

Thursday, 21 January 2021 at 19:30

as an online Video Conference for titular Board Members

Minutes

ATTENDEES:

Voting Board Members: Nils BEHRNDT (VP Administration, DE Sec), Noemie BEIGBEDER (Berkendael, FR), Marek BOBIS (Berkendael, SK), Sara DAGOSTINI (IT Prim), Almudena FUERTES (ES Prim), Brian GRAY (Treasurer, member elected by GA), Marc GUITART (VP Pedagogy, ES Sec), Julia MADL (DE Prim), Patryk MALESA (PL Prim), Sara MARTELLI (Berkendael, IT), Kathryn MÁTHÉ (President, EN Sec), Pere MOLES PALLEJA (Bureau, member elected by GA), Valentina PAPA (Secretary, EN Prim), Sigfrido RAMIREZ PEREZ (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), Monika VELIKONJA (SWALS).

Deputy Board Members (non-voting): Kathleen BOULANGER (FR Sec), Simon DERRY (EN Sec), Bartosz HACKBART (Berkendael, FR), Bianca JITEA (Berkendael, EN), Nathalie KALOGERAS (FR Sec), Cristina LUMBRERAS (FR Sec), Tibor SCHARF (DE Sec)

Other Participants: Caroline CAMBAS (CE EN Sec), Samantha CHAITKIN (CE IT Prim), Isabel IZQUIERDO (Deputy CE ES Prim), Magdalena KUPCZYK (Deputy CE PL Prim), Ioana SANDU (Deputy CE FR Sec), Marialuisa TAMBORRA (Deputy CE FR Sec), Emilie TOURNIER (CE FR Berkendael), Imke LUEBEKKE (Observer - Green WG - Class Representative DE Sec)

APEEE Secretariat: 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

Board members, and non-voting members who requested to participate, successfully join the online zoom meeting.

2. Adoption of the agenda

Draft position from French sections for S1 students to return to full in situ learning is added under AOB. The agenda is adopted by consensus.

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

The Minutes are approved by consensus (subject to spelling correction of name of Deputy Director, Ms Cajhen) and action points reviewed.

Point on Agenda	Action Points reviewed Board Meeting 17/12/2020
(Board19/11) 10	APEEE Membership fees: The Secretariat will continue to follow up with parents who have not paid membership. Follow up actions undertaken but 8% still unpaid. Will continue to follow up. CLOSED
(Board19/11) 12	Resurfacing basketball court: already discussed in the Secondary CE APEEE will be bringing it up with the school and CdE separately. Waiting to hear back from school. PENDING
(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 (See Agenda Pt.12) PENDING
(Board19/11) 14	APEEE Statutes and Rules of Procedures: Pere MOLES PALLEJA looking at Ixelle's internal rules (See Agenda Pt.12) PENDING
(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. Working Group met and preparing for next CE Meeting 8 February. PENDING
6	General Assembly Minutes: Feedback requested up until COB Tuesday, 22 December. To be published on the APEEE website Wednesday 23 December. No feedback. Final draft published on website. CLOSED
7	INTERPARENTS BoG update and decisions: Thomas SPOORMANS to consult Pere MOLES on BAC modalities on behalf of FR section. Will continue to consult internally. CLOSED
8	New European Schools Distance Teaching and Learning Policy – to be circulated with the APEEE NewsFlash. NewsFlash containing information circulated. CLOSED
9	EEB1 Distance Learning Parent Feedback Report - Kathryn MATHE to produce Primary report to be uploaded to Board documents. Uccle Primary DL feedback report produced and circulated. Berkendael Primary feedback also circulated. CLOSED
11	CE Secondary, CE Primary, and CE Primary Berkendael - Marc GUITART to ask specifically about qualifications of support teachers in this context. Point raised with school management who confirmed that Primary support teachers are 'fully qualified' (Ms. Cajhen). CLOSED
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. Marc GUITART contacted school. Meeting rescheduled. Brian Gray agrees to attend first meeting with primary delegate Istvan Vanyolos. CLOSED

Points for Information

4. Report on 12 January Green Group Round Table Event

Newly appointed Green Group member Imke LUEBEKKE reports: The round table meeting was a first since 2019. Some 14 participants attended (1 school management, 8 parents, 4 pupils, 1 guest teacher). A presentation by EEB2 teacher Mr Matthew PYE on their Climate Academy showed that EEB2 is well advanced on the topic and has a systematic approach involving teachers and pupils, including some financial support.

