Kathryn MATHE will contact Ixelles APEEE and explore possibilities to combine efforts and cut costs. Almudena FUERTES will consult Commission legal service to see if they can help: Kathryn MATHE contacted Ixelles. Pere MOLES PALLEJA looking at Ixelles' internal rules. Looks like promising partnership; Almudena FUERTES did not consult the Commission Legal Service for help because she was under the impression from members' feedback that it would not be needed. PENDING
19/11 17	Ski Trips Primary: Istvan VANYOLOS and the Class de Neige Group will seek the opinion of parents from Mat-P3 and come up with a position to present to the PedGroup and Board: Ivan VANYOLOS informs that a proper meeting still needs to be planned with questions which will be collected and sent to the teacher in charge, Xavier VERGEZ. As the situation needs to be discussed in more detail and delegates need to be chosen to join the Classe Transplantée Group organised in January, it is decided to add this as agenda point under AOB. PENDING

19/11 17	Secondary Trip: The Secondary Projects and Trips Group will prepare a position to present to the PedGroup, Board and the Secondary CE meeting: Monica VELIKONJA reports that documents have been circulated but no meeting has been held yet. She will do her best to organise by February. PENDING
19/11 18	Covid Reports: The weekly reports will be circulated to the Board: Done - on going (one week was missed accidentally but two reports have been sent) CLOSED
19/11 19	Distance Learning: Kathryn MATHE will raise the issues of ventilation in Berkendael and Uccle and the issue of Maternelle and early Primary not coping with distance learning at the next SAC meeting: Done CLOSED
19/11 19	Distance Learning: Section reps will ask parents of their sections for feedback on distance learning. These reports will be given to the school: Done for Berkendael and Uccle Secondary. Kathryn MATHE to draft report for Uccle Primary PENDING
19/11 19 (16)	Proposed APEEE Statement Pedagogical continuity: Kathryn MATHE will update the document and send it to the Board as a Written Procedure: The document was updated, sent and approved. CLOSED

4. Welcome of the new Board and information on Working Groups

There is a tour de table of the new CA board members, deputies and CE Members (who are asked to also indicate where their interests may lie in relation to working groups): Agnes BOROS (Deputy CA HU Prim), Almudena FUERTES (ES Prim), Claus BUCHHOLZ (Deputy CA DE Prim), Dragos TRUSCA (CE EN Prim), Sara MARTELLI (Berkendael, IT), Julia MADL (DE Prim), Magdalena KUPCZYK (Deputy CE PL Prim), Malene SCHATHOLM (DK Prim), Silvia Maria MATRICARDI (Deputy CA IT Prim), Sigfrido RAMIREZ (ES Sec), Simon DERRY (Deputy CA EN Sec).

President, Kathryn MATHE, explains that although the APEEE Board is section based, it is important to serve not only as representative of a section but also to work for a larger group and whole body of parents. Board members are expected to be actively involved in Working Groups, which are thematic and cut across different sections and levels. Members can serve as delegates for school or higher-level bodies. She requests that members take the month to look at the APEEE website and see where they might want to become more involved or where they can make a contribution that fits their time and schedule.

Points for Information

5. Secretariat Update: Staffing, Logo, Website, Annual Report, Xmas Fundraiser/APEEE contribution.

President, Kathryn MATHE, refers Board members to the general overview provided by the Secretariat, which lists ongoing tasks and the previous month's priorities. Of note is the extension of Fiona TAYLOR's contract (one year on CDD); management of the Project funding, with the different meetings and collating of recommendations; organisation of the General Assembly, including checking that all class representative's memberships are in order (4 have not paid). She highlights that nearly 300 families have not paid their yearly fee and that this follow up takes up an enormous amount of the secretariat's time. In addition the end of year newsflash is well underway and the new logos ready for launch as they have now been approved by the General Assembly and Board. Finally, the website project will begin in January, based on the recent allocation of additional funds.

