

Thursday, 07 September 2021 at 20:00

as an online Video Conference for titular Board Members

MINUTES

ATTENDEES:

Voting Board Members: Nils BEHRNDT (VP Administration, DE Sec), 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), Karin HUNDEBOLL (DK Sec), Julia MADL (DE Prim), Sara MARTELLI (Berkendael, IT), Kathryn MÁTHÉ (President, EN Sec), Pere MOLES PALLEJA (Bureau, member elected by GA), Valentina PAPA (Secretary, EN Prim), Julien REICHSTADT (Dep Sec Information, FR Prim), Emese SAVOIA-KELETI (HU Sec), Malene SCHATHOLM (DK Prim), Thomas SPOORMANS (FR Sec), Istvan VANYOLOS (HU Prim), Monika VELIKONJA (SWALS)

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

Deputy Board Members (non-voting): Bartosz HACKBART (Berkendael, FR), Alba MARINO (Berkendael, ES)

Other Participants: Magali BARRAL (CE FR Prim), Magdalena KUPYCZYK (Deputy CE PL Prim), Veronica ORTIZ (CE FR Sec), Santiago CALVO RAMOS (standing observer), Ivo SCHMITT (guest), Marialuisa TAMBORRA (Deputy CE FR Sec)

APEEE Secretariat: Guendalina COMINOTTI, Selena GRAY

Board members can find all supporting documents in the shared folder in One Drive (2020-09-07 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

Pt 11 moved up to first point after minutes. AOB: Solicitation for CE Secondary meeting. June agenda point for Tour-de-table on "sections' experiences in reaching out to parents" is further postponed to December meeting. The agenda is then adopted by consensus.

Action: APEEE Secretariat to include Tour de table on communication methods in different sections for December Board Agenda

3. Confirmation of the minutes of Board meeting 24 June

Minutes approved by consensus. The President confirms minutes will be shorter in the future.

Action: APEEE Secretariat to produce shorter Minutes of Board Meetings

Point on Agenda	Action Points Board Meeting
(Board 19/11/20) Pt.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. Charter and Vademecum updated and circulated for upcoming class representative meetings. The Secretariat and Legal WG still have to revisit Data sharing agreement. Ongoing.
(15/4/21) Pt.7	Legal Working Group proposal to contract legal firm to review APEEE Statutes in line with new legislation: Nils BEHRNDT, Tibor SCHARF, Sigfrido RAMIREZ PEREZ to oversee contracting of legal firm Racine: Final offer checked and hope to start work with RACINE after during summer break. Nils BEHRNDT solicits volunteers and asks Board members to contact him if interested in helping with this file. No volunteers came forward. Point to be discussed in detail later in meeting to request update in mandate: Deferred to PT 9. Closed.
27/5/2021 Pt. 8	Secretariat update: Guendalina COMINOTTI to provide Bureau members and Working Group Coordinators with functional mailboxes. Closed
27/5/21 Pt.13	Monika VELIKONJA & Isabel VICENTE CARBAJOSA voted as new delegates to WG on CE Rules of Procedure: status of Berkendael in Brussels Steering Group: Henning EHRENSTEIN to ask if a Berkendael delegate can attend SCB as Observer. Ongoing
27/5/21 Pt.14	20 May CE, CE Rules of Procedure and compliance with the General Rules: Kathryn MATHE to look into four APEEEs meeting on CE. Ongoing
27/5/2021 Pt. 15	End-of-School Year: Next Steps: Meeting to be held with the commission or Secretary-General to discuss compliance: Meeting with the Commission will be held 25/06. Held and will be reported Pt 4. Closed
24/6/21 Pt. 2	Adoption of Agenda: Add agenda points for September Board Meeting: Tour-de-table + gender. Discussed in Pt 2. (Gender no longer on agenda and Tour-de-table for December Board). Closed
24/6/21 Pt. 5	Administrative Meetings and Reports: 24 June, EEB1 S&H Committee Meeting: Structure of the S&H Committee to be discussed within the Bureau. APEEE Bureau to discuss and make proposal to Board and discuss with the school before the next S&H Committee (including whether to have 1 or 2 committees for the 2 sites). Ongoing
24/6/21 Pt. 6	Pedagogical Meeting Reports: 2 June, Meeting in CE Cost-sharing Resolution: Board members who are interested in reflection on the Joint CE Resolution on Cost Sharing to contact Monika VELIKONJA by email, in time before the next Primary CE meetings in September. Next meeting October. No reaction from Board members. Ongoing 22 June, Berkendael Meeting: Berkendael to discuss their call for a more balanced approach to gender within Pedagogical WG. Raised in Berkendael CE Meeting in June and school response was that topic was too sensitive. Berkendael WG to discuss with VP Pedagogy and Pedagogical WG. Ongoing
24/6/21 Pt.9	S7 and Baccalaureate Update: APEEE Pedagogical Group to inform S6 parents in September to print out syllabus and make sure their children know to cover

