

**PARENTS' ASSOCIATION OF THE EUROPEAN SCHOOL LUXEMBOURG 1  
(APEEEL1) previously known as  
FEDERATION OF THE PARENTS' ASSOCIATIONS OF THE EUROPEAN SCHOOLS  
OF LUXEMBOURG (FAPEEEL)  
ANNUAL GENERAL MEETING  
21 Nov 2018 18:00-19:15  
Hall, Primary Building, European School Luxembourg 1 Kirchberg**

**APPROVED MINUTES**

Number of votes: 22 members present and 8 proxy votes = 30 votes in total.

**1. Adoption of the Agenda**

The meeting opened at 18:14.

John Coughlan welcome everyone to the meeting and introduced himself (President of APEEEL1), Luc Dupont (Vice-president Administration & Finance), Anjani Ladia (Treasurer) and Tania Kohn (external auditor).

All of the documentation is on the website and has also been handed out to everyone at the beginning of the meeting. John explained that as a result of APEEEL2 leaving the FAPEEEL, we are left with two Associations: FAPEEEL which has now been renamed APEEEL1 & APEEEL1(Kirchberg), and we need to start the dissolution of APEEEL1(Kirchberg). As a result there will be 2 agendas for each Association. In between each meeting there will be a breakout session where everyone will have a chance to speak to the Working Group that interests them the most.

There were no comments or questions

The agenda was adopted unanimously.

**2. Approval of the minutes of the last Extraordinary General Meeting (6 June 2018)**

The FAPEEEL Extraordinary General Meeting was held when the Association was still called FAPEEEL. The decision was taken that APEEEL2 was no longer part of the Association and to revert the name back to APEEEL1.

There were no comments or questions

The minutes were approved unanimously.

### **3. Election of the Tellers.**

Tania Mêda & Joana Abreu volunteered to be the Tellers.

### **4. Approval of the Annual Report 2017-18**

The reports summarise the activities last year. It has been a real challenge to work out the finances of the respective parents' associations.

The extracurricular activities, coordinated by Vaiva and Fernando, is also a huge operation.

There were no comments or questions.

The reports were approved unanimously.

### **5. Treasurer Report 2017-18**

John explained that last year the FAPEEEL bureau was composed of John Coughlan as Secretary General (APEEEL1), André Schmutz as Deputy Secretary General (APEEEL2), a Treasurer from each association: Luc Dupont (APEEEL1) & Achim Schaefer (APEEEL2) and the President of each association Philip Taylor (APEEEL1) & Delphine Ballaguy (APEEEL2).

Luc explained that the challenge last year was to collaborate on the decision making process. Luc also thanked John for his role as Secretary General.

Luc introduced Anjani to talk about the financial aspect.

### **6. Approval of the Audited Accounts 2017-18**

Anjani introduced the accounts for APEEEL1 (formerly FAPEEEL), stating that these accounts were a base for how the Association will look for the future year. Given that the two associations will become one in the course of the current year, it was pointed out that the accounts of APEEEL1 must be read in conjunction with those of APEEEL1 (Kirchberg) in order to obtain a complete picture of the financial situation going forward.

It was highlighted during the EGM on 6 June 2018 that there would be certain costs associated with the split, such as contracts held jointly by FAPEEEL which would need to be closed down, as well as the settling of outstanding payments to APEEEL1 (Kirchberg) and APEEEL2.

The cash balance as of 31/08/2018 was 212k€, however there are certain liabilities and provisions set aside, so that would leave approximately 110K€ to be transferred to APEEEL1 (Kirchberg) and APEEEL2 – to be split 56% and 44% respectfully (note 8) – as agreed at the EGM.

It was confirmed that Périscolaire covered its costs and did not generate a huge surplus.

It was noted that the secretariat costs, previously paid by FAPEEEL, are more expensive than the income from APEEEL1 (Kirchberg) membership fees.

A question was asked: the Cash has shrunk by 300K€, what is the projection for future years as this loss is not sustainable?