6. Report on the General Assemblies: APEEE Services 3 December and APEEE 8 December.

President, Kathryn MATHE, reports on the General Assemblies.

The APEEE GA, with over 200 members in attendance, lasted a little over 2 hours. Voting was done using Belenios certified-anonymised voting software (she thanks member Ivan TORRE for his invaluable support). Director Brian GOGGINS presented for the Questions & Answers Session for the School. Following presentation of the relevant reports, the meeting ended with 5 votes whereby: 1) Discharge for 2019-2020 was given, 2) the new budget 2020-2021 went through with no changes, 3) 5 new CA members for Uccle & Berkendael were ratified and 4-5) 2 new members for the open Board spots were voted in.

Action: Feedback on the General Assembly Minutes can be given up until COB Tuesday, 22 December, these will then be published on the APEEE website on Wednesday 23 December.

APEEE Services GA: with some 100 people in attendance, APEEE Services financial report and budget were all approved. The vote on the new internal rules of procedure did not pass; it was considered that they were still immature and needed further development and discussion within a Working Group. 5 members were re-elected to the Services Board, and 2 new members.

7. INTERPARENTS BoG update and decisions

Bureau Member and INTERPARENTS President, Pere MOLES PALLEJA, reports on the 26-27 November INTERPARENTS meeting, which focused on the Board of Governors meeting held last week (1-2 December):

Most of the expected decisions were related to the BAC, new guidelines and the organisation of a task force. It is recommended for all S7 representatives to communicate together. It is agreed that Ivan TORRE, in liaison with Manuel RAMOS (S7 spokesperson), will be the contact person to report back the Board. Thomas SPOORMANS will discuss further with Pere, representing the S7 French section.

Action. Thomas SPOORMANS to consult Pere MOLES on BAC modalities on behalf of FR section.

In relation to the Distance Learning Policy, this was endorsed by the Board of Governors with some details mentioned. His understanding is that it has now been released to the School Directors.

Priority was given to holding exams and B tests in situ, if not possible then as identical as possible to in situ, and in the worst case alternative solutions will be found.

Category 3 students were discussed as some families had difficulty paying fees, and there is an ongoing working proposal to be flexible with this situation.

The growing number of accredited European schools (AES) and accreditation was also discussed - national schools that show interest in aligning with the European School curriculum and BAC - and the need to move towards a model where these schools also contribute to the average cost of the system, to avoid collapse.

It was decided that member states now need to commit to covering seconded posts by end of December rather than by end of February, a good sign as this gives management more time to know which posts need filling before the next school year begins.

Enrolment policy guidelines were passed, covering the Evere site and how it will be populated, as well as a promise for the P5 Berkendael students in sections at Uccle to have the right to automatically pass to Uccle Secondary. Berkendael students will also keep the right to apply for transfer to another school in S1 although this only covers students currently enrolled at Berkendael.

Finally, for the Groupe de Suivi there has been no clear mandate for the group, and it is hard to get issues on the agenda. The Board of Governors approved a proposal to split the group into a core and enlarged group. The core group will only include 2 APEEE Presidents. As the APEEE

Presidents do not feel in a position to adequately represent the other Brussels schools as their interests are often particular or conflicting, they rejected the new mandate. There is a discussion about boycotting Groupe de Suivi meetings until the mandate is reconsidered.

8. New European Schools Distance Teaching and Learning Policy

President Kathryn MATHE reports that this was approved and APEEE are pleased with the document as a European school wide policy. It is based on a successful working group experience between INTERPARENTS, the Secretary General office and students. An extremely important one, the Board members are encouraged to let parents know they can refer to it when necessary.

Action: APEEE Secretariat to include with the APEEE newsletter

9. EEB1 Distance Learning Parent Feedback Report

The President, Kathryn MATHE, refers to the 18-page Secondary report which presents general concerns on Distance Learning and the rotation which took place over the last month. The annex includes feedback from the different sections. She gives thanks for all the contributions already turned into school and confirms that the feedback from the French and Spanish sections has already been added to version 2.

