

Brussels, 22 March 2023

Minutes of APEEE Board Meeting 16 February 2023

ATTENDEES: 29

Board Members (voting): Noemie BEIGBEDER (FR Sec), Talia BOATI (IT Prim), Mathilde DESFEUILLET (FR Prim), Marek DVORSKY (Berkendael SK), Claire GAUDIN (Member elected by GA; deputy CE FR Sec), Andreas KEIDEL (Berkendael DE), Brigitte LUGGIN (DE Sec), Kathryn MÁTHÉ (Secretary; EN Sec), Pere MOLES PALLEJA (member elected by GA), Sandrine PIERLOZ (Member elected by GA; deputy CA FR Prim), Sigfrido RAMÍREZ PÉREZ (ES Sec), Gundars OSTROVSKIS (VP Berkendael; LV), Valentina PAPA (President; EN Prim), Jan TYMOWSKI (Deputy Secretary; PL Prim), Julia TYMOWSKA (PL Sec)

Board Members Voting by Proxy: Blanca BALLESTER MARTINEZ (ES Prim) to Pere MOLES PALLEJA, Maria GERHARDT (CA DE Prim) to Brigitte LUGGIN, Viktor HAUKE (Treasurer; HU Sec) to Agnes BOROS, Monika VELIKONJA (VP Pedagogy & Uccle Secondary; SWALS) to Valentina PAPA

Deputy Board Members (non-voting): Agnes BOROS (HU Prim), Bartosz HACKBART (Berkendael FR), Alba MARINO (Berkendael ES), Sara MARTELLI (Berkendael IT), Emese SAVOIA-KELETI (HU Sec)

Other participants: Samantha CHAITKIN (CE IT Sec), Elena CHATZI (CE EL Berkendael), Murielle DE LEFORTERY (CE FR Berkendael), Isabelle DE RUYT (deputy CE FR Berkendael), Cristina FENRANDEZ RAMOS (deputy CE ES Berkendael), Jonathan HARDER (CE DK Sec); Mariaelena TONA (deputy CE IT Mat), Rachele TOSTI (deputy CE IT Prim)

APEEE Secretariat: Selena GRAY

1. Adoption of the agenda

The agenda was adopted by consensus with the following amendments: Work experience added to Points of Information, Vandalism/Canteen and OIB added under AOB.

2. Approval of Board minutes of 15 December 2022 and 12 January 2023 and action points review

Both sets of minutes were adopted by consensus. It was agreed to continue to review Action Points as done in recent meetings, with focus on current issues during points for information and reviewed in the meeting minutes.



ACTION POINTS

APEEE Board Meeting 12 January 2023

Point on Agenda	Action Point	Status
19/11/21 Pt. 13 & 12/1/2023 Pt.13	<p>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 the Data sharing agreement. Currently finalizing GDPR Streams. Discussions are still going on regarding some points. No progress on this point. President to contact services to clarify GDPR clause. Regarding systemic sharing of class lists to class reps, this is not possible at present. APEEE Secretariat could intervene on ad hoc basis in case of real difficulties for class reps to compile their class lists, subject to obtaining the consent of class parents.</p>	ongoing
28/04/2022 Pt.9 &	<p>Proposal to establish a Task Force for APEEE Fund Raising in view of future project calls: Malene SCHATT-EPPERS to lead Task Force in brainstorming and present findings and proposals to the Board postponed further. As Malene SCHATT-EPPERS has left the Board, a decision on the future of the Task Force will have to be put on the agenda of a future Board meeting.</p>	ongoing
28/04/2022 Pt.10	<p>Proposal to introduce credit/bank card payment for the APEEE fee with technical integration in Services database: APEEE President and Treasurer to follow up on the development with APEEE Services and their developer NSI. The proposal was discussed in June and is still being followed up. APEEE hopes that it can be implemented in time for next year's rentrée. Contacting new companies and progress on this planned for March.</p>	ongoing
28/04/2022 Pt.13	<p>Presentation of the result of the Survey by the APEEE Gifted Children Network: The president to follow up with the school to facilitate a meeting and get answers from the school regarding gifted children. A meeting is scheduled for September. Date to be confirmed when feedback received from the school. The meeting has not been scheduled yet, with the new Director. The President will relaunch with school management. No progress on this point.</p>	ongoing
23/06/2022	<p>Legal Working Group - update on APEEE Statutes Legal Working Group and President to circulate draft</p>	



