

ANNUAL GENERAL MEETING

26 Nov 2019 19:30-20:30

Salle de Fête, European School
Luxembourg 1 Kirchberg

APPROVED MINUTES

Number of votes: 24 members present and 4 proxy votes = 28 votes in total.

The Annual General Meeting was preceded by a Cyber Bullying Conference 17:00 – 19:00 held by APEEEL1 in conjunction with the school's KiVa team and BEESECURE.

Adoption of the agenda

The meeting opened at 19:40

John Coughlan, the president of APEEEL1 welcomed everyone present to the Annual general meeting (AGM), including the director of the school Mr Wedel. He also reminded everyone that all people present at the meeting should ensure that they are members of the Association and have signed in.

John also presented the other members of the APEEEL1 board present at the AGM: Luc Dupont who is Vice-President for Admin and Finance, Anjani Ladia the APEEEL1 Treasurer, Outi Sjöholm the Vice-President for Secondary Education and Olivia Saunders the Vice-President for Primary Education.

John asked if any additional point should be added to the agenda. No points were proposed. The agenda was adopted.

Approval of the minutes of the Annual General Meeting held on 21 November 2018

The minutes were reviewed page by page. There were no proposed amendments. The minutes were unanimously adopted.

Election of Tellers

It was explained that the Tellers are there to count the (disputed) votes at the AGM and the votes at the end of year APEEEL1 Management Committee elections. Tellers should preferably not be APEEEL1 Management Committee members to ensure that all votes are handled in a transparent and proper way.

Mrs Racula Cara and Mr Eric Albert volunteered to be the tellers.

Presentation and approval of the annual report 2018-19

The Parents Association has three key roles: Represent the parents; Support the parents and contribute to the school community life. The report summarises APEEEL1's greatest work and achievements in 2018-19 including the attractiveness package for Locally recruited teachers and certain Seconded teachers which was approved at the Board of Governors' meeting in April. The salary issue was particularly acute in Luxembourg due to the opening of the European accredited

schools. The European Investment Bank (EIB) stepped in with the funds to be able to pay the additional salary costs but the school and the Parents' Associations had a major role to play in presenting the issue to the member states.

There are regular school meetings where APEEEL1 represents the parents of the school: Administration Board, Advisory Board, Education Councils, Steering Group of the Luxembourg Schools, Canteen Committee, Health & Safety Committee etc.

For the creation of the Lithuanian section, APEEEL1 worked closely with parents. We were also a channel for input, help & support as well as advice on language sections.

Educational support – there have been significantly more support agreements in place. The Educational support budget is also being used for behavioural issues in primary where it involves intervening and supporting the concerned pupils.

Financial support to help with expensive school trips through the APEEEL1 social fund was greater than 6000€ last year. APEEEL1 will continue to support parents this year.

School fete. The fete committee was chaired by Luc Dupont. It is the biggest event on the school calendar. This year we surveyed the parents about the fete and the results were analysed and reviewed with the school directors. It is an important fund raiser and the monies raised go directly into the participatory budget which allows us to fund and mobilise extraordinary things and events such as the school garden and the sensory room.

APEEEL1 also sponsored events such Euro Sports (where we funded the school sports kit) and we are happy to announce that our school team beat all the other schools to come in first place.

Communication- we have been actively working on improving our communications to improve the APEEEL1 website, a regular Newsletter, and our own (private) Facebook page, not to be confused with the unofficial parents Facebook page. We have also been working with the school to improve communications and we recognise that this still requires improvement.

The report was available for everyone to read in its full written form. John Coughlan asked if anyone had any questions. The report was submitted for approval.

The report was unanimously approved.

[Presentation and approval of the audited accounts 2018-19](#)

Anjani Ladia, the APEEEL1 treasurer, thanked John for his insights and presented the 2018-19 audited accounts.

It was confirmed that there was an independent auditor's report.

There was a cash balance at year end 31.08.2019 of 466K Euros; but not all can be utilised. There are 197K euros of provisions.

There was 607K€ cash income, primarily periscolaire activities (513K€) and membership fees for 1145 Members (57K €). An important part of the income was the 19,600€ subsidy from CAS.

We had 605K€ in expenses. Staff costs and monitors accounts for almost 70% of expenses. Approx 30% of the overall costs were for our permanent staff: 2 secretarial staff and 2 periscolaire staff. The rest of the 473K was for the periscolaire monitor salaries. 60K€ was for periscolaire material costs and security guards (after school hours) as per the convention with the school.

The rest of the expenses were administration expenses such as bank and credit card fees. We had over 1000 enrolments paid by credit card which amounted to 12K€.

The net result for the current year is 1950.86€.

A member asked if there was a way to avoid the credit card fees. Anjani Ladia replied that the activities fill out very fast and a delay in paying could create issues signing up. It was acknowledged that we have thought about a manual process, but it could be even more expensive and time consuming. It is open for discussion amongst ourselves, and can be adopted if we find a better solution.

John Coughlan confirmed that the accounts have been independently verified and are a true representation of our finances.

The audited accounts were put for approval and were unanimously approved.

Approval of the budget 2019-20

The budget prepared for 2018-19 indicated a 38K€ deficit but ended up in a surplus of 1.9K€. The details have been submitted to the parents for review.

The budget for this year 2019-20, includes actuals and the projections in 1 year. There is a projected deficit of 60K€. The anticipated lesser income is due to fewer activities and enrolments because of capacity/ room availability issues. We proposed 90 activities compared to 93 activities last year and only 80 are running due to the change of timing for pickups.

The number of monitors is decreasing from 37 to 32. We currently have 1124 pupils inscribed in activities, which is 150 fewer than last year. This relates to 20K€ less income.