VP of Pedagogy, Marc GUITART states that he read and presented a summary to the school on the primary feedback and raised main problems and discussed in the CE.

Action: Kathryn MATHE to produce Primary report to be uploaded to Board documents.

10. Reports on Extraordinary SAC: COVID arrangements

VP of Administration, Nils Behrndt. reports that the Extraordinary SAC meeting held end of November mainly focused on COVID issues. He recommends the Board refer to the detailed report and raises a few key issues. The school used the meeting to explain the preparation up to Xmas and the weeks after, raising 3 main points:

Priority for S4-S7 students' formal assessments to be held in situ; the move to online learning 2 days before and one week and a half after the Xmas break to accommodate travel and quarantine measures; return on 18 January dependent on guidelines and Belgian authorities.

In response to these, APEEE raised 2 main points: the lack of alignment between the interpretation and application of the Belgian rules followed by European schools in Brussels, but not to the same effect within the different schools (for example EEB3 lunchboxes); the additional strain home-schooling puts on parents.

Other issues were raised including distance teaching of teachers from home in Primary, additional stress on L1 teachers also teaching L2, secondary rotation, educational support, access to school for cyclists.

With regards to reimbursements for cancelled school trips, overall some 90% have been reimbursed so far but some parents are still waiting. Other amounts pending are linked to bankruptcy of third parties and still being followed up, but there is no insurance for these cases.

11. Reports on CE Secondary, CE Primary, and CE Primary Berkendael

Vice President of Pedagogy, Marc GUITART, reports.

On the Primary CE this week (15 December), the school committed to produce an internal document on in situ and online teaching and made a version for parents as had been done for teachers: guidelines with different scenarios, functionalities, TEAM harmonised schedules, different scenarios for distance learning in quarantine or in lockdown per level, also taking into account L2. Management confirmed it is monitoring the situation closely in all cases. There is a management-teacher working group on distance learning, feedback is welcome and APEEE is collecting this from primary parent representatives.

He confirms that APEEE managed to set up a Working Group on trips with the management and will be able to appoint two parents to work with administration and teachers (Xavier VERGEZ, Coordinator) on snow classes and trips. For this year, the school is cancelling everything.

They also answered specific questions from sections (vulnerable teachers, teacher retention and new teachers, problems with lunch, SWALS and trips).

On the Secondary CE last week (10 December), he states that they only managed to cover a few issues as a lot of meeting time was lost tracking previous meeting action points. Most relevant is that the state of play of Working Groups was discussed – most notably the Mobile Phone Policy, the reshaping of the Homework WG (initially chaired by students) into Distance Learning and Homework (co-chaired with parents) and that the school will lead a working group on Child Protection and Communication Policy.

Other topics discussed were the rotation of secondary students, prioritisation of S7 in situ, exam logistics and priority to hold in situ especially for S7, the New Marking Scale, renovation of the basketball court, access to school, enrichment, teachers absences, science fair and continuity of teaching. He confirms that the school was provided with the secondary distance learning feedback.

He also mentions that there was a presentation by teacher, Ms MARTIN, on the E-Learning project funded by APEEE (supplying maths, science and chemistry teachers with 21 tablets to enable science teachers to undertake peer training on OneNote).

President, Kathryn MATHE, wraps up, stating that in absence of the Berkendael representative, agenda points were uploaded for the Board.

In the context of teachers teaching from home to students in situ (currently 1 class in Berkendael and 5 in Uccle) Sigfrido RAMIREZ (CA ES Sec) describes the P5 experience in Spanish section. There is discussion around the fact that although it is positive that management will prioritise finding a solution, the situation currently has many practical obstacles.

Action: Marc GUITART to ask specifically about qualifications of support teachers in this context.