Phil Taylor confirmed that there was a planned reduction of the money held on the FAPEEEL balance sheet, as the CAS (Comité des Activités Sociales des Institutions) could not justify continuing to provide their grant to us whilst the balance sheet was so high. There was also a big fear that the price of Périscolaire activities would go up as a result of the split, which they did not.

Tania Kohn stated that there are no errors in the accounts (anything identified has been corrected).

Anjani stated that the Association provided close support to the auditor, and this would not have been possible without Fiona (bookkeeper in the secretariat). This year we are moving from the XLS document to Banana accounting software. This will allow APEEEL1 to have a more robust management reporting system and invoice tracking.

The Audited Accounts were approved.

## **7. Approval of the Budget 2018-19**

Anjani confirmed that this year there would be a combined APEEEL1 & APEEEL1(Kirchberg) budget and as a result it may be harder to cross-reference with the two sets of separate audited accounts. The combined budget will give a full picture for the year. It is based on actual expenditure from APEEEL1 (formerly FAPEEEL) and APEEEL1(Kirchberg) in 2017-18, with the numbers adjusted for how it will look for APEEEL1 this year.

There are 37 group monitors, 14 private music lesson monitors and two associations with fixed contracts (UGDA & Bricks4kids).

The membership fee per family has been kept at 50€ (the majority of membership payments are already in the account for 2018-19). The membership income on the budget is the ball park figure as parents can become members at any point in the year. Currently 1025 families are members.

The question was asked regarding the number of families who are members of the association and how many there are in total in the school. This has been estimated at 55%; but we would like to increase the proportion.

The school fete is great for fostering the school spirit but it also generates money for use in the Participatory budget. The budget is 13K€, with between 7K€ and 8K€ expenses, generating a 5K€ to 6K€ profit. This profit comes from volunteer work and sponsors. We are already working on the school fete for 2018-2019.

Miscellaneous also includes the expected CAS (Comité des Activités Sociales) grant. Both APEEEL1 and APEEEL2 have requested this grant and it is estimated that both will receive 17500€. CAS gives the money to help run the secretariats to support the Associations as they represent Parents' interests in the schools.

Donations are from small activities.

Certain parents are still paying the old membership fee of 24€; but these parents are not considered as members. We have been trying to reach out to these parents.

Expenses for Periscolaire: other than the staff costs, we pay for the guards at the school, which is an additional 50K€ per year.

A deficit is projected for the first year of the new organisation. This realistic but we have enough cash reserves to sustain us for several years.

The estimated balance at the end of the year will be 228K€.

There was a question to clarify the starting position for the combined budget i.e. to show the opening cash balances of both APEEEL1 & APEEEL1(Kirchberg) to ensure transparency in the numbers. Anjani explained how the numbers were calculated and stated that he would amend the budget to clearly show this information.

The Budget was approved with one abstention.

## **8. Approval of the annual membership fee**

The proposal is not to increase the membership fee as we are going through a transitional period and we would like to leave it a year to see what happens. In previous years we had built up a surplus of cash, which is not correct for an ASBL, so we have started to reduce these reserves. We are not looking to make a profit.

## **9. Any other competent business.**

Teacher Mme Dewitte thanked the Association for all the hard work regarding the LRT (Locally Recruited Teachers). She stated that their position is precarious and she would like to keep the good teachers at the school.

The Director Mr Wedel thanked the Association for their collaboration on the LRT report provided to the Secretary General's Office on the Luxembourg situation: the high cost of living, competition from local schools etc. The report provided the detailed picture. There are discussions on LRT in Luxembourg specifically and there are proposals on the table. There is a Board of Governors meeting in December and after this meeting we should have more ideas on the concrete proposals and be able to communicate more on the situation.

One parent raised the need to discuss special needs for the BAC years: this would be covered in the working groups during the breakout sessions.

One parent stated that the Association needed to communicate better the LRT situation as parents are not aware of what is being done. John confirmed that communication is very much an area that the Association needs to improve on and measures will be taken to do so.

The meeting closed at 19:22.