	this syllabus before exams. APEEE PedGroup to write letter out to BAC level (S6 & S7) parents based on BAC complaints. + Send to INTERPARENTS. Ongoing
24/6/21 Pt. 10	Legal Working Group Update: Pere MOLES PALLEJA to check if the notary is compulsory. This depends on the kind of changes that will be made. To decide once changes are known and probably not necessary. Deferred to PT 9. Closed
24/6/21 Pt.12	Spring 2021 Call for Projects: APEEE Secretariat to bring potential allergy issues to the attention of Project Coordinator of gardening project Berkendael. Noted in acceptance letter sent to Project Manager. Closed
24/6/21 Pt. 13	Proposal to set up expert Task Force: Gundars OSTROVSKIS will be in charge with the legal Working Group to prepare a proposal before the next funding call in the Autumn. Gundars OSTROVSKIS and Legal WG to prepare proposal before October Board. Ongoing
24/6/21 Pt. 14	Mandate for Transplantée WG: Istvan VANYOLOS to write to all members of the original Snow Class WG to check if interested in continuing work in newly mandated Classes Transplantées WG over the next school year. Done. Favourable response. Closed
24/6/21 Pt. 15	Solidarity funding in cases of financial hardship: Volunteers to contact APEEE Secretariat or Brian GRAY if interested in joining Solidarity WG. Pere MOLES PALLEJA to ask for mandate from APEEE Services so that members of WG who are members in both Boards can formally represent both Associations. The Solidarity Fund WG to report back to the Board in October. Brian Gray will report by October Board in order to include as part of next year's financial planning. Brian Gray to write out again to solicit interest. Looking for another 1 or 2 administrators/trustees to form committee to run the fund. Ongoing
24/6/21 Pt.18	Review of APEEE agenda points 25 June SAC: preparation for miniSAC on the Annual Pedagogical School Plan. Bureau to present APEEE's initial opinions on the Annual Plan objectives in miniSAC and to submit more detailed written feedback early next week. Turned in oral feedback 1 July and then more detailed written feedback later in July. Closed
24/6/21 AOB	Woluwe survey on future Secretary General: Kathryn MATHE to circulate survey on future Secretary General to section representatives on 25 June Done. Some 1000 people replied and feedback was used as source of letter sent to SG Office. Closed. Report on General Assembly of the APEEE Services: Pere MOLES PALLEJA will ask for official results of the vote from APEEE Services. PV distributed and exact number of votes were recorded. Not a sufficient number in favour to change statutes so APEEE Services will set up a Working Group to work on it, meanwhile the existing statutes remain in place, possibly until 2023. Closed.