There has also been an increase in monitor salary costs. In order to retain them and keep the salaries competitive they have been increased by 5%.

We have also provisioned 16K€ to revamp the APEEEL1 and periscolaire websites. The legacy contract from FAPEEEL is expensive. The idea would be to join the two websites together and have joint maintenance.

The projected budget shows that in 2020-21 we would have 50K€ less in the reserves. The plan is to gradually reduce the reserves over several years to 150K€.

It was explained that the role of the Parents Association is to represent the parents and this activity is supported by the secretariat. The secretariat is running a significant deficit as the costs are higher than the membership fee income and the CAS subsidy. Periscolaire activities are run to break even (self-financing and profit should be as close to zero as possible). Over many years, the Association did not spend money and built up significant reserves. We aim to reduce the reserves over a few years but in the long term this will not be the case.

It was questioned if we thought it would be possible to increase the membership income.

Our membership is currently approximately 50% of the population of the school. The question would be what to do to make it more attractive to parents to become members. The membership fee has not been raised for 7 years; but there are some parents still paying the old membership fee.

There was a question regarding what deficit is sustainable and how low can the Association go? It was confirmed that this was considered as part of the budget. The projected losses amount to 15K€ loss for periscolaire and 45K for the secretariat. Periscolaire is currently running at a surplus because of price increase and 'accompagnement'. 30-35K€ is the realistic deficit, 60K€ is the worst-case scenario. Activities for the year are still open and there may be more memberships etc. We need to look at revising suppliers, data storage (Sharefile), website maintenance etc. The secretarial deficit would remain so looking at periscolaire to balance the costs.

There was a question whether APEEEL1 would consider providing extra-curricular activities during 'Golden time'. It was confirmed that we had considered it for this year but it is more complicated to provide activities during this time: restrictions of school rooms, the need for monitors to be able to enter the building during school hours etc.

It was also questioned how our accounts would have to look for us to be able to raise the subsidy from the CAS. It was confirmed that our accounts are still a little high, so we are looking at a couple of year's projections. The request would need to come with the secretariat and periscolaire budgets separated.

Monique Breton of APEEEL1 confirmed that the subsidy was first provided some years ago to subsidise the secretariat staff costs. During FAPEEEL, when the reserves were not high, the subsidy was 67K€ but was then subsequently reduced to 35K€. Once APEEEL2 left and FAPEEEL became APEEEL1, the subsidy was shared pro-rata between the two associations. Next year, the aim is to request 50% of the secretariat staff costs, we might not receive the full amount but the CAS will be aware and then can put forward the argument for future years.

It was asked what the CAS is. It was confirmed that CAS is the Comité des Activités Sociales – the European Institutions donate money, and this pays for certain activities and clubs such as the Foyer Europeen etc.

It was confirmed that the policy to run down the reserves is a good thing and it makes sense in this context.

The president confirmed that Anjani Ladia is a very prudent treasurer and Luc Dupont thanked him for the fantastic job he did around the procedure.

The budget was put for approval, and it was approved unanimously.

Appointment of the auditor for the 2019-20 administrative year

The auditor that we use is Tania Kohn of Fiduciaire Kohn Révision S.à r.l. She sends her apologies for not being present at this meeting; but she is sick. She has been our auditor for three years and she is very good and does a very thorough job. There is no personal link to her from the Association.

There was a motion to approve Mme Kohn for 2019-20 and this was approved unanimously.

Approval of the annual membership fee

We had 1145 members in 2018-19 and 1119 this year so far. There are fewer activities, so it is not a great surprise. This is not the time to propose a change and the proposal is to remain at the same price.

There was a question if this is a family membership and it was confirmed that it is.

There was a question as to why we do not change it to 60€. It was confirmed that the time may come but everything will need to be amended eg the standing orders, and anyone not paying the full amount would not be classed as a fully paid up member.

APEEEL1 is looking to improve communication and awareness within the parent community. We have already started to send Newsletters on a regular basis which is informative and relevant. We have a Facebook page for people specifically linked to the school. We are also looking at providing more conferences, in partnership with the school. We are also looking at simplifying things for parents by electronic memberships and voting systems.

It was confirmed that some parents only join the Association because of the Extracurricular activities; but the Association sends the Newsletters with our achievements to all members.

It was suggested by a member to have different levels of membership eg if a parent only wanted the updates and Newsletters, they could pay a reader's fee of a suggested 25€ etc.

The president thanked everyone for their input and confirmed that it was gratifying to see everyone thinking about this topic.

The motion to keep the membership fee was proposed and approved unanimously.

Any other relevant business

The issue of the 'Golden time' for the P1 and P2 pupils was raised. There was a comment from one parent that the pupils seem to be left to their own devices and that they watch cartoons for an hour at the end of each long day which is not very pedagogical.

It was confirmed that the European school curriculum foresees 2 hours less for P1& P2 students and they were previously hidden in the timetable. Olivia Saunders, the VP for Primary confirmed that she would be interested to know which classes are unsupervised so that she can raise it with the school direction.

Mr Wedell the school director, present at the AGM, gave his thanks to the Parents' Association for being supportive and in particular gave warm thanks for their work on the attractiveness package for the locally recruited teachers. He also thanked APEEEL1 for their donation towards the new multisport ground and the fitness room.

John Coughlan, president of APEEEL1, thanked Mr Wedell and said that it is good for Parents to hear that we have open and honest dialogue with the school.

Luc Dupont also confirmed that we held 2 surveys this year. One on the school fete to gauge the temperature of parents' opinions. The other was regarding transport and access in order to have facts and data to be more strategic moving forward.

Everyone was thanked for attending.

The meeting closed at 20:47.