

Draft minutes of the APEEE Services GA of 17 February 2025

Agenda:

- Presentation of the 2023/2024 Annual Report
- Accounts and balance sheet 2023/2024: vote for discharge
- Auditor's report
- Nomination of Board members: vote

1. Presentation of the 2023/24 Annual Report

The Chairman introduces the presentation of the [activity report](#), highlighting the positive progress made by all departments, with the challenge of continuing to offer quality services while adapting to the overcrowding of secondary schools and the decline in primary schools, as well as the lack of premises and space. He emphasizes the excellent collaboration with the school and external stakeholders, the support of the members of the Management Committee and the Board of Directors, and the work on drawing up the agreement between the European Schools and the APEEEs (including APEEE Services).

1.1 Transport

Ivo SCHMIDT (Chairman of the Transport Management Committee) presents the annual report of the Transport Department, summarizing the actions carried out at the Uccle and Berkendael sites: the Together School application for parents and the monitoring and securing of children, the continuity of the zero-emission project: 17 electric buses in 2024, 20 electric buses this year 2025 and the introduction of adult supervisors, which has now reached 100%. He invites interested parents to join the Transport Management Committee to take over.

1.2 Canteen

David DELAMARRE (member of the Canteen Management Committee) presents the canteen's annual report. Regulation of the flow of secondary school pupils is managed in collaboration with the school, but overcrowding in the secondary section remains the major challenge for the coming years. Subscription prices have remained unchanged. We have installed digital screens in the refectory and cafeterias for communication purposes, and are working on menu improvements: less meat (reduced grammage), vegetarian-only day, more variety in the cafeteria, working with the head chef and an external dietician in the future to improve menu composition.

Questions/Answers :

David DELAMARRE and Pascale DE SMEDT invite stakeholders to contact the department via the "contact" button on the [home page of the site](#) for any suggestions/complaints, and parents are welcome to join the canteen management committee. To apply, please click [here](#).

1.3 Extracurricular activities Uccle (Césame)

Alessandra CAPRA (President of the Césame Management Committee) is delighted that the number of registrations for extracurricular activities was in line with forecasts, thanks to the introduction of extracurricular activities for kindergarteners and the courses offered to secondary school pupils in June.

These new activities compensated for the drop in primary school enrolments due to the steady decline in the number of pupils, and enabled us to maintain a range of 109 activities. This trend is in line with the policy followed by the Office of the Secretary General of the European Schools to reduce enrolment in nursery and primary classes and increase enrolment in secondary classes on the Uccle campus. As a result, the lockers have reached their maximum capacity and more space is available on site.

Questions/Answers :

Alessandra CAPRA replied to the speakers that after-school activities for younger children are offered at lunchtime, as there are many constraints to take into account for parents who wish to pick up their child(ren), in terms of access to the school and bus departures.

If a parent wishes to contact an activity instructor or teacher, Alessandra CAPRA tells the meeting that we cannot give out their telephone number, but that they should call the Césame office, which will act as intermediary, and that the list of teachers can be consulted on the website.

What about locker solutions? Césame has introduced family locker sharing, and discussions are underway with the school for new locations.

Regarding language courses, parents are welcome to suggest courses. The procedure is available on our website. As far as possible, we will try to set up the course if the following criteria are met: sufficient enrolment, available premises and qualified teacher. We regularly consult the best practices of other European schools.

Rafael PAPI BORDERIA adds that we never exclude a course without reason, even for minority languages. Two years ago, we carried out a survey to find out what parents wanted. Each request is analyzed and sometimes rejected, as we have to adapt to the constraints existing at each site.

1.5. Extracurricular activities Berkendael

Stéphanie RESSORT (President of the Berkendael Management Committee) reports on the positive number of registrations for activities: 392 children enrolled in activities, music classes and daycare. Our individual piano and guitar lessons continue to be a great success. We regret, however, that some activities (Greek, circomotricity, creative leisure and music initiation) have been discontinued due to insufficient enrolment. Céline Chacun has been appointed manager and Amandine Boonen to assist her. New staff have also been recruited for the Friday afternoon Garderie Active.

Questions/Answers :

Some parents whose children are not taken in by the OIB after-school care service would like the after-school care service to start as soon as the new school year begins, but Stéphanie RESSORT points out that the after-school care service starts in October, as it is dependent on the school for the designation of premises.

2. Accounts and balance sheet 2023/2024 : vote for discharge

Benoît GORET, APEEE Services' chartered accountant, presents the accounts and balance sheets included in the [annual report](#). 2023-2024 is once again a "normal" year compared with Covid-19. From this year onwards, APEEE Services d'Uccle is considered a large ASBL.

APEEE Services managed a budget of 11.98 million euros during the 2023/2024 financial year, which ended on August 31, 2024. The positive final result of 304,000 euros testifies to the prudent management of the ASBL's activities and finances, and will contribute to the reserves of each activity.

The 2024-2025 budget was adopted in June 2024 in anticipation of the new financial and academic year. As usual, progress is closely monitored and the budget readjusted to reflect the actual income and expenditure situation.

The budget voted at the AGM on 5/06/24 resulted in a loss of 13,000 euros, but this result is subject to change during the year.

Questions/Answers :

To a question from the floor on the criteria for a large NPO, Benoît GORET explains that the size of the NPO is determined on the basis of its annual sales (excluding extraordinary income and VAT), its balance sheet total (assets/debt) and the average number of employees.

3. Auditor's report

The Audit Belgium group, represented by Sophie TUYTTENS, issues an annual report to the AGM, available on our website: [AR25010](#). The closed accounts present a true and fair view of the association.

This is the association's third financial audit, which has once again resulted in an unqualified audit opinion. This means that the financial processes are well established, that they guarantee adequate management and protection of our resources, and that the accounts are free from material error.

Questions/Answers :

Sophie TUYTTENS tells participants that recommendations are only communicated to the Board. If more substantial recommendations were necessary, the auditors would report back to the AGM.

4. Nomination of Board members : vote

4.1 Presentation of candidates

Rafael PAPI BORDERIA (President of APEEE Services) opened the meeting by explaining the voting procedure. As indicated on the ballot paper, candidates will be listed in alphabetical order for reasons of fairness, transparency and ease of organization. Voting is anonymous, and each participant has one vote, regardless of the number of classes he or she represents, either in person or by delegation to another participant. Each participant can take up to 3 voting delegations.

Following questions from the floor, Rafael PAPI BORDERIA clarified that participants at the APEEE Services AGM are only full members of APEEE EEB1, members of our management committees or our Board of Directors, in accordance with [our statutes](#). Changes to the articles of association are not made at the AGM. If you want to change the content, you have to be part of the working group on the statutes,” explains Georg BECKER (member of the working group).

Each candidate introduces himself or herself in alphabetical order, explaining why he or she is standing for re-election and, in the case of those standing for re-election, what he or she has already done. Margarita SAVOVA-PEYREBRUNE informs that she will not be reappointed to the Board and explains her assessment of her two years on the Board. The candidates' presentations are available on the PowerPoint.

4.2 Result of the votes of nominations to Board

Out of a total of 139 ballots cast: 29 abstentions / 1 no / 109 yes.

Rafael PAPI BORDERIA concludes the meeting by informing the Board of the results of the ballot count:

	<u>Yes</u>	<u>No</u>	<u>Abstention</u>
- BOBIS Marek :	82	45	12
- DA SILVA ANTUNES Sandra Cristina :	82	53	4
- O'CONNOR Kevin :	131	4	4
- PAPI BORDERIA Rafael	89	41	9
- SCHMIDT Ivo	133	5	1

Rapporteur : Stéphanie WOUTERS