Break-out sessions brought up variety of issues (transport, communication, awareness raising, motivation of teachers, funding of projects, organisation of seminars, etc.). It was clear that there was overall high interest and support to the topic and approach within the group and an interest in follow-up.

Action: Green Group Parent Coordinators Imke LUEBEKKE and Dietrich ROEMETSCH to write up conclusions.

5. INTERPARENTS Update: Distance Teaching Policy / IT PEDA, Pedagogical Reform, BAC preparation, Sustainability, Joint Teaching Committee

President Kathryn MATHE presents.

The **Distance Learning Policy** approved in December is an important step as the School must now comply with measures laid out for distance teaching. The document is already fit for purpose, but will be revisited by the OSG's IT-Peda Working Group over the next months. The policy sits alongside the Distance Learning Recommendations (which schools are not obliged to follow but act as general guidance)

IT-PEDA – The BYOD policy will soon be discussed along with with the use of GEOGEBRA in S4-S7, which has become a concern. GEOGEBRA is currently being rolled out in S5, but is only required to be used during exams at the end of S6 (June 2022). This is late for both the school and students to familiarise themselves with GEOGEBRA in an exam situation. The stakes in case something goes wrong are also higher. Regarding BYOD, whereas other schools are working with their parents on a policy, APEEE has not been approached and the topic did not go to the Secondary CE. The school management is following OSG's advice in requiring students to bring non-mobile-phone educational devices to school.

On a related topic, the APEEE's TEAMS parent training project has met with enthusiasm with a meeting set for next week to fix specs.

Action: Thomas SPOORMANS to join Educational Technology Group (sub group of PedGroup)

The objective of the OSG's **Pedagogical Reform** group, ongoing since 2013, is to implement measures from the Institute of Education (London) report to reform the European School secondary curriculum. Aspects have been implemented over the years, including the Language Policy and Competence Based Assessment. The Commission-led Eight Key Competencies are

now on the horizon as well as the professional development of teachers (induction, training, harmonised planning and assessment practices, and best practice sharing through digital communities of teachers).

There are also changes to the BAC cycle proposed, including moving PREBAC to end of S6 or replacing with a cross-curricular project (research project, similar to IB). INTERPARENTS has pushed to introduce cross curricular projects in S1-S3 or even in primary instead of at BAC cycle. In general, INTERPARENTS supports changes from the bottom up.

BAC Recognition and equivalence tables continue to be a problem. To improve benchmarking, the system is considering using PISA for Schools to see how ES students compare with those in national systems. There is also a push to establish stronger contacts with the Alumni to obtain feedback on how students have done.

Action: Kathryn MATHE to send Thomas SPOORMANS multiannual plan for the Pedagogical Reform Group

BAC preparation: We await the February Joint Teaching Committee (JTC) for updates on this situation with this year's Bac.

Sustainability: The OSG's Sustainability Working Group is now gathering information on interesting green programmes that can be used by the European Schools, including ECO-Ecole (<https://www.eco-ecole.org/>) and the Climate Coalition (<https://www.theclimatecoalition.org/>).

Lack of Legal Recourse: Board members are encouraged to read the letter sent by the INTERPARENTS legal group concerning the lack of legal recourse in the system (e.g. the problematic complaints board case concerning the 2020 Bac moderation); the plan is to annex this letter to the parent points submitted to the Admin Board.

