

Minutes approved – APEEE Services General Assembly Meeting of 24 February 2026

Agenda:

- Presentation of the 2024/2025 Annual Report
- 2024/2025 Accounts and Balance Sheet: vote on the discharge of liability
- Renewal of the mandate of the auditor Group Audit Belgium
- Appointment of Board members: vote

1. Presentation of the 2024/25 Annual Report

The Chair, Rafael PAPI-BORDERIA, opened the meeting by presenting the [activity report](#). He thanked all the teams on the ground for their commitment and the quality of the work carried out across the various departments at both sites, Uccle and Berkendael. He emphasised the importance of their contribution to the smooth running of the departments and the well-being of the pupils.

He reaffirms the Board of Governors' commitment to maintaining an open dialogue with parents and invites them to share their comments and suggestions (via the 'contact' button on our [homepage](#)).

The Chair recalls the signing of an agreement in early 2025 between the four European Schools in Brussels and the APEEES, formalising a strengthened framework for collaboration on safety and general principles. The specific agreement between the school and APEEE Services is currently under discussion and has yet to be finalised; it will cover practical arrangements such as access, transport and infrastructure, etc.

Finally, he reminds us that the organisation's governance, both at the level of the Board of Directors and the management committees, relies on the commitment of parents. Everyone is welcome to get actively involved in the life of the association.

1.1 Transport

Kevin O'CONNOR, a member of the Transport Management Committee, presents the annual report on the Transport Service.

To transport the 3,081 pupils, the service deploys 76 buses in the morning and 78 buses in the afternoon, illustrating the logistical scale of the daily operation. The service relies on a network of 17 partner coach companies, ensuring extensive coverage and continuity of service.

Our school has the largest number of electric buses among the European Schools in Brussels, which contributes to a higher budget, particularly as two separate sites, Uccle and Berkendael, must be managed. In 2024/2025, 24 electric buses were in operation (17 in Uccle and 7 in Berkendael), confirming a strong commitment to sustainable mobility.

For the 2024/2025 school year, the annual subscription fee was €2,820, taking into account operating and logistical coordination costs, as well as investments linked to growing requirements regarding safety, service quality and the transition to a gradually electrified fleet.

Pupil safety remains a top priority. This is ensured in particular through the use of the APEEE Services Together School app, which enables effective journey tracking and smooth communication

with families. The presence of adult supervisors on board the buses also helps to guarantee optimal transport conditions.

Finally, Kevin notes that this year marked an important milestone with the retirement of Frédéric Herinckx, Head of the Transport Department, whom he warmly thanks for his dedication and the work he has accomplished over the years.

He highlights the reorganisation of the department that took place on this occasion and commends the excellent work of the new recruits and the whole team, who are helping to ensure that the department now operates in an even more efficient and structured manner.

Q: Why have subscription prices risen so significantly?

A: Kevin explains that the costs charged by certain transport companies remain high and are currently being negotiated in order to secure better fare terms. He points out that a solidarity fund is available to support families in difficulty. Marek BOBIS points out that the contribution requested from parents of nursery school children and from parents not working within the institutions is indeed higher, as they do not benefit from either the financial support provided by the European Commission (for parent assistants or junior administrators) or a reimbursement from the relevant Member State employers.

Q: What is the occupancy rate of the buses?

A: Pascale DE SMEDT states that the buses are full in the morning. In the afternoon, the occupancy rate is slightly lower, particularly for secondary school pupils, but the aim remains to maximise bus capacity. Families living close to the school are also encouraged to walk or cycle whenever possible.

One speaker pointed out that it would be useful to remind parents, when they register for transport, that this is a service representing a significant cost and that it should therefore be used regularly.

1.2 Canteen

David DELAMARRE, a member of the Canteen Management Committee, presents the report on the canteen service.

He begins by highlighting a steady increase in enrolment in secondary school, with 150 more pupils than in the previous year. This trend has a direct impact on the organisation of the service and the management of footfall in the dining hall and cafeterias.

For the year in question, a price increase of €0.30 per meal for secondary school pupils has been implemented. This price adjustment aims to absorb the rise in the costs of raw materials and staff, whilst maintaining a high standard of quality in the meals provided.

David highlights the very positive and constructive dialogue with the Pupils' Committee. The pupils expressed their satisfaction with the variety and quality of the menus. They also suggested promoting the vegetarian option more effectively by presenting it as an attractive choice in its own right.

As part of a continuous improvement process, an independent dietitian has been commissioned to analyse the menus and ensure they meet the pupils' nutritional needs, taking into account the different age groups.