Points for Information

4. Administrative Meetings and Reports

25 & 28 June, Four APEEE Presidents meeting with Commission DGHR

President Kathryn MATHE reports on the positive meeting attended by the four EEB APEEE Presidents and members of the European Schools Unit of DGHR Marta Silva Mendes, Jakub Surowka and Vincent Debongnie. She refers the Board to the follow up position paper that was

agreed upon and briefly takes them through the report on the main meeting points: The End-of-Year Schedule for 2020-2021 (Admin boards should look at days of school more closely. The presentation on the comparison between the different schools is also uploaded); Role of Governance Bodies, including the School Administrative Board (ABs); the School Advisory Council (SAC) and Education Councils and Stakeholder Governance (they should be more formalised, act as real consultation / oversight bodies and produce clearer output; she highlights the Annual Pedagogical Plan as an example); and possible Structural Solutions. Pere MOLES PALLEJA underlines the appointment of an ombudsperson (for BAC appeals among other things), as well as effective legal remedies, as critical. She also refers to the uploaded letter from Commissioner Hahn, open to the request for DG EAC to be more involved with the European School's pedagogical developments.

5. Pedagogical Meeting Reports

25 June, Annual Pedagogical School Plan (APSP) Preparatory Meeting

President Kathryn MATHE takes the Board briefly through the uploaded document "Annual Pedagogical School Plan (APSP) - Priorities (2021-2022)" elaborated following a preparation meeting with stakeholders; she highlights where parents' suggestions have been taken into account—particularly in priorities related to Well-Being, Digital Learning and post-COVID. Parent priorities related to teacher induction, development of project-based learning, free-time activities, and better use of school infrastructure/free spaces were not taken up. She notes that no draft of the APSP has been seen yet. There can still be some push for some priorities not taken up in their objectives at the Admin Board. She refers the Board to the uploaded documents.

1 July, Secondary CE Meeting

VP of Pedagogy Marc GUITART reports on the Extraordinary CE meeting in July which was called after an official complaint by APEEE, following the meeting at end of May where the CE had to time to discuss the agenda points submitted by parents and approved by the CE. The CE was able to cover almost all of the points (as listed in the uploaded Flash Report on the 1 July meeting), but there was no engagement on any of the issues.

7 September, SAC Meeting

President Kathryn MATHE refers the Board to the uploaded SAC Meeting Report, Parent Agenda Points and notes that these will form the basis of points to be raised at the EEBI Admin Board Meeting 13 September. The Board members discuss

- Point 1. COVID Measures: they agree that the issues of ventilation and an anonymised survey on vaccination status of students can be raised; with regard to rapid tests, it is important to emphasise that the school should have parent consent. The position should be nuanced and point in general to the German model rather than requesting a particular regime. Data Protection is also important. APEEE also needs to keep pushing online/hybrid teaching for students in quarantine.
- Point 3. Language Certification and the Background of Non-Native Language Teachers: They agree that the issue on how to make sure these rules are enforced could be discussed within the APEEE PedGroup Language subgroup.
- Point 4. Teachers Absences: should focus on a request for specific figures.

Action: Kathryn MATHE to rework SAC Meeting Points in accordance to Board discussion on points 1 and 4 including **Rapid tests**: add important condition for school to have agreement again from parents; ask for "exploration" of this possibility; **Teachers absences**: refocus point to focus on getting figures from the school.

6. INTERPARENTS Report: Follow up on 2021 Baccalaureate; election of new Secretary-General; Summer 2021 Task Force; upcoming JTC

President Kathryn MATHE refers the Board to the uploaded documents and Pere MOLES PALLEJA updates briefly on Interparents. He reports on the BAC session, which went relatively well according to final results, the work of the Task Force and the situation of vulnerable teachers. He reports that former Deputy Secretary-General Mr. BECKMANN was elected for the post of Secretary-General and that there is now a new vacancy for Deputy (election foreseen beginning of December).

He outlines the 3 points submitted by Interparents for the upcoming JTC : the pedagogical material for European Schools and how to ensure appropriate supporting materials; child protection and well being of students and to request a mapping of policies and structures at each school; Homework Policy, in the context of the Task Force.