Action: Any queries from Board members related to the above issues or JTC in general to be addressed to Pedagogical WG prior to the JTC Meeting 11-12 February
Board members to read letter from IP legal working group.

6. Groupe de Suivi / Future of the Brussels Schools Update

President Kathryn MATHE reminds the Board members of the problems with the new Board of Governors mandate for the Groupe de Suivi (GdS). The APEEE Presidents of the four Brussels schools have rejected the mandate, and are unwilling to attend the Core GdS without all four APEEEs represented; they can all four attend the Enlarged GdS to represent their schools in any case.

Referring to the Communication (23 December) from Secretary General Mr Marcheggiano, reporting on the Brussels Task Force meeting on the future of the Brussels European Schools, the following are highlighted: the Belgian government commits to giving EVERE from September 2021 and a fifth school by 2028 (at the latest); they are looking into possibility to make Berkendael permanent; they are monitoring renovations on the existing schools; in the wait for a fifth school, we may consider a network of accredited schools.

Points for Decision

7. Proposed Communication to Parents on COVID Measures

Vice President of Administration Nils BEHRNDT briefly presents the draft letter to be sent to all parents on the COVID pandemic. It is meant to thank parents for their support in ensuring the safety of students and staff and to recall relevant rules, as recently amended by the Belgian authorities (for example as regards quarantine when returning from red zones). In addition, the letter will describe measures being taken or to be taken by the school and encourages all to download the COVID alert app. A number of suggestions were made on the formulation of the letter which would be taken into account when preparing the final version.

The draft letter is approved by consensus.

Action: Nils BEHRNDT to redraft and send letter Friday 22 January – after double checking latest measures announced same day by Belgian government (Council Meeting)

8. Presentation and approval of annual mandates for APEEE Working Groups: Pedagogical (PedGroup), Well-Being, Community Building, Legal and Communication Working Groups Review of Working Groups; solicitation of new members

President Kathryn MATHE explains how every year Working Groups must receive a new mandate: clarifying their aims and working methods and refreshing their membership list. She reminds the Board members of the importance of representing not only sections as delegates to the Board but the whole parent community through working on common initiatives or presence on governance bodies. The WG mandates are given for a year allowing the groups to work relatively freely within the scope given; they can also take meetings with schools and other stakeholders.

Following the presentations, the mandates are all approved by consensus.

Pedagogical Working Group (PedGroup): Vice President of Pedagogy, Marc GUITART presents the mandate and takes the Board members through a power point presentation on the scope of the group and plans for this year with reports from several subgroups or dossiers: Languages, Educational Support/Gifted children, STEM, Distance Learning. He points out other sub groups which are not as active (Quality Control, Sports, BACC, Art/Music, EdTech - now also covering BYOD and GEOGEBRA) and asks anyone interested to please contact him. New Task Forces have been created - Primary Trips, Secondary Trips & Projects (for next year) and Distance Learning Feedback, which have all seen results. He emphasises that more members need to become involved in INTERPARENTS - there are some expert parents involved, but the vast majority do not realise just how much is going on at this higher level.

Well Being Working Group (BIEN ETRE): Coordinator Sara DAGOSTINI presents. New initiatives are being explored to discuss with school (personal and social development of students and mental health) and they are enhancing contact with the school psychologist. The WG will continue to work on: Smart phone policy (linked to BYOD), EVRAS, drug substance abuse, cyber bullying and bullying. The smartphone task force kicked off recently, however very little progress is reported. Due to COVID, well being activities have slowed down because of concerns about

the involvement of external experts on campus (both the Values Project and EVRAS involve workshops in class). Conferences for parents have had to be held online. The Working Group on the Child Protection Policy had a second meeting on 13 January with the Director and are clarifying the legal framework. They may collaborate directly with child protection associations on policy and activities. The plan is to have one meeting per month. This group has been requested for over a year.

