



European School Brussels III **APEEE** **General Meeting**

22 January 2018



Agenda

7 - 7.05 pm

Adoption of the Draft Agenda

7.05 - 7.30 pm

President's Report

by Tassos PAPADOPOULOS - Q&A

7.30 - 8 pm

Financial & Auditors' Reports

*by Komninos DIAMANTARAS, Treasurer,
Benoit GORET (DEBROUX ET ASSOCIES
SCPRL),*

*Jacques MAROY, Jean-François NOBELS,
Mathieu NOËL (RSM InterAudit) - Q&A*



APEEE Ixelles





PRESIDENT'S REPORT (TASSOS PAPADOPOULOS)

RESULTS

**2016-2017: An exceptionally productive school year –
Relentless efforts and visible achievements in all areas**

A. The APEEE has set all fundamentals for its smart future governance model

- *Internal Rules for the Board and all preparatory bodies*
- *Proceedings including all sections- Non-Board members in WGs*
- *New Regulations agreed with staff – staff engagement and accountability*
- *Amended conventions with the School and external service providers have been signed*
- *Sound implementation of HR policies in all areas (from job descriptions and the publication of any vacancies up to resolution of staff complaints) – new management approach*
- *Back-up – continuity plans for all APEEE operations*
- *IT audit of 2015 implemented – new image and security for the website - development of e-enrolment – more front-desk applications (including for user complaints), back-office IT tools and new e-services (bus geo-tracking) by September 2018*
- *First-ever APEEE data protection policy – need for update by May 2018*
- *RSM recommendations (Action Plan) for internal procedures and control – registration and respect of all workflows – addressing all inherent deficiencies (some way to go yet)*
- *Long-term vision for APEEE financial matters (ad-hoc Assets WG – draft motion 4)*
- *Transparency and sound financial management for another year*



PRESIDENT'S REPORT (TASSOS PAPADOPOULOS)

RESULTS

B. The APEEE took the lead and defended parent contribution on important school matters

- *First-ever 2017-2017 Annual and 2017-2020 Multi-annual School Plans after a prior consultation with all stakeholders*
- *Establishment of clear rules for the functioning and transparency of School bodies*
- *New policies (teacher replacements in Secondary, ensuring teaching quality (early planning and evaluation), involving inspectors in school life, prevention of socio-psychological risks, anti-drugs campaigning, restricted use of smart-phones, well-being for our students, enhanced educational value and other improvements in school trips)*
- *Transparency of extra-budgetary school accounts – engagement for participation of parents in selection committees (future school calls for tender)*
- *Clarification of roles and job descriptions of educational staff*
- *Push for a comprehensive school IT policy (SMS, Outlook, data protection (draft motion 1)*
- *Enhanced communication with the medical service*
- *Common access conditions for all European Schools in Belgium in September 2018*
- *Improvement of toilets hygiene in Primary and Nursery*
- *More places in OIB After-school Childcare Centre in Ixelles – permanent contacts with the OIB representative*
- *Streamlining and improving communication*
- *2018 review of the school's internal regulations*



PRESIDENT'S REPORT (TASSOS PAPADOPOULOS)

RESULTS

We maintained the structure and the perspectives of our school –

We brought our school back on track in the European Schools' system

- *EEB3 is and will remain a fully-fledged European School*
- *Our APEEE played a key role in all discussions for the 5th European school*
- *Our representatives defended a smooth, neutral and rule-based enrolment policy for 2018-2019*
- *We set up a robust cooperation framework with all European Schools in Brussels (involving joint events (conferences on BAC and secondary marking reform), harmonised approach in APEEE sector management and exchange of information as well as of best practices)*
- *Our participation in IP raised our "profile" and influence in supporting parental views in the Board of Governors and its preparatory committees*
- *We supported the revival of "Alumni europae" ASBL*
- *We initiated meetings with high-level personalities and relevant stakeholders (Commissioner Oettinger, Minister Jambon's Cabinet, Parking Brussels and Auderghem municipal authorities) with a view to finding solutions for key problems (infrastructure, security, financing, quality of teaching and access to the school)*
- *We will play a fundamental role in the preparation for the "Summit for European Schools" in Spring 2018*



PRESIDENT'S REPORT (TASSOS PAPADOPOULOS)