7. BYOD: Device rental framework with the Rent Company "

President Kathryn MATHE invites the Board to review the draft agreement between the Rent Company and the school. This is in its final stages and lists the 3 computer models the rent company will offer at EEBI and also outlines the 3 modalities: a purchase, rent to own or return scheme as well as the repair and replacement services it offers. APEEE will help with communicating the scheme to parents, via mailing and dedicated webpage in liaison with Mr HAZAN, but parents will be in direct contract with the company, and the school will be supporting the servicing of student devices.

Board members highlight the lack of guidance, strategy and policy in place for BYOD as an example of the general problem at the school. The school are obliging parents to equip the students, and have responded positively to the push from APEEE and students to set up this arrangement, but there is little other guidance or strategy, particularly important for Geogebra and exam conditions.

Action: APEEE Secretariat and PedGroup EdTech Team to write communication end of the week (Mr HAZAN to frame the message) and put on website

8. Secretariat: 2021-2022 work modalities; organisation of Autumn class meetings; annual calendar of meetings

President Kathryn MATHE presents. After a much more productive year of teleworking, without continuous interruptions in situ, she has decided that the APEEE Secretariat will work Tuesdays on site and the rest of the week will be available by email. Mobile phones will be purchased. They will also get the Breydel facilities up and running with an eventual 2nd permanence day.

Autumn class meetings will be online again. Vademecum and Charter have been updated with parents informed that their data will be shared with APEEE Services, as they automatically become members. Class rep information can now be shared amongst class reps of same level. Guendalina COMINOTTI reminds the Board members how the Class Representative Elections work: an email is sent to teachers and parents who have class meetings the day before, explaining how the voting process works.

Guendalina COMINOTTI then presents the draft annual calendar of meetings 2021-2022, which will be uploaded to the website. She explains how it is put together, taking into account school meetings, holidays and Parliament weeks. There will be mixed modality of Board meetings when allowed back in situ.

No questions from the Board.

Action: APEEE Secretariat to put annual calendar on website, get Breydel facilities up and running and purchase mobile phones for teleworking.

Points for Decision

9. Proposed update to April mandate given to Legal Working Group to contract legal firm to review/revise APEEE Statutes in line with the new Belgian legislation

VP Administration, Nils BEHRNDT updates on the follow-up to updating the APEEE Statutes, whereby the Board agreed to seek external legal advice. Racine, the law firm they chose to contract, fundamentally changed the contents of their offer, clarifying that the amount of €2.000 contained in their initial offer would only cover the updates in light of the new Belgian rules. The verification concerning the links between APEEE and APEEE Services would be additional costs. This would probably mean that their offer would be in a similar price range as the better (as more detailed) offer received from the competing law firm Ernst & Young. Requests for clarification remain unanswered. Against this background and as it has become pressing to advance with the review of the Statutes, the Legal Working Group asks the Board to reconsider its decision of April and mandate the Legal Working Group to finalise an agreement with Ernst & Young. Where possible, the final agreement with Ernst & Young should include, elements to cut down the costs, e.g. by avoiding translations. The Board agrees by consensus.

Action: APEEE Legal WG to finalise an agreement with ERNST & YOUNG. Where possible, the final agreement with EY should include elements to cut down the costs, e.g. by avoiding translations.

10. Proposal to negotiate "Agreement between the European School XXX and the School's Parents Association on the roles and responsibilities in safety and security" together with Brussels APEEEs

President Kathryn MATHE presents the template document sent from the Central Office to the Directors of the schools which is a shortened agreement on the responsibilities in safety and security and a bit one sided as mostly obligations for APEEE and APEEE Services with not much promised in return. She proposes that it would be best to negotiate together with the other 3 Brussels schools and align a request, that if we sign the document we gain something in return

for parents. She refers the Board to uploaded a proposal drafted by the Brussels APEEE Presidents including detailed parent demands for particular rights and privileges.