12. Report on Child Protection Working Group

Sara DAGOSTINI, Coordinator for the BIEN ETRE Working Group, presents. An introductory Child Protection meeting was held 11 December. Mr GOGGINS is leading a Task Force (with teachers, Sara DAGOSTINI, Pere MOLES PALLEJA and Dominique RECALDE from APEEE Services) and has presented a draft Child Protection Policy from Ireland. The aim is to meet in January and discuss and revise the draft. The policy will serve as a high-level umbrella Policy (covering aspects such as physical premises, hiring and vetting of staff, substance abuse, bullying, internet use, sexuality and relationships); the school will produce more targeted policies on particular issues as well.

She adds that one member of the Task Force, Marla CANDON will participate in this work at the level of the Secretary General and another Abdel YUSSEF will look at Belgian policies and framework.

13. Safety and Security Agreement with School

VP Administration, Nils BEHRNDT, updates the Board on the Safety and Security Agreement with the School. The situation goes back to the Commission's Internal Audit Service report of August 2016, in which the IAS criticised a lack of protocols or agreements on security matters between the schools and their respective Parent Associations. Considering that the parent associations usually manage the canteen services, the operation of school buses, and the extra-curricular activities, including those on the schools' premises, the IAS worried that the lack of procedures on the division of roles and responsibilities between the parent associations and the schools could result in unclear or neglected security risks. It recommended to define the allocation of such roles and responsibilities for each school in a written agreement. Discussions on such agreement have gained a new dynamic against the background of the current pandemic.

Although the risks relate mainly to the services falling under the responsibility of APEEE Services, our APEEE is partially concerned as our staff and some volunteers work on the school premises and we also hold certain activities, such as APEEE meetings. APEEE is in touch with the APEEEs of the other Brussels European schools, to ensure a coordinated approach. This work includes the scope of a possible agreement. Currently the schools are presenting a targeted and self-standing agreement, but the substance could also be integrated into a "convention" between the school and the parents association which would cover much more issues. Henning EHRENSTEIN (VP Berkendael) adds that the School needs to remember to take into account that there are 2 different sites, and 2 APEEEs, so there is already a need to customise these documents accordingly.

The matter will be brought back to the Board for decision once the discussions have matured.

Points for decision

14. Projects proposed for funding by the Awards Panel

Gundars OSTROVSKIS reports on the results of the Award Panel, which took place on 10 December, to discuss the APEEE Call for Projects Autumn 2020. He reminds the Board that the Award Panel's recommendation is based on non-binding opinions from the relevant Working Groups and the Financial Advisor.

17 projects were submitted for a total funding amount of some 20 000 EUR (twice the available maximum budget at 10 000 EUR) of which 5 were for the maximum amount of 2 000 EUR. 8 projects had negative WG opinions (11 000 EUR in total); 6 projects had mixed WG opinions (6000 EUR in total); 2 projects had positive WG opinions (2 700 EUR in total). 3 projects were recommended for funding, for a total of 3000 EUR. The quality of many of the projects submitted was not up to standard, hence they could only select 3 projects for this Call:

The Calm room for partial funding of 300 EUR, conditional on the school providing a dedicated space; *Well Being Conferences* for funding of 1500 EUR and *Parents in TEAMS, E-Quipping Parents for Distance Education* » for funding of 1200 EUR - a project in collaboration with other Brussels European Schools, with the understanding that the APEEEs will contribute the same amount.

The application received for funding of the renovation of the basketball court floor will require a considerable amount and will therefore need to apply for funds not allocated for this particular Call.

The recommendations for funding are accepted unanimously (24 For, 0 Against, 0 Abstain) and funding is therefore approved.

15. The Role of the APEEE as a parent association of the APEEE Services

Bureau member, Pere MOLES PALLEJA, presents concerns about the relationship between the APEEE and Services. In the context of sharing data on the class representatives with APEEE Services, the Data Protection Officer hired by both associations built a legal argument based on the fact that APEEE is actually the parent company of APEEE Services under Belgian Law (Article 115 of the Belgian Code). He proposes giving a mandate to the Legal Working Group to reflect on this. APEEE Services have already contacted the DP Officer to revise their statutes, who also confirmed that it was positive that the new Rules of Procedure had not been approved.