RESULTS

We have established a structured ongoing dialogue with our students -

We support an open, inclusive and participatory school community

- *APEEE became an active dialogue partner with our students – co-operation with the Students Committee is constant on both educational life and infrastructure-related matters*
- *We supported their projects financially as well as with legal and practical advice – we are delighted by their upcoming cycle of TEDx EEB3 conferences*
- *APEEE is now in charge of all organisation of S7 events*
- *APEEE organised for the first time in years scientific conferences for our students (for example, NASA ex-Director, Dr Krimigis) and supported their participation in MEC (EU simulation), ESSS, Eurosport, Africa projects and other events*
- *Donations for internal projects and partnership have built trust and developed a real community spirit*
- *We opened our school to other European school members in the University Forum (October 2016) and during Job Days (in November 2016 and 2017)*
- *We supported the cooperation and exchange of information with international schools in Brussels in relation to educational and other events*
- *We are ready to engage with the local community in all projects for the common good ("Soutenons le froid" piano recital on 8 January 2018)*



PRESIDENT'S REPORT (TASSOS PAPADOPOULOS)

OUR PRINCIPLES AND VISION FOR THE FUTURE APEEE ACTION PLAN IN 2018

- *Defending parental views in a spirit of openness – prior consultations and transparency should be extended – APEEE communication policy must be adapted quickly*
- *New IT tools and continuity in the e-enrolment development are necessary and will be supported with determination*
- *Staff evaluation (for the first time in our history) must be concluded in April 2018 – service quality requirements and self-evaluation should guide our action – users must give their feedback in an efficient manner*
- *RSM internal control and Partena HR Action Plans must be implemented fully without any delays or complacency*
- *Close cooperation and regular dialogue with the staff must continue, while respecting the Board's ultimate responsibility as an employer and representative body of parental views*
- *APEEE should pursue efforts in the areas of school's IT Strategy, financial transparency, access to the school and safety / security*
- *Various educational changes must be followed closely and be implemented in our school swiftly*
- *We are a "small world after all" – synergies with other European Schools' communities as well as trust and collaboration within our school are essential*
- *We win together – so we don't lose together!*
- *Thank you for all your confidence and participation in 2016-2017!*



FINANCIAL – ACCOUNTANTS' REPORT (Komninos DIAMANTARAS, Benoit GORET, RSM) 19:30 – 19:50

Results 2016/2017 : Positive outcome **€ 236.083,00** against € 113.030,41

Other issues and activities:

- Recording of our Internal control procedures in order to identify possible improvements, one for each sector, general affairs, IT and Springfest.
- Working Group on APEEE assets
- Cooperation and exchange of information and best practices with the other APEEE
- Springfest 2017: surplus of **€ 15.786,45** (SF convention signed in July 2016)
- Distribution of SF proceeds 2016 and SF 2017: **€ 21.150,00** (incl. undistributed amounts)
- Re-activation of the students' accounts (for S7 Ball, BBQ, Bac Book, Bac Jumpers ...)

Budget 2017/2018: Small deficit of **1.6%** (or €39.910,31)

- Based on new repartition keys
- Improvement of IT systems (e-payments, online system, "no cash" policy)
- Implementation of audit recommendations, including interconnectivity of internal systems and segregation of financial / stock-management tasks
- Provision of legal, audit, translation and interpretation services
- Provision for training of staff
- Springfest and Students accounts are managed on the basis of zero burden (balance of revenues - expenditure)



Votes

20.10 – 20.25

*Approval of the 2016-2017
General Report*

*Approval of the 2016-2017
accounts*

*Discharge of Board members,
accountant and auditor*

*Approval of the budget for 2017-
2018*

*Approval of the annual APEEE
membership fee for 2018-2019
(45 euros)*

*Approval of the prolongation of the
mandate for the accountant*



APEEE Ixelles





Agenda

20.25 – 20.35

*General Affairs
(Simon Coates)*

20.35 – 20.50

*Pedagogical affairs
(Robert Wein)*

20.50 – 21.05

*Communication – IT policies
(Catherine Fenech /
Giorgos Georgiannakis)*

*Questions ? (after each
point)*





GENERAL AFFAIRS / AFFAIRES GENERALES **(Simon COATES)** **20.25 – 20.35**

I won't bore you with all the routine staff and financial matters which the VP Administration deals with.

This presentation just focuses on a few key points.

Je ne vous ennuyerais pas avec les tâches de routine en matière de personnel et finances qui incombent à la VP administration.

Cette présentation cible donc quelques points-clés.





Recruitment / Recrutement (1)

Recruitment of a IT Manager:
mission almost impossible.

After republication, analysing
dozens of CVs and carrying out
several interviews we finally
struck gold.

Lucas Tasho recruited with effect
from March 2017. You have
surely already noticed some
changes!

Recrutement d'un gestionnaire
IT: mission presque impossible.

Après la republication, l'analyse
de dizaines de CV et plusieurs
entretiens, nous avons trouvé la
perle rare.