Community Building Working Group : Coordinator Samantha CHAITKIN presents: Active since 2015, the general objective is to work together with different members of the school community to make the space a better place to be, learn and work together. A space which supports parents taking initiatives and with the aim to increase school spirit and belonging. The scope covers solidarity, charitable actions, green school, free time - free spaces issues (playgrounds, cafeterias), school events and parties, school image, outreach (orientation for new families, teacher appreciation day), collaborative liaison with the student committee (for example, loan for sale of hoodies). The WG are also closely involved in the APEEE funding of some of the successful projects in line with community building (values, Francis Pirotta Art Prize, Eurosport, MUNUCCLE). The coordinator is currently serving as a liaison for these activities but seeks active group members to run activities.

Communication Working Group: Deputy Secretary of Information, Julien REICHSTADT presents on the Communications Working Group. He reports on last year which saw the creation of 2 new logos (APEEE and APEEE Services), modification of the website and the 2 newsletters (at UCCLE). Objectives are the same for this year, implementation of new logos, new advertising material, work on website content and migration to new server. The team welcomes new member Simon DERRY and will organise regular meetings.

Legal Working Group : Member of the Legal Working Group Tibor SCHARF gives a description of the mandate which covers statutory issues and general legal advice. The President adds that this group also gives support to GDPR issues and constantly helps families having legal issues with school - an important role, where they often have to quickly become familiar with unforeseen legal issues in order to assist.

School Communication Policy Working Group meeting: Simon DERRY gives a debriefing on the meeting. There are 8 members of the Working Group (2 teachers, 2 students, Deputy Director Susanne KUENSTER, pedagogical secretary Sarah WILLIAMS, 2 parents representatives Simon DERRY and Thomas SPOORMANS). The School confirmed that it does not have a Communications Manager and that most communication is handled by the secretaries. There was an interesting discussion around what the group would try to achieve:

- The main aim will be to update the Communication policy document (2018). This could mean a longer document, with more substance, or a shorter one, mainly focusing on the principles.
- APEEE insisted that it should be complemented by a discussion and concrete recommendations on how to improve the communication for specific situations.
- The group is working towards having completed its work and having it signed off officially by the school by June 2021.
- The group was tasked with looking at examples wider than just the European Schools and educational establishment universe but bring to the next meeting examples of

- communication policies from other organisations.
- The students will take a dive into the existing school website and come up with some suggestions of things that could be improved.

It was agreed the group meet monthly on a Thursday around 20th of the month. Next meeting will be held at 13:30 on 11 February.

9. Review and replacement of APEEE delegates to official bodies and school working groups; selection of Financial Adviser

President Kathryn MATHE reviews the current list of delegates highlighting the vacancies for new members and introducing the nominations for 3 new delegates:

- Homework Policy/Distance Learning Working Group: Isabel VICENTE CARBAJOSA to work with Kathryn MATHE and replace Monika VELIKONJA (who will stay on as a deputy).
- Green School: Imke LUEBEKKE to work with Dietrich Roemetsch
- APEEE Project Call Financial Adviser (renewal of mandate): Gundars OSTROVSKIS to continue for his third year in this role.

The list (including the 3 nominations) is approved by consensus.

Action: APEEE to update list of APEEE delegates to official bodies and school WGs (to school and on website)

10. Proposed 2021 list of observers to the Board

President Kathryn MATHE explains that there are some 100 regularly invited 'Board attendees' (of which 26 are voting members and around 75 are deputies and CE representatives) yet several major contributors to our work are still missing from this list. It is proposed to elect these members as "standing observers" for the whole year due to their commitment and need to follow the APEEE's activities. Imke LUEBEKKE is added to the list that was circulated, so a total number of 8 people.

The election of the 8 people proposed as standing observers is approved, with the exception of 1 vote against (FR Sec), objecting to the list as worried about the number of attendees.