He proposes to relieve Almudena FUERTES of the mandate to contact the Commission. He proposes to contact the DP, together with APEEE Services, giving mandate to the legal WG to explore modifying APEEE statutes in line with the new Belgian law (deadline 2024) also reflecting the relationship between the organisations. This is in line with the mandate already given to the Legal Working Group to hire a lawyer in conjunction with the work to be done on the internal procedures and for a review of the statutes.

President, Kathryn MATHE, cautioned that the Secretariat and the legal WG should liaise in order to supervise the budget and the expenses of the DP Officer which can be costly. The Board approves the mandate and the President asks that the legal group reports back on progress in January.

Action. Legal Working Group should report back on its progress on the statutory work at next meeting.

Points for discussion

AOB

Classe Transplantée working group

Istvan VANYOLOS reports on the state of play. Prior to the meeting with parents yesterday, he was not able to get all of the information required for a full understanding of the problems, issues and causalities inherent in the decision to change the timing and planning of the Snow Classes. It was decided that the best way forward was to gather a list of questions from parents and email the teacher Xavier VERGEZ, who coordinates the trips and will be coordinating the working group. Once the situation is understood fully there will be a proper consultation of parents. He agrees to attend the January meeting and although he will not be able to represent a strong parent position, he is advised to use the opportunity instead as a fact finding mission. It is agreed that the bus issue is key.

In relation to the Steering Group agreed to by the School, between school management, Xavier VERGEZ and a few parents, APEEE needs to inform management of their delegate(s).

The representatives put forward as the APEEE delegates to attend the Classe Transplantée Working Group in January are Istvan VANYOLOS and Brian GRAY. Brian GRAY is not on the Primary CE anymore but has years of experience serving on the snow classes steering group. Berkendael representatives are interested in joining and Istvan VANYOLOS agrees to look out for their interest if it is not possible to add another representative. It is noted that this may be problematic as the group was formed at the Uccle Primary CE.

Action: Marc GUITART to check with Ms CAJHEN if 2 representatives can join. If so, then a Berkendael representative and Brian GRAY can split the role as second. He will also request if observers can attend.

ACTION POINTS FROM BOARD MEETING 17/12/2020:

Point on Agenda	Action
(Board19/11) 10	APEEE Membership fees: The Secretariat will continue to follow up with parents who have not paid membership
(Board19/11) 12	Resurfacing basketball court: already discussed in the Secondary CE - APEEE will be bringing it up with the school and CdE separately
(Board19/11) 13	Handover of class rep info to services/ Medium term: The Bureau, Legal Working Group and Secretariat to work on and update the APEEE Data Sharing Agreement, Representative Charter & Vademecum
(Board19/11) 14	APEEE Statutes and Rules of Procedures: Pere MOLES PALLEJA looking at Ixelle's internal rules.
(Board19/11) 17	Secondary Trip: The Secondary Projects and Trips Group will prepare a position to present to the PedGroup, Board and the Secondary CE meeting: Monica VELIKONJA reports that documents have been circulated but no meeting has been held yet. She will do her best to organise by February.
6	General Assembly Minutes: Feedback requested up until COB Tuesday, 22 December. To be published on the APEEE website Wednesday 23 December.
7	INTERPARENTS BoG update and decisions: Thomas SPOORMANS to consult Pere MOLES on BAC modalities on behalf of FR section.

8	New European Schools Distance Teaching and Learning Policy – to be circulated with the APEEE Newsflash.
9	EEB1 Distance Learning Parent Feedback Report - Kathryn MATHE to produce Primary report to be uploaded to Board documents.
11	CE Secondary, CE Primary, and CE Primary Berkendael - Marc GUITART to ask specifically about qualifications of support teachers in this context.
AOB	Nomination of delegates to Classe Transplanté Group , to attend the January CE Meeting - Marc GUITART to check with Ms Cajhen if 2 representatives can join. Also to request if observers can attend