The Board agrees by consensus to work with our colleagues in the other three Brussels APEEEs and APEEE Services to negotiate this agreement, on the condition that APEEE Services is informed of this approach and encouraged to join and that if the Services choose not to join or raise other issues, the mandate will be revisited with the Board.

Action: President to ensure that the APEEE Services is informed and encouraged to join four school negotiations.

Points for Discussion

11. Recent bus incident

Alba MARINO briefs on the recent event of the 5-year-old left locked on a bus and on another situation soon after when a maternelle child went to the wrong Garderie. Ivo SCHMIDT, President of the Transport Committee, who has been invited to speak at the Board, apologises on behalf of Transport, insisting that for years the Committee have pushed for more security and safety on buses. He explains how the surveillance system works in Berkendael (adult surveillants) and Uccle (S5-S7 students), with a clear Code of Conduct. He reports that the incident was taken very seriously and APEEE Services took immediate action with the driver and surveillant who was fired and who confirm they will brief all staff again. A new digital system for checking in/out students is now operational on 21 buses in Berkendael so lists can be updated in time. He answers questions and will take ideas back to Services. Alba MARINO insists that OIB should also be in the loop, to send an automatic message if a child does not arrive.

12. COVID outlook and Proposed Measures

Santiago CALVO RAMOS runs through the uploaded power point presentation on the EEB1 COVID-19 outlook for the school year 2021-2022 (Facts, outlook, safety measures, ventilation, rapid testing, vaccination survey, use of masks). He presents the paper on the "Risk of further COVID-19 outbreaks and proposed measures to minimise pedagogical impact and infection risk over the school year 2021-2022" - the APEEE calls for COVID measures to be implemented to address this risk with regular rapid testing, ventilation and survey of vaccination results. Members of the Board are divided about the idea of rapid testing but it is agreed that APEEE should insist on the importance of parent permission before testing. There is agreement to still raise the issue of testing at the Admin Board, to ask to explore the practicalities. It would also be interesting to look how it is done in the European schools in Germany.

13. Price Waterhouse Cooper Capacity Audit Final Report

Board members are invited to read the uploaded final report and comments and requested to send any feedback to Kathryn MATHE and Bartosz HACKBART as there is a final chance to make comments by Friday 10 September. She adds that Woluwe may not be accepting results and may reject it (timetabling a critical issue that was not considered as well as movement in corridors; effectively, the report has no "dynamic" element).

Action : Members to send any comments to Kathryn MATHE or Bartosz HACKBART before Friday 10 September

14. Succession Planning

President Kathryn MATHE reminds the Board that in December her mandate of two terms is up. There are also quite a few members of the Bureau who are considering stepping down. The Board only has three months to think of how to move forward. She manages a lot of the work herself to some 40-60 hours a week, which is obviously not tenable for most people who work. She therefore proposes to look for a stronger Bureau to distribute the work more evenly rather than single people. With clearer roles, each person would bear some of the burden but not the whole burden. The Bureau has been training up the Secretariat over the last two years, administration has been modernised and moved online, and APEEE has changed its look which will be completed over Autumn. In December the Secretariat will be down to 50 hours again so also fewer hours available. They will also take on some more of running the Board meeting schedule and agenda.

She adds that all three other Brussels APEEE Presidents' mandates are up as well as Pere MOLES PALLEJA's mandate as President of Interparents. There is therefore a real fear of loss of institutional memory so it is important to use this time to get all info out of them and to keep initiatives going and maintain relations with the Commission.