<p>Pt 8 & 08/09/2022 Pt. 7 & 15/12/2022 Pt.11</p>	<p>Statutes to the Board once finalised. To be on the agenda for discussion at the December Board and for vote during an extraordinary meeting of the General Assembly in the spring. Statutes were sent and internal discussion going on. The draft Statutes were presented and discussed during 15 December meeting: Presentation and discussion on the draft Statutes prepared by the E&Y Law firm: Board Members to send comments by email to the Coordinator of the Legal WG Jan TYMOWSKI by 31 January 2023. The secretariat to send a communication with the deadline to Board Members with the draft statutes. This was sent with deadline for comments by 31 January. It will be discussed during Point 5 of this February Board meeting.</p>	<p>ongoing</p>
<p>23/06/2022 Pt.15 & 08/09/2022 Pt. 10 & 15/12/2023</p>	<p>Decision by the school to open the Opstal gate (and closing of Vert Chasseur gate for pedestrians and bicycles) as well as the “kiss and drive” in Berkendal: President to send a letter to the EEEB1 Director, David TRAN to express parents’ concerns about the decision to close the Vert Chasseur entrance to pedestrians and bicycles and to open the Opstal Gate instead. The letter was sent and the reply uploaded to OneDrive. President Valentina PAPA to follow up with bureau and prepare second letter in response to school reply. The draft was prepared and will be sent at this point after the S&H committee held on 22 November. The letter has not been sent yet, but the President reassured that it will be done as soon as possible. Valentina PAPA to send letter to school on evaluation. The discussions held in the recent Admin Board and Safety and Hygiene committees have been an opportunity to raise this issue, so the letter has not been sent as it needed an update.</p>	<p>ongoing</p>
<p>08/09/2022 Pt.12 & 12/01/2023 Pt.10</p>	<p>Update on the security agreement between the European Schools and the APEEEs. The President to update the board after the meeting on the security agreement. The meeting took place on 3 October and Rafael PAPI-BORDERIA (President APEEE Services) participated representing EEBl. The President explained that there is concern over the advancement of the negotiations on the template security agreement form on one side, and in parallel the proposal by the OSG to revise the general rules, in order to distribute responsibility between the Directors and the APEEEs on safety and security. IP are now working on this as well, but this proposal to change the General rules came as a surprise as stakeholders were not consulted. It was confirmed that the Amendment of the General Rules will be in the agenda of the Budgetary Committee and the Board of Governors in December. This point was discussed in</p>	



	point 10 of the 12 January Board meeting. APEEE Services Director Rafael PAPI-BORDERIA presented state of play and discussion ensued around fact that nothing has been published yet. Meeting foreseen with lawyer 13 January. APEEE President Valentina PAPA will continue to keep Board informed of any developments. The APEEE and APEEEs services have jointly launched an administrative complaint together with Interparents on the amendments to the General Rules and the President will keep the Board informed of any developments.	ongoing
6/10/2022 Pt. 15	Change of Policy by the APEEE Services on extra-curricular activities: APEEE President Valentina PAPA to follow up on the change of policy and communicate with APEEE Services. This has been communicated to the services, but no changes on their side are foreseen at the moment.	ongoing
15/11/2022 Pt.4	11 October Berkendael Primary CE Official Minutes of the CE are currently being prepared by school management. Once received they will be circulated by Berkendael Primary representative Alex WILSON.	ongoing
15/11/2022	Discussion on ways to go “back to campus”. Board members to send any points to Samantha CHAITKIN, who will prepare paper for discussion at next Board meeting. This point will be postponed to the Board meeting in January. Point postponed to February Board meeting. It will be discussed during this February Board meeting.	Closed
15/12/2022 Pt.6	Pedagogical Meeting Reports: Upload documents from previous CE meetings and previous documents as well as ensure this is done systematically in the different dedicated shared folders on One Drive. Done and will be ensured.	Closed
12/1/2023 Pt.3	Approval of Minutes: Secretariat to circulate Minutes 15 Dec Board Meeting; deadline for comments 18 January. We will vote on the revised minutes during this meeting.	ongoing
12/1/2023 Pt. 6	Calendar of Meetings: February Board changed to 16th Berkendael representatives request for it to be hosted at Berkendael site. VP Berkendael to check if possible. APEEE to organise with support of Berkendael WG. We did it and we are having the meeting here!	Closed
12/1/2023 Pt.7	Well-Being WG: Sara DAGOSTINI to follow up on the discussion around EVRAS, send further information including EVRAS website and what association is being used at our school.	ongoing
12/1/2023 Pt. 9	Appointment of Fete Coordinators and establishment of Fete Committee: APEEE President to meet with Director as soon as possible to discuss proposal put together with CBWG and to confirm date. Once confirmed	Closed



