

PARENTS' ASSOCIATION OF THE EUROPEAN SCHOOL LUXEMBOURG 1 (APEEEL1)

ANNUAL GENERAL MEETING

25 Nov 2020 18:30-20:00

Via a ZOOM online meeting due to
COVID restrictions

APPROVED MINUTES

Number of votes: 30 members present and 4 proxy votes = 34 votes in total.

The meeting opened at 18:30.

John Coughlan, president of APEEEL1, welcomed everyone and explained that this was the first time that we had used ZOOM for an Annual General Meeting. He presented Mr Wedel the director of Lux1 School and Tania Kohn the auditor. It was highlighted that it is important that participants identify their name correctly in Zoom so that we can ensure that they are members of APEEEL1. It was also reiterated that the meeting would be recorded for minuting purposes but would be deleted as soon as possible after the event. The Annual General Meeting will be followed by break out rooms and an extraordinary general meeting at 19:45.

Votes will take place within the Zoom voting system. If there are any contentious issues or if the votes are not clear then the voting will be done differently to take into account proxy votes etc.

Adoption of the agenda

No amendments were proposed to the agenda. The agenda was adopted unanimously.

Approval of the minutes of the Annual General Meeting held on 26 November 2019

No proposals for amendments. There were 2 abstentions, nobody against.

Minutes were adopted.

Election of Tellers

The tellers count the votes and also in case of an election for the management committee.

Helen Valentine & Daniel Latev volunteered.

This was put to a vote. There were no abstentions, nobody against.

Helen and Daniel were elected as tellers.

Presentation and approval of the annual report 2019-20

The report was sent electronically prior to the meeting and available on the website. Coping with the COVID 19 pandemic has been a big challenge for everyone this year. John thanked all of the parents and class reps who helped us in this process. The class rep network has 2

always been important but the fact that we were able to reach out and get immediate feedback really enabled us to represent the parent body much more effectively in relation to the school management and the other school community stakeholders.

John also thanked the parents who provided feedback on what worked and didn't work in regards to home-schooling.

Our Social fund was redirected from school trips to IT equipment purchasing. We also helped with the BAC where the European schools introduced moderation: an adjustment to the grades that in some cases produced different results than pupils were expecting. This meant that some students could not get their preferred university. We supported the appeals process, which generated an unprecedented number of appeals, first at school then central level and even to the complaints board of the European Schools. That process hasn't quite finished yet.

One big area of activity for the Parents Association is the P riscolaire activities where we faced the huge challenge of how to manage them during lock down. We completed 90% of our private lessons (online) and also some of the group activities online. John thanked the parents of pupils that participate in our activities for their understanding. We employ the monitors who provide these activities, and we continued to pay them during lockdown otherwise they would have had no other source of income.

In the first half of the year we were kept busy on other matters.

Towards the end of the previous school year the attractiveness package for the locally recruited teachers was adopted. This was a result of a lot of lobbying work from us and also Interparents represented by Helen, Annette and Olivia. Its good to have the package but we need to ensure that it is implemented properly and effectively for the good of our school community.

There was a big stakeholder survey that the school set up with our participation.

We set up a drugs task force to deal with the problem that gave us even more concern last year and carries on this year.

Another key concern is cyber bullying, maybe even a greater concern as so much more of school life has become online. Last year we organised a Bee secure conference for the parents with the KiVa team at the school.

There was no school fete to raise funds but we still provided funding for projects such as a theatre initiative from the Polish language section.

The report goes into much more detail from the Working group convenors and the areas they are responsible for.

Luc Dupont, APEEEL1 Vice-President of admin and finance, commented that last year was a particular and complex year. We also organised a retreat for the MC members to help with team building and developing a sense of common purpose for the Association. We would have liked to have followed up in a more structured way, but it provided us with a good chance to forge ties and relationships. Anjani Ladia, the treasurer for last year, was thanked for organising the event on his business premises. Claire Balloch was also thanked for helping make the event a success.

Luc confirmed that last year our crisis management skills were put to test and honoured John, our president, as he really tried to bring people together, within APEEEL1 and the 3

parent community, and in particular with the parent surveys. Daniel Latev was also thanked for his role in the surveys.

Luc also confirmed that we are thankful to have a capable Treasurer in Eric Albert this year. Anjani was also credited in creating the foundations of our financial processes which ensures the smooth running of the Association. We also provided regular Facebook and Newsletter updates. Taking responsibility within the Association requires a level of self-sacrifice and we have a lot of dedicated people.