Lucas Tasho recruté à partir de
mars 2017. Vous avez sûrement
déjà remarqué du changement !



APEEE Ixelles



Recruitment / Recrutement (2)

Extra staff member recruited to reinforce the transport sector.

We are seeking your approval to make this post permanent.

We will then have a full complement of permanent staff allowing us to ensure a high quality service to parents.

Equipe transport renforcée pour faire face au charge de travail.

Nous demanderons votre accord pour rendre ce poste permanent.

Nous aurions alors une équipe complète et stable nous permettant d'assurer un service de qualité aux parents.



APEEE Ixelles



Policies / Politiques

We continued to modernise our staff management.

The aim is to establish a transparent and objective framework, in the interests of both the APEEE and its staff.

We have made adjustments in particular to ensure a better correspondence between responsibilities and the classification of posts, taking account of the practices of other APEEE and the roles attributed to each post.

We carried out a first staff appraisal exercise (for all permanent staff initially).

Nous avons continué la modernisation de la gestion des ressources humaines.

L'objectif est d'établir un cadre transparent et objectif dans l'intérêt tant de l'APEEE que de son personnel.

Nous avons notamment fait des ajustements pour assurer une meilleur adéquation entre les responsabilités et le classement des postes, en tenant compte de la pratique des autres APEEE et la description des fonctions alloués à chaque poste.

Nous avons procédé à un premier exercice d'évaluation (pour tout le personnel permanent pour commencer).



Collaboration

The role of VP Administration, and ExCo Chair, implies a faire bit of coordination and collaboration, particularly with the three sectors and those dealing with financial issues.

I'll spare you the details since my colleagues will cover the key points.

Le rôle de VP Administration, et président du Comité exécutif, implique pas mal de tâches de coordination et de collaboration, notamment avec les trois secteurs et les acteurs financiers.

Je vous épargne les détails puisque mes collègues vous exposeront les points-clés.





PEDAGOGICAL AFFAIRS

(Robert WEIN)

20.35 – 20.50

Overview

Specific pedagogical issues

- a. New marking system in secondary**
- b. Seconded teachers**
- c. School infrastructure in Brussels and overcrowding**
- d. Pedagogical reform – future language policy**
- e. Annual and Multi-annual school plans**

Pedagogical team and bodies

- a. School Educational Councils (Primary/Nursery & Secondary)**
- b. School Advisory Council (SAC)**
- c. APEEE Educational Advisory Committee (EAC)**
- d. Interparents (IP)**
- e. Central Enrolment Authority (CEA) in the Office of the Secretary-General of European Schools (OSGES)**

Outlook



COMMUNICATION – IT POLICIES

(Catherine FENECH – Giorgos GEORGIANNAKIS)

20:50 – 21:05

- 1. Communication**
- 2. Website**
- 3. IT**
 - a. E-enrolment system**
 - b. Further projects**



Agenda

21.05 – 21.20

*HORECA sector
(Maria Saura - Moreno)*

21.20 – 21.35

*Transport
(Fani Zarifopoulou)*

21.35 – 21.50

*Extra-curricular activities
(Rosita Lake)*

Questions ?

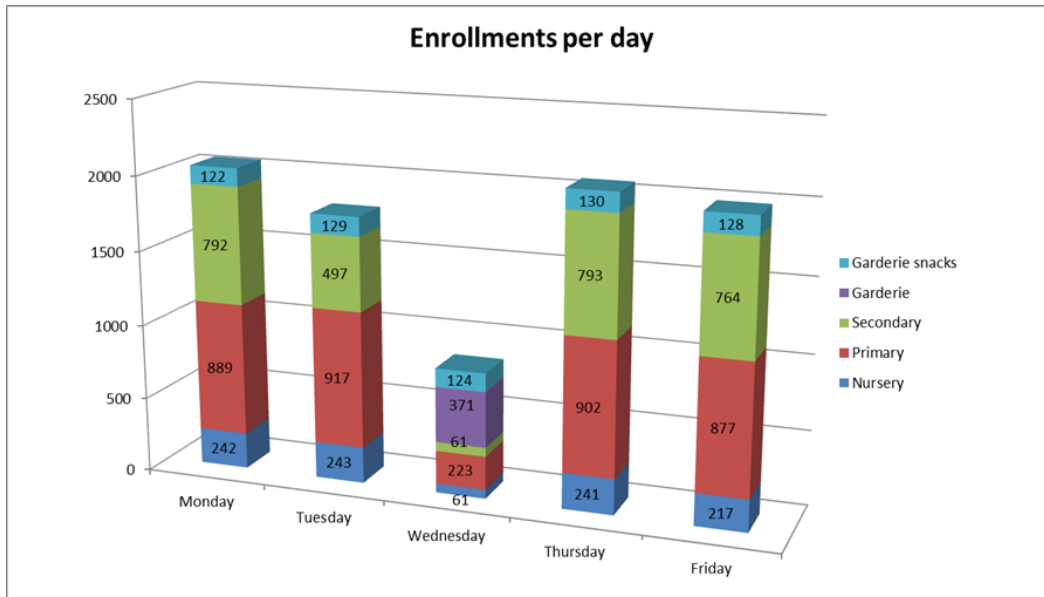




HORECA sector (Maria SAURA-MORENO)