	Claire Gaudin to draft letter to the Board soliciting coordinators from respective sections. This was all done and we will hear the recent development from the fete coordinators in point 8 of this meeting.	
12/01/2023 Pt.11	Discussion on the possibility by the APEEE Services to organise stages at the end of June in the context of the 180 days: APEEE President to reply to CESAME in accordance with discussion with the Board (Deadline for answer given by CESAME was 22/1) The President communicated to the services the APEEE position of not blocking the organisation of activities by the services during the last weeks of school, while reiterating the importance of respecting the rule of 180 days of school.	Closed

POINTS FOR INFORMATION

3. Administrative Meetings and Reports

- **Update on the Fête: 18 January Meeting between APEEE President Valentina PAPA and Director David TRAN and 7 February meeting with school and Fête coordinators**

Valentina PAPA confirmed she had the meeting with Director David TRAN following the adoption of the memo in the last Board meeting. The coordinators met with school management and APEEE Services on 7 February and will report in Point 8 of the agenda.

- **20 January SAC meeting and 25 January Admin Board meeting**

President Valentina PAPA informed that the APEEE report on the Admin Board meeting and supporting documents had been uploaded on OneDrive. Main points discussed were the budget of the school, and the annual and multiannual plan. APEEE had a fruitful discussion with the school concerning the Pedagogical Plan adopted on 25 January but more time was needed to discuss the Multiannual plan, so it was not ready for adoption. The school held a dedicated SAC meeting on 14 February. APEEE now needs to receive the latest document, to be adopted by Written Procedure.

Talia BOATI, reported on the SAC meeting, referring to the report uploaded on OneDrive and highlighting issues which were further discussed at Board level including opening of LV and SK section; overcrowding; L2 bilingual classes and the background on enrichment; and the Annual Activity Report which had not been received and which they had to push in order to have on the agenda. APEEE asked for a dedicated SAC meeting before adoption which was held on 14 February. This will be adopted by Written Procedure.

- **14 February Extraordinary SAC Meeting on Multiannual Pedagogical Plan and Annual Activity Report 2022**

Kathryn MATHE briefly reported on the meeting she attended together with Gundars OSTROVSKIS, Alex WILSON, Monika VELIKONJA and Talia BOATI, after giving some background of the Annual Plan, with its set objectives for quality assurance and developing a pedagogical strategy and the Multiannual Plan. For some years this latter had not been updated or followed up in the correct procedure by school management, so the organisation of the extraordinary meeting was extremely positive with the new school Director Mr David TRAN. The three main objectives of the Multiannual Pedagogical Plan are:



- **Harmonisation** of practices and approaches between the two sites. Approach in a more coherent way across teaching and school life, also between sections and how subjects are taught.
- **Community spirit** covering Well-being including Child Protection Policy, Bullying Policy, and Internet Policy, and Community Building (school Fête,..)
- **Stakeholder partnership** with more consensus-based decision making between stakeholders.

President Valentina PAPA added that during the meeting the Annual Activity Report 2022 (AAR) was also discussed and the APEEE had received the document (61 pages) the day before the meeting, so it was impossible to assess in time and will probably abstain from comments, but the APEEE welcomed the fact at least of being consulted.