John thanked Luc for his kind words.

The annual report for 2019-20 was put to vote to be approved. There were 2 abstentions and nobody against.

The Annual report for 2019-20 was approved.

[Presentation and approval of the audited accounts 2019-20](#)

John introduced Tania Kohn, the auditor, who we have used for a few years. Tania explained that there are several checks & procedures followed as standard: opening balances, bank balances in line with bank statements, sample income and expenses, payrolls, tying in all financial figures with balance sheet and income statement. She also reviews Management Committee minutes for items for provisions to be booked or reversed. She checks that a sample of expenses are executed according to the internal rules.

There were no findings. The sample checks carried out: Income 96.3% of total, 13.27% of total expenses, 93.94% of the payroll costs.

No issues to report. The annual account is the appendix to the report.

Eric Albert, our treasurer, explained that he would give a year to year view to have a meaningful insight to the evolution of the accounts. He was not the treasurer last year.

The income for the extracurricular activities went from 513K to 465K which is a reduction of 49K euros, explained as we had a reduction in the number of private and group lessons as school is not accessible to parents directly after school finishes. The other activities are full.

Memberships remain stable with approx. 1100 families providing a steady income 56/57K€.

There were no events this year, hence the zero on this line. The expenses have the same line with a slight residual amount from the previous year due to a late invoice. Subsidies were at 20K last year in line with the previous year.

Miscellaneous revenues mostly represent administration fees that are charged to non-members upon subscription of extracurricular activities. This reduced a bit, which is a sign that fewer non-members registered for activities.

Expenses: staff monitor costs decreased by 10% to 430K€ directly linked to the activity enrolments that decreased by 10%.

Extracurricular activities expenses have material expenses for items to be able to carry out the activities as well of the costs of guards at the school.

Donations refers to the participatory budget for the Polish theatre and also a French theatre activity. 4

Social funds decreased as many of the school trips were cancelled. Some of the social fund payments will actually have to be refunded to us as the trips were cancelled after they had been paid for.

Credit card fees is an automatic expense of 2% relating to périscolaire inscriptions. The inscriptions were down, so were the fees.

We are in credit for Interparents due to a cost that we accounted for that did not occur.

Suppliers has been decreased by 4K € as we have a better provisions process.

From a patrimonial point of view the debtors are nil; Cash still same level: it's a legacy from past activities. Liabilities have been brought forward from previous year. Provisions include litigation reserves and donations for the school which we will maintain.

John thanked Anjani Ladia for the work that he did as treasurer on the accounts over the last 2 years. We are extremely pleased to have Eric on board as the new treasurer.

There were no questions.

The audited Accounts for 2019-20 were put to vote.

There were zero abstentions and nobody against.

The report was approved.

Presentation and approval of the budget for 2020-21

Eric presented the budget document. It is prudent based on current sanitary environment.

We decreased the projected memberships this year by 100 to 51K€ as we know significant amount of the parents sign up as members in order to have access to the extracurricular activities. The school fete and summer camps income have also been taken out.

The extracurricular activities numbers are actual numbers, in order to keep prudent we have a different model this year – three inscriptions instead of one (ie per term rather than annually). We took 15% off the revenue of the activities in order to cover any cancellations due to COVID etc this year. The expenses have not been adjusted.

The CAS subsidy request has increased as a result of the global situation, we globally expect to have a slight deficit compared to the 13K€ benefit from last year. The CAS decision will be made before year end.

The 4 permanent staff salaries remains the same (secretariat and periscolaire). 13K€ for the periscolaire materials is kept at the current level and is the cost of running the activities.

One change for this year is that we have negotiated the cost of the guards for periscolaire with the school as previously the cost was not stable. We have agreed a flat rate of 35K€ for the full school year.

Social funds remain at 10K as per previous years, this will be used for school trips or to help purchase IT equipment for the Bring Your Own Device initiative.

Bank charges decreased by 2K due to the same logic.

Printing and IT is less due to a change of contract.

Periscolaire website is consistent with previous years. 5

There were no questions.
The budget for 2020-21 was put to vote.
There were zero abstentions and nobody against.
The budget was approved

[Appointment of the auditor for the 2020-21 administrative year](#)

The proposal is to reappoint Tania Kohn who has been working with us for a number of years and really understands how we work. The cooperation has been very helpful.

