

APEEE STRUCTURE – CHEAT SHEET

APEEE Mission: to represent EEBI parents and families to the school and in school-related bodies; represents all parents

APEEE Membership: 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; confirms Board members selected by class representatives; approves changes in statutes

Board (CA)

- Composition: 26 members; 16 elected by the class representatives of each section at Uccle, 1 elected by SWALS, 5 elected by class representatives at 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; elected by the Board; two-year term
- 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; represent the APEEE to the school and to external bodies and parties
- Secretariat Tasks: paid staff that provide administrative support for CA, GA and working groups; organise communication to parents; support EURÉKA, textbooks sales and exchanges

APEEE Working Groups

- Composition: non-fixed number of APEEE members; coordination by Board Member(s) or other Board attendee(s); annual mandate renewable by Board
- Timing: flexible, according to the internal decisions of the group; must report back to the Board 2 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](#)



Committees in the School

Education Councils (CEs) – 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.”

Safety & Hygiene Committee (S&H)

- Composition: ~20 members; includes 2 representatives from the APEEE
- Timing: meets 3-4 times/year
- Tasks: addresses health, safety and infrastructure-related issues in the school; sets up working groups

School Advisory Council (SAC)

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

School Administrative Board (AB)

- Composition: 9 voting members + observers; includes President and VP of the APEEE with two votes
- Timing: meets 2 times/year
- Tasks: 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

Read more about [the APEEE and EEBI](#)



Inter-Schools Committees

INTERPARENTS

- Composition: 13 parent association members; includes 2 delegates from each Parents Association from all 13 European Schools; delegated by the APEEE Board
- Timing: meets 4-6 times/year
- Tasks: sends delegates to Board of Governors (BoG) and semi-annual BoG Preparatory Committee meetings and working groups; treats issues of concern to parents associations across the schools.

Central Enrolment Authority (CEA)

- Composition: 5 members; includes 1 parent representative from EEB APEEEs (+ 4 observers from other 3 EEB APEEEs and Berkendael); delegated by the APEEE Board
- Timing: meets ~8 times / year
- Tasks: sets and implements enrolment policy each year; decides on special circumstance cases.

Steering Committee Brussels (SCB)

- Composition: Core Group - 16 members, including 2 parent delegates from EEB APEEEs (+ 2 observers); Enlarged Group - 31-32 members; 4 parent delegates from EEB APEEEs; delegated by the Bureau
- Timing: meets irregularly
- Tasks: treats questions of infrastructure, security and safety as well as strategic issues for the longer term of Brussels European Schools ("Future of the Brussels European Schools").

Read more about [the APEEE's Role in School Governance](#)

APEEE Services: Transport – Canteen – Césame

APEEE Services General Assembly

- APEEE Class Representatives (i.e. voting members of the APEEE General Assembly) constitute the General Assembly of the APEEE Services.

APEEE Services Board

- Members appointed by the General Assembly for a two-year term.

Management Committees

- Canteen, Transport, Césame (extra-curricular activities, lockers and after-school care), extracurricular activities Berkendael; members approved by the APEEE Services Board.

Read more about [the APEEE Services](#)

APEEE STRUCTURE – DIAGRAM