4. INTERPARENTS: 6-7 February meeting (hosted by APEEE EEB1 at Uccle)

President Valentina PAPA reported that APEEE EEB1 successfully hosted the IP pre-Joint Teaching Committee meeting on 6 and 7 February, attended by Kathryn MATHE, Monika VELIKONJA, Noémie BEIGBEDER and Pere MOLES PALLEJA and where APEEE had the opportunity to present many EEB1 projects. Pere MOLES PALLEJA reported on the meeting, informing that the modification of statutes is at play for the future of IP and the official address needs to be updated. Also under discussion is the rule that the President of Ballot must attend BoG meetings, with the idea to give the possibility to delegate to someone else. Internal Working Groups are going to be put in place, including one to discuss and assess how the finances should be distributed and another to revisit the role of observers.

President Valentina PAPA gave a brief background on INTERPARENTS, made up of all the 13 APEEEs of the European Schools, important in the system because it represents parents at higher instances. Pere MOLES PALLEJA gave a brief background on the General Rules and reported that IP, APEEE EEB1 1 and APEEE Services have launched the administrative appeal against the amendments of the general Rules concerning the division of responsibility between Parents Associations and the school on safety and security. Kathryn MATHE reminded the Board of the context of the General Rules, also referring members to the Central Office website for all regulations and core documents in relation to how schools are organized, promotion of students, disciplinary actions. She reminded that in December and during the last Board, APEEE supported the appeal. At the last Board the APEEE Services President outlined the consequences for our school and decided to join this complaint together with IP. Seven schools have joined the joint action and two more are showing interest in this administrative appeal, which is now waiting a reply from the Central Office, after which they will have two weeks to launch a contentious appeal which would go to the Appeals Board. Board members were encouraged to refer back to the Minutes of the January Board meeting, on the presentation by APEEE Services Rafael PAPI BORDERIA given at the last meeting.

- **9-10 February Joint Teaching Committee meeting**

Secretary Kathryn MATHE reported, after reminding Board members how the two cycles of higher-level meetings are organised during the year. Referring to the JTC agenda and supporting documents uploaded on OneDrive, she highlighted the following points: The European BAC and the dangers of the tendency to overregulate at system level; new syllabuses circulated to the relevant section representatives and on which APEEE submitted comments, syllabuses still in draft stage to be adopted at the BoG; changes to Primary assessment with more self-assessment and simplifying of reports (more comment based and formative) in the first term; issues of annual strategy and quality



assurance at school level and inspection review, with APEEE pushing for more thematic inspection and subject assessment. She also referred members to documents uploaded on the Parliamentary CULT committee (an external study which commissioned, and report released June 2022). They will be conducting own internal report to be released in next few months. IP has own position in response to the study. She encouraged members to read through the documents as this be the future direction of the European Schools. In conclusion she mentioned other issues IP are also working on including Secondary exams and the BAC, the future of pre-bac exams, the issue of travel agencies, L2 language teaching, and dominant language when placing students in sections.

5. Legal WG: Update on the draft Statutes prepared by the E&Y Law firm following deadline of 31 January for feedback from Board members.

Jan TYMOWSKI, coordinator of the Legal WG, thanked for comments and questions received by the end of January on the draft new APEEE Statutes, especially from the representatives of Berkendael and the French Section. He recalled that those comments & questions could be put into three groups: 1) issues requiring explanation, such as some legal terms, standard formulations of situations that might not happen but have to be legally provided for, procedures; 2) elements that need correction, such as naming of the School, different bodies of the association, and cross-references between different articles; and 3) matters that will need to be discussed and decided on by the Board and/or General Assembly, such as the structure of parent representation, composition of the Board, etc. He invited other parents to still notify their opinions, so that a joint document with them (and some clarifications from his side) could be prepared and distributed to Board members, in advance of an open meeting of the Legal WG which should try to prepare a final version with – if necessary – certain options still left to be debated. It was agreed to keep the structure as put forward by EY as this had been paid for. Once all comments are compiled, further work can be done at Board level. The Legal WG will first check if changes requested are in line with the rest, then ask EY to check. Deadline is end of the year. An Extraordinary Board meeting dedicated to this subject could be foreseen if necessary.