The appointment of the auditor for the 2020-21 was put to vote.
There were zero abstentions and nobody against.
The appointment of the auditor was approved.

[Approval of the annual membership fee](#)

We have not changed the membership fee since 2012. We propose to keep it at 50€ for the next school year 2021-22 but it is important to flag up now that it may be appropriate to increase it in the future. Inflation will have eaten into the value in terms of our income. We are projecting a small loss at the end of the year as a result of the current circumstances and have also asked CAS to provide a bigger subsidy. A number of you supported the suggestion to increase the membership last year. The reason that this was not done is that there are certain risks and problems in the implementation, as many members pay by standing order. In fact since 2012, we still have people paying incorrect membership amounts. Ideally this should be combined with improving the membership application procedure. We are preparing for this but it will not be implemented immediately.

The proposal to keep the membership fee for the next school year at 50€ was put to vote.
There was one abstention and nobody against.
The membership fee was approved.

[Proposal to amend the Statutes – creation of the post of Secretary General](#)

The proposal is to create in the statutes the position of Secretary General. This is not about creating a new employment post for a new member of staff nor creating a grandly named position. This is to achieve a legal basis to allow a staff member to represent the Association and make executive decisions about its running.

The majority of the Management Committee parent volunteers have full time jobs. The APEEEL1 roles require a lot, sometimes an immense amount of time and engagement and there are aspects that could be effectively delegated. We have talented staff members but they have no authority to sign off on things without bureau involvement.

There would be certain limits to the role. Internal rules of procedure already define this for all of the Management Committee positions, this role would be included. 6

The proposal is that the Secretary General would be appointed on a yearly basis, so would not bind future management boards to the decision.

The statutes document was circulated prior to the meeting. We have reflected on a couple of ways to make the role even clearer to remove any doubts.

Point B – add ‘maximal ‘ it gives possibility for a shorter period of time of employment.

Remove point D – remuneration. Point A establishes that they will be an employee. To keep it simple point D would be removed.

There were no questions or comments.

The Proposal to amend the Statutes – creation of the post of Secretary General was put to vote.

There were three abstentions and nobody against.

The motion was approved.

2 motions for debate

Submitted by members Christophe Grosnickel and Patrick Vanhoudt, not present at the AGM.

The motions have been sent to everyone.

The first one refers to supervision around the school premises, not in the school. This adds to a number of concerns that we have received. This is an age old problem but one that we are conscientious off. We are will to take it up with the relevant authorities. We are already in dialogue with the Fonds de Kirchberg and Ville de Luxembourg. This will fit in with this.

The second refers to **“Public status of the EU School and obligations of the EU Direction to seek equal treatment with other public schools in LX – the case of exclusion of the provision of tablets at the School during covid times”**. The background is that Luxembourg public schools provide devices to pupils in context of BYOD. Legal texts have been provided to provide an argument that the Lux Government should provide this to the pupils of our school. We have a lot of sympathy with this and also other topics in this context, eg specialised educational support. It reflects our own thinking. Thank you to Mr Vanhoudt for providing a lot of the legal arguments that will be useful for us moving forward.

Any other relevant business

No any other business or points to discuss.

The AGM closed at 19:40.

Members were given the opportunity to join the 5 working Groups : Primary & Maternelle, Secondary, Health & Safety, Transport & Access, and Canteen to discuss specific topics.

This was followed by the Extraordinary General Meeting

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PARENTS' ASSOCIATION OF THE EUROPEAN SCHOOL LUXEMBOURG 1 (APEEEL1)

EXTRAORDINARY ANNUAL GENERAL MEETING

25 Nov 2020 19:45

Via a ZOOM online meeting due to COVID restrictions

Number of votes: 23 members present and 4 proxy votes = 27 votes in total.

Meeting opened at 19:55

Agenda: Proposal to amend the Statutes – creation of the post of Secretary General

John opened the EGM for the final part of the evening. Only one point on the agenda and it is to revisit the revised proposal with the 4 sub points and put it to vote.

There were no questions nor comments.

The proposal to amend the Statutes: creation of the post of Secretary General was put to a vote.

There was one abstention and nobody against.
The motion was approved.

John Coughlan thanked everyone for attending.
Meeting closed 20:00