Registered students: 2025
Teachers: 80/day
Students in cafeteria: 300-400/day



- Manager: 1.5
- Kitchen Staff: 7
- Administration: 2
- Table service: 26



HORECA sector (Maria SAURA-MORENO)



- **Main activities in 2016/2017:**

Implementation of the Food policy (quality increased, monitoring measures)

E-enrolment

New Canteen internal rules (pupils participation, payment by bank card)

New Stock Management system in place

New Table Service contract

Investments (TV screens, Bread Cutting machine)

- **Priorities 2017/2018:**

Budget balance

Pupils' participation

Pedagogical project with the school



TRANSPORT sector (Fani ZARIFOPOULOU)



Data / statistics

- 2.365 students inscribed
- Morning – 48 buses
- Afternoon (on full days) 38 buses at 3.30; 29 buses at 4.30, Wednesdays 45 buses / Garderies: 8 buses
- 6 bus companies
- 67 bus supervisors (adults and upper secondary pupils)
- 8 people in school parking
- APEEE Transport office: 3 staff members
- Annual subscription fee: EUR 1.260 (as last year) - Price lower than the three other European Schools in Brussels.



TRANSPORT sector (Fani ZARIFOPOULOU)



MAIN ACTIVITIES IN 2017

Improved functioning of the service

- Very high demand. More buses and mini buses to accommodate requests.
- Use of new e-enrolment system –updated information + revision of bus routes
- Shift towards adult supervisors for all afternoon departures on buses for MAT / P pupils (new recruitments, close monitoring, several information meetings on their role and obligations).
- Recruitment of new assistant in Transport Office, following a public call.
- Improved communication with parents (new IT systems in place). Flexibility for ad-hoc requests.

Safety and Security

- Renewal of contracts with all bus companies with new security provisions, system of penalties.
- Introduction of geolocalisation system in all buses (real-time tracking: location, route, speed etc).
- Certificates of good conduct of all bus drivers and supervisors.
- Two security training sessions for bus drivers provided by APEEE security expert.
- First aid training from Red Cross for supervisors / Training for trainers for APEEE staff.
- Strict sanctions for omission of duties.
- New internal rules and procedures for every incident.



TRANSPORT sector (Fani ZARIFOPOULOU)



MAIN PRIORITIES FOR 2018

Improve safety for our pupils

- Introduction of a new IT system for real-time registration of the pupils' presence on each bus (tablets operated by bus supervisors)
- Extensive use of geotracking to follow online our buses.
- Reinforce the role of bus supervisors. Ensure presence of adults to the largest possible extent.
- Implementation of the provisions of new bus contracts (incl. point system of penalties), rules for supervisors.
- Monitor performance. Increase accountability.
- New security trainings (in collaboration with European Commission) – screening of external staff.

Improve the day-to-day operation of the service

- Comprehensive review of bus routes (avoid delays, minimise time spent on the bus).
- Improve communication with parents: introduction of new online database for parents to submit complaints and report incidents, larger availability of our staff.
- Improve Transport Section of APEEE Website (Q&A, clear display of information).
- Direct channel of communication with the other APEEEs in Brussels.
- Increase user satisfaction and provide a reliable service for our school.



EXTRA-CURRICULAR sector (Rosita LAKE)

Data/Statistics:

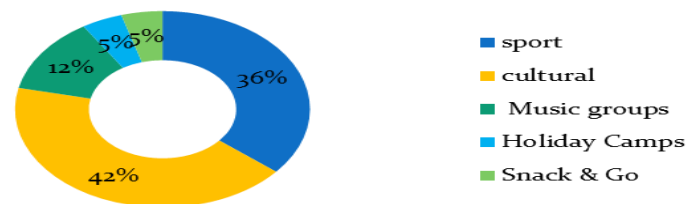
200 collective activities

53 individual music classes

1135 pupils enrolled

3252 Attendances - N 583 - P 2231- S 438

Activities types

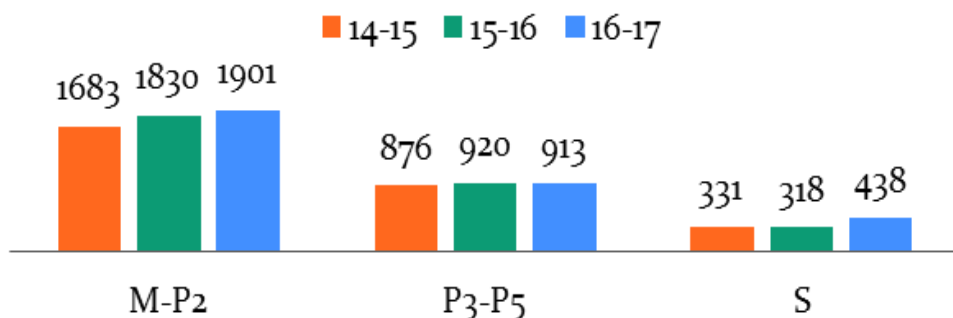


Prices:

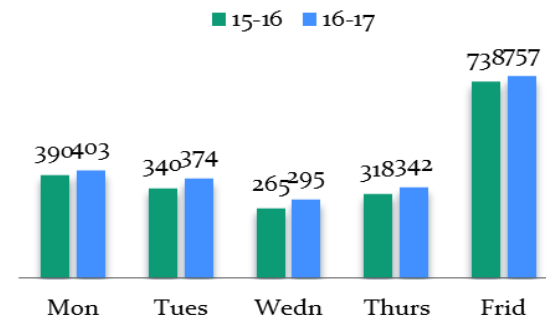
No price increase in 2016- 2017.

Decision taken to increase, when needed, the hourly rate of instructors to attract more qualified instructors.

Split of attendances



Attendances





EXTRA-CURRICULAR sector (Rosita LAKE)

In 2017 the focus was on:

- The introduction of STEM and robotics activities; over 8.000,00€ budgeted.
- LII (FR, EN, DE) playful activities.
- Activities to attract secondary students.
- Preparation of Implementing the e-enrolment system.



Priorities for 2018

Ensure the day-to-day operation of the service:

- Improve communication with parents and customer service.
- Continue improving customer service with an enhanced follow-up of complaints
- Keeping your children safe and happy

Programme review

- Continue making a shift in offering activities to develop 21st century skills (robotics and coding)
- Selection of activities that offer an equal treatment to all language sections.



ELECTIONS FOR 5 VACANT POSITIONS IN THE BOARD 22:00 – 22:20

Presentation of the candidates

Online vote



Elections of five (5) new Board members –

Candidates' presentation (in alphabetical order)

1. Petr BREZINA
2. Maria Jose CASTELLANO FUENTES
3. Simon COATES
4. Kamila KAUKIEL
5. Rosita LAKE
6. Koen NOMDEN
7. Anastassios PAPADOPOULOS
8. Gerard PAYNE



CANDIDATE FOR THE ADMINISTRATIVE BOARD DIRECTLY ELECTED AT THE GENERAL MEETING

SECTION:

CS1

First Name:

Petr

Name:

Brezina

Child(ren) in: (specify class)

Czech section / Secondary 1

Nationality: Czech/Belgian

Profession: Manager



Motivation:

Petr has a strong **background in finance** (15+ years), last five years working as head of risk for a large financial institution in Belgium. Next to currently working on the **policy for management of the financial assets** of APEEE (following APEEE's call for volunteers), he is also a member of the educational council and representative of parents of class. In the APEEE board, Petr wants to leverage on his extensive experience from financial management, specifically :

- Improve **design and functioning of internal control environment** in finance/payments domain in APEEE, particularly focus on transparency, on fraud prevention, dual control mechanisms in the payments domain and delegation of authority process;
- Support **smooth and productive dealing** between finance domain and external audit, school management, administrative Board, general assembly, tax / regulatory bodies. Provide advise/guidance to APEEE staff with regard to financial management.
- Help to gradually **optimize the financial system of APEEE** in terms of **risk management** (given the nature of APEEE and its very low risk appetite, keeping the assets without any loss as the key), in terms of **return** (to avoid paying negative interest rates as much as possible), make sure that contractual reserves are always available in sufficient amounts), **budgeting process, protecting the interests of the parents** (rules for reinvesting the potential profits of APEEE for the benefit of students and/or staff) and focusing on smooth and lean operations of APEEE.