6. Secretariat update – APEEE Membership fee/update on Credit Card implementation

President Valentina PAPA reported on the status of parents who have not paid their APEEE Membership Fee, some of whom still use services. Next steps are to contact new companies to implement an online payment scheme of the APEEE Membership Fee, after obstacles came up with the online credit card company APEEE was ready to use last year. Also, to liaise with APEEE Services for optimal reconduction of the database for the next school year.

ADDED POINT: Work Experience

President Valentina PAPA reported on the background and new initiative around work experience. As part of the educational programme of secondary students in S5, these students spend up to two weeks in a company or organization of their choice to gain practical experience. This year, school is initiating an accompanying activity in the last week of March - workshops where EEB1 parents can present their current job and describe their education, training and professional path as well as the skills and competences they needed to develop. APEEE are in contact with the school's work experience coordinator in order to draft an email to be sent out by APEEE to all parents. Parents will be invited to volunteer. She encouraged CA/CE representatives to promote in their sections and reinforce this message. This is an excellent opportunity for APEEE/parent involvement and should be taken full advantage of.

ACTION POINT: APEEE Secretariat to send mailing to parents on Work Experience workshop, requesting parents to fill out survey and contact Work Experience Coordinator



POINTS FOR DECISION

7. Presentation and approval of annual mandate for APEEE Community Building Working Group; solicitation of new members

Samantha CHAITKIN reported on the Community Building Working Group in line with the proposed mandate which had been uploaded, covering the CBWG intentions, initiatives, communication, meetings and members, and summarising the six areas falling under its scope for 2023. She summarized Activities 2022 (Funding support, Outreach, Sweatshirts Rosa Memorial, solidarity actions and Francis Pirotta Arts Prize) as well as priorities 2023 (Fete and building Uccle-Berkendael bridges). The CBWG Mandate was adopted by consensus and more volunteers are always welcome.

ACTION POINT: APEEE Secretariat to upload adopted mandate onto website.

POINTS FOR DISCUSSION

8. EEB1 Fête: update by Fête coordinators

The three Fete coordinators Claire GAUDIN, Brigitte LUDDIN and Samantha CHAITKIN were given the floor. Claire GAUDIN reported that a first meeting had been held this week between section coordinators, with some sections still missing representatives. Each Coordinator had been asked to gather ideas in each section, so they had a first picture of suggestions and level of commitment from the parent community. The next meeting is scheduled for the 1st of March with the school where they will be able to assess affordability and sustainability. The Committee is also in touch with APEEE Services and will work with them especially as with regards to canteen and will consult Césame and Périscolaire Berkendael who wish to get involved. The CdE have also come forward with plenty of ideas.

The key points to clarify are that there is no funding on either side; activities should be low cost; prefinancing should be through purchasing of tickets (Eventbrite?); there is a need to convince school to lend some equipment (tents, stage, tables etc) and parents could contribute to the efforts required to move this in case of staff shortage. The main objective is that of community, a secondary one is for profit to fund projects (school, funding calls, charity...). A common project should therefore be identified with the school, which both sites could benefit from.

Valentina PAPA raised developments that she had received in writing recently from the school, for discussion at Board level. Following a meeting the Director held with the school technical team, it was not possible for them to provide the equipment and material, this should be rented instead. And the school asks the APEEE to cover this cost. After a discussion at Board level, it was concluded that if there is to be a Fête at the school then it should be possible to use the materials that are on site somehow, parents could volunteer the manual labour required and that the APEEE should not accept to pay the rental of table and chairs.

Another important issue raised by members was the limit of 6000 participants capacity announced by school, and the concern on how to accommodate the situation, perhaps organising two different time slots. Regarding pre-financing of some of the costs, such as renting the bouncy castle, Valentina PAPA confirmed requests could be considered together with the Treasurer and decided at Board level as per the risk it would mean to reserves.

Other important issues were raised, such as the recommendation for money not be given to charities as this creates a lot of divergence of opinion between sections; the need to negotiate space in the



canteen for the paella by the Spanish section, the importance of having a sports activity and to attract girls as well as boys, identifying a Sports Coordinator for the event (not underestimating the time and energy it took previously to organise a football competition), the need to know Césame's proposals as soon as possible as this competes with space (presentations are welcome though as a space for people to sit and watch when tired); ideas for a theme and to identify a Performance Coordinator. Discussion also revolved around the school Director wanting one Fête, with Berkendael representatives wanting to push for two sites.