15. Review of APEEE agenda points 13 September EEB1 Administrative Board

President Kathryn MATHE reiterates that all 7 September SAC meeting points made it through based on the earlier discussion and notes other points that were suggested for inclusion:

- The proposal from the four presidents to already look into the possibility of a temporary site in NATO for secondary students (and not wait until 2026/2028 for a full school). The secondary are already extremely overcrowded and we need secondary solutions. They should use a similar quick-built modular structure. Needs to be planned far ahead of time.
- Framework agreement – it is decided that this will not be added as a point as already have feedback and vote on this, but will answer any question they have.
- BYOD – better to incorporate as part of the pedagogical plan and secondary harmonisation but no separate point on it: to raise it and suggest it be a priority with TEAMS Policy.
- Ask for vulnerable teacher data (not as agenda point)

Action:

Kathryn MATHE to keep all 7 September SAC Meeting Points and note to:

Add **Proposal from 4 presidents**; not add **Framework Agreement on Security** but to respond to questions raised by other AB members in accordance with position voted; suggest **BYOD** be a priority within the TEAMS Policy; raise **Vulnerable teacher** to ask for data.

Written Points for Information

16. Secretariat Update: Document uploaded.

AOB

Soliciting Points for Secondary CE meeting, 23 September

President Kathryn MATHE requests that Board members send any points they wish to have raised at the secondary CE meeting to Marc GUITART or Monika VELIKONJA who will try to include as parent points.

Point on Agenda	Action Points Board Meeting 7 September 2021
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27/5/21 Pt.14	20 May CE, CE Rules of Procedure and compliance with the General Rules: Kathryn MATHE to look into four APEEEs meeting on CE; still planned. Ongoing
24/6/21 Pt. 5	Administrative Meetings and Reports: 24 June, EEB1 S&H Committee Meeting: Structure of the S&H Committee to be discussed within the Bureau. APEEE Bureau to discuss and make proposal to Board and discuss with the school before the next S&H Committee (including whether to have 1 or 2 committees for the 2 sites). Ongoing
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24/6/21 Pt.9	S7 and Baccalaureate Update: APEEE Pedagogical Group to inform S6 parents in September to print out syllabus and make sure their children know to cover this syllabus before exams. APEEE PedGroup to write letter out to BAC level (S6, S7) parents based on BAC complaints + Send to INTERPARENTS. Ongoing

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7/9/2021 Pt.2	Agenda Points: APEEE President/Secretariat to include Tour de table on communication methods in different sections for December Board Agenda
7/9/2021 Pt. 3	Approval of Minutes: Secretariat to produce shorter Minutes for future Board Meetings
7/9/2021 Pt. 5	Pedagogical Meeting Reports: 7 September SAC Meeting: Kathryn MATHE to rework SAC Meeting Points in accordance to Board discussion on points 1 and 4, including Rapid tests: add important condition for school to have agreement again from parents; ask for "exploration" of this possibility; Teachers absences: refocus point to focus on getting figures from the school;
7/9/2021 Pt. 7	BYOD: Device rental framework with the Rent Company: APEEE Secretariat and PedGroup EdTech Team to write communication end of the week (Mr HAZAN to frame the message) + put on website.
7/9/2021 Pt. 8	Annual calendar of meetings: APEEE Secretariat to put on website
7/9/2021 Pt. 9	Proposed update to April mandate given to Legal Working Group to contract legal firm to review/revise APEEE Statutes in line with the new Belgian legislation: APEEE Legal WG will finalise an agreement with ERNST & YOUNG. Where possible, the final agreement with EY should include elements to cut down the costs, e.g. by avoiding translations.
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7/9/2021 Pt. 13	Price Waterhouse Cooper Capacity Audit Final Report Members invited to read and send comments before Friday 10 September to Kathryn MATHE or Bartosz HACKBART.
7/9/2021 Pt. 15	Review of APEEE agenda points 13 September EEB1 Administrative Board: Keep all 7 September SAC Meeting Points (Pt. 5) and note to: Add Proposal from 4 presidents; not add Framework Agreement on Security but to respond to questions raised by other AB members in accordance with position voted; suggest BYOD be a priority within the TEAMS Policy; raise Vulnerable teacher to ask for data.
7/9/2021 AOB	Soliciting Points for Secondary CE meeting, 23 September: Board Members invited to send any points for to Marc GUITART and Monika VELIKONJA who will try to include as parent points.