CANDIDATE FOR THE ADMINISTRATIVE BOARD DIRECTLY ELECTED AT THE GENERAL MEETING

SECTION: ES

First Name: María José

Name: CASTELLANO FUENTES

Child(ren) in: P1ES and P3ES

Nationality: Spanish

Profession: Civil servant at the Delegation of the Government of the Canary Islands at the EU

Motivation: I have been member of the AC of the APEEE during the last two years. It has been a very positive and enriching experience. However, there are still lots of things to do. In these last 2 years, I have been member of the Working Group on “Violence at school” and, since December, I am member of the organisation group of the Springfest 2018. I would like to continue with my work within the APEEE in order to develop my tasks and to boost new projects that could contribute to improve the school life of our children.





CANDIDATE FOR THE ADMINISTRATIVE BOARD DIRECTLY ELECTED AT THE GENERAL MEETING

SECTION: **First Name:** **Surname:**
FR Simon Coates

Children in: S7FrA + P1FrB

Nationality: British & French

Profession: Official at the General Secretariat of the Council of the EU

Motivation:

I have had children in the French section of the Ixelles school for almost 18 years.

For the last two years I have been the APEEE's Vice President for Administration. In that role, while I have not always been able to invest as much time as I would have wished, I am proud to have been involved in the work that I believe has improved the service provided to parents and children and helped to ensure that it is sustainable.

To see though the work that we have started, and to provide continuity for our parents and staff, I would like to continue to be involved in the APEEE's activities for the coming two years.



CANDIDATE FOR THE ADMINISTRATIVE BOARD DIRECTLY ELECTED AT THE GENERAL MEETING

SECTION: DE **First Name:** Kamila **Name:** Kaukiel

Child in: son in P1/DE

Nationality: Polish (married to a German)

Profession: Civil servant at European Commission, DG COMP



Motivation:

Last year I observed the proactive and constructive role APEEE members played in numerous discussions and reflections concerning the future of our school as well the efficient flow of every-day services at school. I appreciate their achievements (e.g. introduction of the electronic enrolment for APEEE services; decision in favour of a profound review of options for the future before one is picked; close cooperation with school's directors, which among others resulted in better information flow to parents). I would therefore be grateful for an opportunity to become an active supporter of the ongoing efforts. I would be happy to put my time and skills at the service of the pupils and parents' community of our school. With quick grasp of issues, very analytical mind and sound communication and drafting skills, I believe I would be a valuable support to APEEE in responding to the needs and interests of the pupils and parents.



CANDIDATE FOR THE ADMINISTRATIVE BOARD DIRECTLY ELECTED AT THE GENERAL MEETING

SECTION: FR secondary **First Name:** Rosita

Name: LAKE

Child(ren) in: P5 FR, S3 FR

Nationality: French

Profession: EC Civil servant

Motivation: Je suis un membre actif du conseil d'administration APEEE depuis Octobre 2013. Bien que je contribue à tous les projets; ces 4 dernières années, j'ai dirigé le groupe de travail des **activités périscolaire**. Mon objectif a toujours été de contribuer à l'effort collectif pour améliorer les services de l'APEEE pour le bien et la joie de nos enfants.



2017 a été une année de grands défis pour l'APEEE, passant d'un processus d'inscription papier à notre nouvelle plate-forme d'inscription en ligne, introduisant un cadre de gestion du personnel de l'APEEE et des principes de bonne gestion financière.

Cependant, l'APEEE fera face à un certain nombre de défis dans les mois à venir, parmi lesquels l'amélioration du module d'inscription pour les activités périscolaires et le développement du nouvel outil " back-office" de l'APEEE. Je souhaiterais continuer le travail commencé et joindre mes forces à mes collègues de l'APEEE pour faire aboutir ces projets.

J'ai acquis une expérience considérable en gestion de projet et dans les instruments financiers dans le secteur bancaire. Ces expériences seraient précieuses pour les projets à venir de l'APEEE.

Merci d'avance pour votre soutien!



CANDIDATE FOR THE ADMINISTRATIVE BOARD DIRECTLY ELECTED AT THE GENERAL MEETING

SECTION: Dutch

First Name: Koen

Name: NOMDEN

Child(ren) in: S1: Amelie & Jonas

Nationality: Dutch

Profession: Commission Official DG EMPL (skills and qualifications)

Motivation: I have been a member of the APEEE Board since 2016 as NL primary section representative. I have been a class representative since 2010, and an active member of the parents' platform of my section (liaising with BoG members and inspectors). In 2017, I was the section coordinator for Springfest. In my capacity as APEEE Board Member, I have primarily worked as an active member of the APEEE Transport WG, while contributing to several other tasks: getting a better access to school for garderie parents, participating in selection committees for the enrolment and table service contracts. I have always maintained a critical and constructive attitude in all APEEE meetings and debates.

I want to continue to contribute as an elected member to an APEEE at the service of pupils and parents.