It was concluded to continue discussions with school management, to clarify about renting of materials, and address financing as well as try to identify a common project to be co-financed by the APEEE. It was agreed that APEEE should consider sending a presentation on APEEE Project funding to the school Director. It was also suggested to find people implicated in previous Fêtes to attend the meetings in order to share experiences from a school perspective (teachers, concierge...).

It was also reminded that any project proposal by the school should be discussed further at Board level.

ACTION POINT: APEEE Secretariat to compile project dossier in order to inform Director David TRAN on APEEE project funding.

9. Discussion on Community Building and 'returning to campus'

CBWG Coordinator Samantha CHAITKIN reported, remembering that parents used to come onto campus all the time, to support APEEE, organise Secondary book sales, attend School orientation evenings by school, talk about options in the syllabus. This enabled productive exchanges with parents, other sections, teachers. She argued that something is lost by not having this contact, especially the potential for mutual respect and understanding between stakeholders and community.

President Valentina PAPA added that she kept this point on the agenda as it is also linked to other important topics, in particular access policy. One of the challenges is parents' entitlement to be on campus and the need to raise awareness and rethink working with parents to make it a community again.

10. Review and solicitation of agenda points for the CE Uccle Secondary on 7 March, CE Uccle Primary and CE Berkendael Primary on 23 March

Board members were asked to coordinate with CE representatives and submit ideas for points to Talia BOATI (Primary Uccle), Alex WILSON (Primary Berkendael) or Monika VELIKONJA (Uccle Secondary). Important secondary issues raised were project week and Pre-BAC results (EEB1 has results out late – 2/3 weeks later than other schools - with no time to lodge complaints).

11. Review and solicitation of agenda points for the S&H committee on 28 February

Board members raised the following points:

- Access: New arrangement OPSTAL entrance. Berkendael entrance (dangerous in the mornings)
- Animals in our campuses (foxes), mouse gate Berkendael
- Update on child protection policy, update on suicide prevention in schools.
- COVID: what is school doing (strategy for all European Schools?)
- Continue discussion on mandate on overall organisation of committee.
- Adaptation of infrastructures. Challenges related to space available in new classes etc.



12. Future of the Task Force for APEEE Fund Raising in view of future project calls

Valentina PAPA reported that as Malene SCHAT-EPPERS, Coordinator leading the Task Force in brainstorming and presenting findings and proposals to the Board, had left the Board, a decision should be taken on the future of the Task Force and project funding. The Task Force conclusion had been to raise the APEEE Fee. At the General Assembly it had been decided to hold an evaluation in Spring. The Board should decide on the future of this Task Force, whether to elect a Coordinator or just close it. It was decided to close it for the moment.

POINT FOR WRITTEN INFORMATION

13. Secretariat Update

The memo on Secretariat work carried out during January was uploaded onto OneDrive.

AOB

Raised by the Spanish section, Board members discussed the problem of canteen and vandalism, intolerance and allergies and that students not eating in the canteen need to have a room to eat in. Primary students have the latter but not secondary. School should find a solution. Kathryn MATHE added that the message sent by the school was problematic and it is one example we can use in the Communication Policy WG on 28 February.

ACTION POINT: VP Secondary Monia VELIKONJA to follow up on Mr HAZAN's intention to start a Working Group related to behaviour.

Spanish section representative Sigfrido RAMÍREZ PÉREZ raised the issue of OIB and its system of registration. Last year it changed its system and the right to register Berkendael children in Uccle was cancelled. It would be interesting to see how much interest there is for students to register for OIB at the other site, in line with the principal of one school - two sites. The OIB 'rents' the space in agreement with school management and space is lacking in Berkendael. It was agreed to send out a survey and discuss further as per the results.

ACTION POINT: APEEE Secretariat to send out survey to assess parent interest in using OIB Garderie in Berkendael for students on Uccle site and vice versa, in consultation with Sigfrido RAMÍREZ PÉREZ (CA ES Sec).

Supporting reports and documents for this meeting are accessible to Board members in the OneDrive Board meeting folder.

The next meeting is scheduled for 23 March 2023 (online).