Discussions are also underway regarding the management of allergens. To this end, a survey will be launched among parents after the start of the 2025–2026 school year, in order to better identify the specific needs of families.

David also announced the development of communication aimed at pupils, notably via the digital screens installed in the dining hall and cafeterias, to provide information on menus, allergens, new items and awareness-raising initiatives.

The year was also marked by the departure of Paola Caruso, a long-standing member of the Management Committee. David pays tribute to her valuable contribution to the service.

Finally, the kitchen team has been strengthened with the arrival of François as a chef de partie in the cold section, enabling us to improve internal organisation and maintain high standards of quality and food safety.

Q: How are food allergies managed for young children?

A: Food allergies are managed in consultation with the teacher and the child, based on information provided by the family. As the school does not have access to the child's medical records, it is the parents' responsibility to clearly indicate any allergies or dietary restrictions. Given the large number of pupils registered for the school canteen, the kitchen staff are unable to provide individualised monitoring of food allergies or to assume responsibility for them. In primary school, this is managed by the teacher, who ensures that specific instructions are followed for each pupil concerned.

1.3 Extracurricular Uccle (Césame)

Marek BOBIS, a member of the Césame management committee, presents the report on the after-school programme.

Despite a significant drop in primary school pupil numbers, the service has maintained a wide range of activities, with nearly 110 on offer throughout the year. This diversity reflects a commitment to catering for pupils' varied interests and to maintaining an engaging programme.

Wednesday activities, however, saw a slight decline. Two activities had to be cancelled due to insufficient numbers of participants.

The courses for secondary school pupils were a real success, with 176 participants. New offerings attracted particular attention, such as the 'graffiti/painting/creation' workshops, the podcast creation workshop and the theory test preparation course. These initiatives reflect a desire to expand the range of activities to include more creative and practical options that align with teenagers' interests.

Several events also marked the year. The Christmas concert held at Don Bosco College was a great success, as was the inter-European School chess tournament organised on the school premises. The end-of-year performances by the various drama groups were also highlights.

As regards swimming lessons, 323 bookings were received for the 2024–2025 school year, a dozen more than the previous year, confirming the continued interest in this activity.

The after-school care service looked after 175 children in 2024–2025 (43 in nursery and 132 in Years 1–2), which is around ten fewer enrolments than the previous year.

Finally, the lockers service is operating at full capacity, with 2,070 lockers rented and a waiting list of over 100 pupils. The introduction of family lockers has enabled an increase in the number of pupils benefiting from the service. The revenue generated has funded regular maintenance and a major end-of-year clean.

However, any damage renders certain lockers temporarily unusable, further reducing availability. In this regard, acts of vandalism were observed last week on the new lockers.

Another difficulty is that the school is responsible for monitoring the premises; the locker service therefore depends on the arrangements put in place by the school in this regard. In accordance with the GDPR, we do not have access to CCTV footage. And when we enforce the service's rules, some parents call in lawyers in the event of disagreements.

Q: Why aren't language courses such as Romanian or Polish offered?

A: Regarding language courses, parents are welcome to suggest courses; requests must be submitted by 30 April. The procedure can be found on our website: [Uccle Règlement | Apeee Services](#). We try as far as possible to organise the course if the following criteria are met: sufficient enrolment, available premises and a qualified teacher.

Rafael, Marek and Stéphanie add that we never rule out a course without good reason, even for minority languages. Each request is analysed and is sometimes deemed inadmissible because we have to adapt to the existing constraints at each site.

Some parents nevertheless feel that APEEE Services lacks proactivity in proposing language courses. The response is that the Board of Directors has specifically chosen to adopt a transparent approach by publishing all the objective criteria for organising extracurricular activities on our website. The same rules apply to all courses. Moreover, we are the only EE in Brussels to publish such a policy on our website.

New (language) classes were, in fact, introduced last year (Spanish in Berkendael, English and French in Uccle) at the request of parents. In Berkendael, however, it should be noted that the premises are shared with the OIB, which limits the options available. Nevertheless, APEEE Services remains open to suggestions from parents.

1.5. Extracurricular Berkendael

Stéphanie RESSORT (Chair of the Berkendael Management Committee for the previous year) presents a review of the activities organised at Berkendael.

A total of 41 activities were offered, attracting 382 registered children – an increase of 34 pupils compared with the previous year. This increase reflects the appeal and diversity of the programme.

However, two activities had to be cancelled due to insufficient enrolment, highlighting the need to continually adjust the programme in line with demand.