Thank you for your support!





CANDIDATE FOR THE ADMINISTRATIVE BOARD DIRECTLY ELECTED AT THE GENERAL MEETING

SECTION: EL

Firtst name: ANASTASIOS

Name: PAPADOPOULOS

Child in : S3 ELa

Nationality: Hellenic

Profession: Legal Adviser – Council of the EU

Motivation: In the last two years, I have had the honour of being Chair of our Board.



Together with all my colleagues, we have put significant efforts in moving APEEE life in innovative directions. The outcomes presented in the 2016-2017 General and Financial Reports are measurable and visible.

The Board tasks and challenges ahead in educational and internal operational matters are substantial. Complacency can never be allowed!

Implementation should follow with determination, hard work, transparency and accountability in the results.

We must join forces with all sections and create a stronger and outgoing EEB3 School community for the benefit of all our students!

Je vous remercie pour votre confiance!



CANDIDATE FOR THE ADMINISTRATIVE BOARD DIRECTLY ELECTED AT THE GENERAL MEETING

SECTION: EN

First Name: GERARD

Name: PAYNE

Child(ren) in: P5 EN b

Nationality: British

Profession: Former UK Civil Servant

Motivation: Because of the way the European schools and the Parents Associations are set up it is incumbent on parents to offer whatever time they can to helping with APEEE activities, I always have been happy to volunteer my services and time to helping in whatever I can. As a result it is a pleasure to be allowed to be involved in the running of the school in this way and be part of my son's educational and growing life. I have been a class rep/treasurer since Mat1 and the EN Primary rep on the APEEE Administration Council (CA) for the last 2 years. My son will be moving into a Secondary cycle in September and as we already have a Secondary EN rep on the CA I would like to remain a part of the CA by being voted onto the Board. Thank you.





DRAFT MOTIONS

22:20 – 23:20

Presentation of the texts (2')

Brief exchange (5'-8')

E-vote



DRAFT MOTION No 1 (NL section)



ON THE SCHOOL MANAGEMENT SYSTEM

The General Assembly of the APEEE of Brussels III, meeting on 22 January 2018,

- *Recalling its resolution on the School Management System adopted on 3 December 2015*
- *Considering that Article 59 of the General Rules of the European Schools provides the detailed criteria according to which pupils in the secondary must be assessed;*
- *Considering that, according to School rules, pupils have the right to know how their grades have been obtained,*
- *Considering that currently records of all grades obtained in tests are not readily accessible to pupils or parents;*
- *Considering that it is for many pupils difficult to assess how they are faring in a given subject or have a good overview of their assignments and upcoming tests;*
- *Considering that the School has installed the School Management System (SMS) which allows precisely information on assignments and grades to be communicated,*

Requests again the management of the secondary level to oblige teachers to use the School Management System to announce tests and assignments and to record test results systematically for all subjects,

Commends the teachers who have already started to do this,

Requests the APEEE to bring this motion to the attention of the management of the School and to follow up as appropriate.



DRAFT MOTION No 2 (NL section)



ON FINANCIAL TRANSPARENCY

The General Assembly of the APEEE of Brussels III, meeting on 22 January 2018,

- Considering that the School has started an asbl in order to cover operations outside the core pedagogical budget*
- Considering that this asbl will mix funds for wider school purposes and large-scale projects with specific small-scale class-related expenditure (the class piggy banks);*
- Considering that the operations of this asbl should remain limited to clearly identifiable operations with a significant financial risk for which economies of scale exist and which do not involve undue administrative and control costs,*

Requests the asbl operations to be limited to activities of appropriate scale and scope from the perspective of efficiency, effectiveness and accountability,

Requests the management of the School to provide transparency over the details of incomes and expenditures and balance sheet of the said asbl,

Requests access to the internal rules, records and accounts to ensure accountability,

Considers that classes that choose to maintain their class-administered class fund have the right to do so.

Requests the APEEE to bring this motion to the attention of the management of the School and to follow up as appropriate.



DRAFT MOTION No 3 (Board)



ON TRANSPORT STAFF RECRUITMENT

EN

In accordance with Article 7(c) of the APEEE Statutes, the General Meeting approves the creation of a new permanent post for the transport sector. The post is necessary to deal with the increased workload. A permanent post is appropriate to provide stability and since the current workload is not expected to diminish in the foreseeable future.

FR

Conformément à l'article 7, point c), des Statuts de l'APEEE, l'Assemblée générale approuve la création d'un nouveau poste permanent pour le secteur transports. Ce poste est nécessaire pour faire face à la charge de travail accrue. Il convient de créer un poste permanent afin de donner de la stabilité au secteur et puisqu'aucune réduction de la charge n'est prévue dans les années à venir.