A Board discussion ensures as the majority feel that it is productive to link in people who are working hard and reporting to the Board. Another member suggests that legally, the President can decide to invite observers at his/her own discretion. It is noted that the aim in this case was to ensure transparency and to recognise their work. Perhaps the issue is rather that the list is too long with people who are not committed. It is noted that Berkendael Vice President was approached to submit a proposal for Berkendael CE Members. Once presented a similar election can be held.

Action: APEEE to update website to include names of standing observers

11. Proposal for project on APEEE Secretariat working methods and procedures to be led by Ivan Torre

Board member Ivan TORRE presents the project: to define a set of APEEE Secretariat internal procedures and to ensure that a workable set of tools and templates are in place to enable the smooth running of the APEEE Secretariat. Recently-appointed Compliance and Administrative Officer, Fiona TAYLOR, will lead the project under his guidance.

The nomination of Ivan TORRE to oversee the progress of the project and report back to the Board is approved by consensus.

Action: Ivan TORRE and Fiona TAYLOR to report back in March Meeting

Points for Discussion

12. Presentation of Legal - Compliance Strategy 2021, covering: Security Agreement/Convention with the school; review of Statutes and development of up-to-date internal Rules of Procedure; and clarification of legal relationship with the Services

Vice President of Administration Nils BEHRNDT presents a roadmap of the major dossiers, updating briefly on the need to review several legal instruments, including the APEEE Statutes, the APEEE Internal Regulations, the Rules of Procedure of the APEEE Administrative Board. The Belgian rules on ASBLs/AISBLs have changed. In addition, there is a need to verify what legal relations exist between the APEEE and the APEEE Services and in particular whether the APEEE still has some residual responsibility for the APEEE Services despite the different legal status. Finally, it would be useful to verify whether the legal instruments still reflect the reality and needs of our work. In addition, there are ongoing discussions between the European Schools in Brussels and their APEEEs on a framework convention concerning safety and security, which relate mainly to the running of services (canteens, buses and extra-curricular activities). As agreed at the last APEEE Administrative Board, the APEEE will seek external advice from a specialized lawyer on some of these questions. Based on such advice, the instruments will then be reviewed and be presented back to the Board for decision in May or June 2021. The Board showed support for this approach.

The President Kathryn MATHE appeals for volunteers amongst Board members to contribute to the work and states that APEEE has until the General Assembly in December to make changes to its statutes. She adds that all these files interrelate: signing of framework convention, relation with Services and APEEE's own statutes. We will look into working with the other Brussels APEEEs on several of these issues.

Action. Legal - Compliance Strategy 2021: appeal for volunteers amongst Board members to dig into legal texts with aim to:

- produce list of questions by end March
- plan consultation with external lawyer by end April.
- to report to Board with reworked document by May/June

13. Review and solicitation of parent agenda points to 25 January EEBI Administrative Board

It is noted that Pere MOLES PALLEJA will be attending the 25 January EEBI Administrative Board in place of Nils BEHRNDT. Points for the Admin Board were solicited. The following issues are highlighted:

- BAC: Contingency planning in more detail and concerns with last year's moderation
- Evergreen equivalence tables and issue with member states; effect on BAC and recourse
- Distance Learning Strategy
- Absent teachers: who is checking, how it is measured: numbers, analysis, causes
- Overcrowding (EVERE, accredited schools, secondary infrastructure)
- Governance (request Working Groups calendar and priorities)
- Annual Pedagogical school plan - revive this and also 3 year plan
- Cost sharing – how many posts this year, effect on L2 and EN section, impact on morale of locally recruited teachers
- Child Protection - extra psychologist post and more guidance from Central Office
- School Calendar : surprise is expressed at the next school year starting on 1 September. This is illegal as it actually goes against the European School General Rules. It also means some teachers would start on their first working day, as teaching contracts begin on 1 September
- Other points, not for Admin Board:
 - L2 Bilingual (this would not be included in the admin board but raised at higher level)
 - Issue of BAC In Situ (this would need to be raised in CE before admin board)

On the issue of the School Calendar, the President also raises a strong concern put forward by a Berkendael parent. This parent would like parents to stand against European Schools not being aligned with Belgian Schools due to the lack of availability of stages for parents who have kids in both systems or who need to work over school holidays.