The new drama group for P1 and P2 pupils was a resounding success. This initiative has broadened the range of artistic activities available to the youngest pupils and responded to a genuine interest in creative and expressive activities.

The year was also marked by the departure of the piano teacher, Mr Kostman. Stéphanie pays tribute to his dedication and the quality of his teaching. She notes that educational continuity is ensured by the arrival of a new teacher, who follows the same teaching method, thus guaranteeing a smooth transition for the pupils.

A highlight of the year was the organisation of the first dance performance at La Roseraie, a performance venue in Uccle.

Finally, Stéphanie highlights the valuable collaboration with the Berkendael management team and the OIB garderie. The provision of premises is reviewed annually, based on the number of pupils enrolled at the school, and involves sharing the space with the OIB.

2. 2024/2025 Accounts and Balance Sheet: vote on the discharge of liability

Financial Report

The Treasurer, Endika Bengoetxea, began the presentation of the accounts by stating that the non-profit organisation's financial position is sound.

The financial year closed with a surplus of €575,930, exceeding the forecasts made when the budget was adopted in June 2024. This discrepancy is due to several factors that were not entirely foreseeable at the time the budget was drawn up, particularly in two departments.

Regarding the Transport department, the result shows a surplus higher than forecast following an adjustment linked to the PMO. As reimbursements are only possible after the final checks by the institutions, carried out two years later, no adjustment for parents is feasible. The cost estimates to be reported to the PMO have been revised, and for 2025–2026, the subscription fee will be adjusted during the year in line with actual expenditure.

With regard to the school canteen and cafeteria, the larger-than-expected increase in the number of secondary school pupils enrolled in the service has generated higher-than-estimated revenue. Furthermore, inflation in the cost of raw materials has proved to be lower than anticipated, which has also contributed to improving the service's financial performance.

The Treasurer emphasises that this positive result will enable reinvestment in the non-profit organisation's projects, in order to continue developing and improving the services offered to pupils and parents, whilst consolidating the association's financial stability. The new chairs in the canteen are one example of this.

Management Report

Benoît GORET, chartered accountant at APEEE Services, summarises the 2024–2025 management report:

The 2024–2025 financial year follows on from 2023–2024 and can be described as a ‘normal’ year, with no significant changes in activity.

As was the case last year, APEEE Services is classified as a large non-profit organisation, which entails compliance with the enhanced accounting and reporting requirements set out in the Companies and Associations Code.

The accounts have been prepared in accordance with the same valuation rules as the previous financial year, ensuring comparability, and reflect a stable and well-managed financial position.

3. Renewal of the appointment of the Statutory Auditor, Group Audit Belgium

The Audit Belgium group, represented by Sophie TUYTTENS, submits an annual report to the AGM, available on our website: [AR260022](#). The auditor’s report confirms that the audited accounts give a true and fair view of the association’s financial position and results. The financial audit has, once again, resulted in an unqualified opinion.

The renewal of the mandate of the auditor, Group Audit Belgium, must be put to a vote. As the mandate is due to expire, it is proposed to renew it for a further term, in accordance with the legal provisions applicable to large non-profit organisations, in order to ensure the continuity of the statutory audit of the accounts and compliance with regulatory obligations.

The General Meeting is therefore asked to vote on the renewal of the mandate for the next statutory period.

4. Appointment of board members: vote

4.1 Introduction to the applicants

Rafael explains the voting procedure. As stated on the ballot paper, candidates will be listed in alphabetical order for the sake of fairness, transparency and ease of organisation. Voting is anonymous and each participant has one vote, regardless of the number of classes they represent, whether in person or by proxy to another participant. Each participant may accept up to three proxy votes.

Each candidate introduces themselves, sets out their reasons for standing and presents a review of the actions undertaken during their term of office, for which they are seeking re-election:

- BENGOETXEA Endika
- DELAMARRE David
- RESSORT Stéphanie

4.2 Voting results

Rafael brings the meeting to a close and proceeds to count the ballot papers.

For the Accounts and Balance Sheet 2024/2025:

Yes No Abstention

36 0 4

For the renewal of the appointment of the Statutory Auditor:

<u>Yes</u>	<u>No</u>	<u>Abstention</u>
40	0	0

For the appointment of board members :

	<u>Yes</u>	<u>No</u>	<u>Abstention</u>
- BENGOETXEA Endika:	32	6	2
- DELAMARRE David:	31	7	2
- RESSORT Stéphanie :	27	12	1

Rapporteur : Stéphanie WOUTERS

Not official translation