DRAFT MOTION

No 4 (Board members and other reps)



ON APEEE FINANCIAL ASSETS AND CASH MANAGEMENT POLICY

BACKGROUND – WG CONCLUSIONS

The ad-hoc WG on APEEE assets meeting in November and December 2017 confirms that currently:

There is no policy related to excess income or deficit

There is no optimal return on assets

There is no investment policy

There is no a policy to define reserve for legal obligations and unforeseen incidents

APEEE is not protected against default of banks...

APEEE is not protected against bankruptcy (while other APEEEs are)

APEEE does not invest in :

Term deposits (very low return, limited liquidity)

Money market funds (negative return)

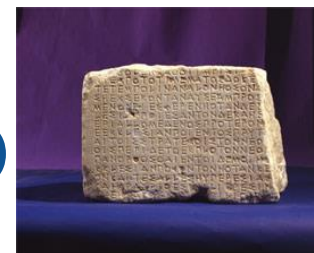
Equity funds (can be volatile in short term)

State owned bonds (negative yield in short term)



DRAFT MOTION

No 4 (Board members and other reps)



ON APEEE FINANCIAL ASSETS AND CASH MANAGEMENT POLICY (continued)

BACKGROUND – WG CONCLUSIONS

Cash used on running operations:

Keep the cash volume on c/a around 810 k€, with a recommended cash balance per sector:

Current accounts per sector	Max cash need	Avg cash need	Volume on c/a (.000 eur)
Affairs general	-0.022	-0.022	250
Transport	-0.280	-0.238	280
Horeca	-0.173	-0.153	180
Periscolaire	-0.088	-0.050	100



DRAFT MOTION No 4 (Board members and other reps)



ON APEEE FINANCIAL ASSETS AND CASH MANAGEMENT POLICY (continued)

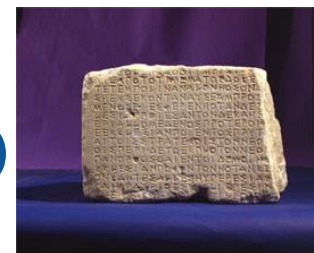
BACKGROUND – WG CONCLUSIONS

Cash used on running operations:

*Keep the current accounts with one bank,
one account per each sector,
with interest rate at least 0%,
with actively setup cash management to- and from the savings accounts*



DRAFT MOTION No 4 (Board members and other reps)



ON APEEE FINANCIAL ASSETS AND CASH MANAGEMENT POLICY (continued)

RECOMMENDATIONS

a) *Keep excess cash as reserve with optimal return*

In order to limit risks for APEEE:

to benefit of the 100k€ in each bank under deposit guarantee scheme of Belgium, and to keep legal reserves (just in case) – as done in the other APEEEs

6 month salaries			805
Other contractual obligations			200

Divide the reserve for 6 month salaries and other contractual obligations (around 1 mio€) among savings accounts of 5 or 6 banks (cca 150 k€ each), with return of 0.5-1%.



DRAFT MOTION No 4 (Board members and other reps)



ON APEEE FINANCIAL ASSETS AND CASH MANAGEMENT POLICY (continued)

RECOMMENDATIONS

b) Invest excess cash into savings accounts and one or two balanced funds with a floor protection of at least 95%, with daily liquidity

In practice what is proposed is a combination of:

Minimum risk approach:

Invest excess cash into savings accounts only

Limited risk approach:

Invest excess cash / reserves of about 1mio in a daily liquidity fund, with floor protection, with a historical return with at least 1.5-3%, with limited volatility, SRI (socially responsible investment) shareclass



DRAFT MOTION No 4 (Board members and other reps)



ON APEEE FINANCIAL ASSETS AND CASH MANAGEMENT POLICY (continued)

RECOMMENDATIONS

c) Annual profit of APEEE will be re-invested into staff training, ICT, infrastructure

At least 25 % of any annual profit of APEE generated will be re-invested into staff training, ICT infrastructure, other improvement proposals as decided by the administrative board (The rest will be added to a savings scheme).



RESULTS OF THE ELECTION FOR 5 VACANT POSITIONS IN THE BOARD 23:15 - 23:20

End of the General Meeting



SPECIAL THANKS TO :

Interpreters (EN/FR and FR/EN):

- Ms Johanna Mc Calmont
- Ms Susan Blackwell
- Mr Luca Sorce

APEEE staff:

- Ms Ornella di Perri
- Ms Isabelle Callens
- Ms Emilia Jarvis
- Ms Phyllis Michael
- Ms Nathalie Forest
- Mr Lukas Tasho