Written Points for Information

14. Secretariat Update

The secretariat will continue to upload its update for Board meetings and points will be discussed if raised. Fiona TAYLOR is officially hired as Compliance and Administrative Officer.

AOB

Draft position from French section for S1 students to return to full in situ learning:

There is a Board discussion around the position presented by Noémie BEIGBEDER, drafted on behalf of Berkendael Primary French and Uccle Secondary French, on the difficulties encountered by S1 students with on-line teaching. The proposal is to request for S1 students to return to in-situ learning as a priority. The four European schools in Brussels organise their rotation systems differently to Belgian schools, where all S1-S3 students and 50% of S4-S7 are in-situ. The European school could increase its percentage of in-situ learning while still respecting the Belgian rules. She clarifies that the document is to raise consciousness and request to reassess the balance of S1 presence in school. As it is urgent, she prefers not to wait for the next Board

meeting for action. She proposes to redraft the text and run it through written procedure. In the meantime, Kathryn MATHE will ask at the Admin Board why the European school has diverged from the Belgian rules. It is highlighted that new Belgian rules require AISBL written procedures to be unanimous. It is believed that abstention does not break unanimity.

Action: Noémie BEIGBEDER to decide whether to submit FR position for WP

Point on Agenda	Action Points Board Meeting 21/01/2021
(Board19/11) 12	Resurfacing basketball court: discussed in January in the Secondary CE - APEEE will be bringing it up with the school and CdE separately. Waiting to hear back from school.
(Board19/11) 13	Handover of class rep info to services/ Medium term: The Bureau, Legal Working Group and Secretariat working on updating the APEEE Data Sharing Agreement, Representative Charter & Vademecum
(Board19/11) 14	APEEE Statutes and Rules of Procedures: Pere MOLES PALLEJA looking at Ixelles' internal rules
(Board19/11) 17	Secondary Projects & Trips: Working Group preparing for CE Meeting 8 February.
4	Report on 12 January Green Group Round Table Event: Parent Coordinators Imke LUEBEKKE and Dietrich ROEMETSCH to write up conclusions
5	INTERPARENTS Update: <ul style="list-style-type: none"> - Thomas SPOORMANS to join Education Technology Group - Kathryn MATHE to send Thomas SPOORMANS multiannual plan for Pedagogical Reform Group - Board members to send any queries related to issues raised or to JTC in general to Pedagogical WG, prior to JTC Meeting 11-12 February - Board members to read letter from IP legal working group.
7	Proposed Communication to Parents on COVID Measure: Nils BEHRNDT to redraft and send letter Friday 22 January - after double checking latest COVID measures announced same day by Belgian government.
9	List of delegates to official bodies and working groups: APEEE to update (to school and on website)
10	List of standing Observers : APEEE to update website
11	APEEE Secretariat working methods and procedures: Ivan TORRE and Fiona TAYLOR to work on project and report back in March Meeting
12	Legal - Compliance Strategy 2021: appeal for volunteers amongst Board members to dig into legal texts with aim to: <ul style="list-style-type: none"> • produce list of questions by end March. • plan consultation with external lawyer by end April. • to report back to Board with reworked document by May/June
AOB	Issue of S1 in situ: Noémie BEIGBEDER to decide whether to submit FR position for WP

Annexes:

- Pt.8a. Ped Group Mandate 2021_approved
- Pt.8b. Well Being Working Group Mandate 2021_approved
- Pt.8c. Community Building Working Group Mandate 2021_approved
- Pt.8d. Legal Working Group Mandate 2021_approved
- Pt.8e. Groupe Communication Mandat 2021-_approved
- Pt.9. APEEE Delegates To Committees & Working Groups -Financial Advisor_approved
- Pt.10. APEEE Board Observers 2021_approved