



Schola Europaea

Office of the Secretary-General

General Secretariat

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Decisions of the enlarged meeting of the Board of Governors of the European Schools

Meeting of 17-19 April 2018 – Tallinn (Estonia)

Approved by written procedure No 2018/24 on 6 June 2018

III. WRITTEN COMMUNICATIONS

a) Outcomes of written procedures addressed to the members of the Board of Governors (2018-03-D-21-fr-1)

Outcome of written procedure No 2018/01 – Decisions of the non-enlarged meeting of the Board of Governors of the European Schools of 5 December 2017 (2017-12-D-15-en-1)

By means of the written procedure initiated on 9 January 2018 and completed on 23 January 2018, the Board of Governors approved the Decisions of the non-enlarged meeting of the Board of Governors of the European Schools of 5 December 2017 (2017-12-D-15-en-1).

The definitive decisions, 2017-12-D-15-en-2, have since been published on DOCEE.

Outcome of written procedure No 2018/02 – Decisions of the enlarged meeting of the Board of Governors of the European Schools of 5-7 December 2017 (2017-12-D-17-en-2)

By means of the written procedure initiated on 12 January 2018 and completed on 26 January 2018, the Board of Governors approved the Decisions of the enlarged meeting of the Board of Governors of the European Schools of 5-7 December 2017 (2017-12-D-17-en-2).

The definitive decisions, 2017-12-D-17-en-2, have since been published on DOCEE.

Outcome of written procedure No 2018/03 – Appointment of the Hungarian Inspector for the secondary cycle

By means of the written procedure initiated on 9 January 2018 and completed on 23 January 2018, the Board of Governors approved the appointment of **Ms Luca NEMESKÉRI** as Hungarian member of the Board of Inspectors (Secondary), in place of Ms Zsuzsanna NYÍRŐ, with effect from 1 January 2018.

Outcome of written procedure No 2018/06 – Proposal for the annual adjustment of the remuneration of the seconded staff, of the Secretary-General and of locally recruited teachers with effect from 1 July 2017 (2018-01-D-63-en-2)

By means of the written procedure initiated on 8 February 2018 and completed on 22 February 2018, the Board of Governors approved the proposal for the annual adjustment of the remuneration of the seconded staff, of the Secretary-General and of locally recruited teachers with effect from 1 July 2017 (2018-01-D-63-en-2).

Outcome of written procedure No 2018/07 – Minutes of the non-enlarged meeting of the Board of Governors of the European Schools of 5 December 2017 (2017-12-D-45-en-1)

By means of the written procedure initiated on 5 February 2018 and completed on 19 February 2018, the Board of Governors approved the Minutes of the non-enlarged meeting of the Board of Governors of the European Schools of 5 December 2017 (2017-12-D-45-en-1).

The definitive minutes, 2017-12-D-45-en-2, have since been published on DOCEE.

Outcome of written procedure No 2018/13 – Salary adjustment for the function of ‘Central Accounting Officer’ (2018-01-D-72-en-3)

By means of the written procedure initiated on 26 February 2018 and completed on 12 March 2018, the Board of Governors approved the document ‘Salary adjustment for the function of ‘Central Accounting Officer’ (2018-01-D-72-en-3).

Outcome of written procedure No 2018/14 – Memorandum on organisation of the European Baccalaureate 2018 – Document: 2018-01-D-1-de/en/fr-2

By means of the written procedure initiated on 28 February 2018 and completed on 14 March 2018, the Board of Governors approved the Memorandum on organisation of the European Baccalaureate 2018 (2018-01-D-1-de/en/fr-2).

The Memorandum on organisation of the European Baccalaureate 2018, 2018-01-D-1-de/en/fr-3, has since been published on DOCEE.

b) 9-year contracts extended exceptionally in 2018-2019 (2018-03-D-13-fr-1)

The Board of Governors took note of the decision taken by the Member States to extend the secondment of the teachers shown on the list appearing in the document presented for a further year beyond the nine-year period ending on 31 August 2018.

This provision applies only to teachers seconded as from September 1989.

c) Setting up of the Risk Management system (2018-02-D-32-en-2)

The Board of Governors took note of the document.

d) Follow-up on implementation of the recommendations of the Court of Auditors and of the European Commission's Internal Audit Service (IAS) (2018-02-D-31-en-2)

The Board of Governors took note of the progress made on implementation of the recommendations resulting from the audits conducted since its last meeting.

e) Situation of enrolments in the Brussels European Schools: First enrolment phase for the 2018-2019 school year (2018-03-D-28-fr-1)

The Board of Governors took note of the document.

IV. A ITEMS

The following A items were approved by the Board of Governors:

A.1 Statutory appointments – 2018-2019 school year (2018-02-D-9-fr-1)

APPOINTMENT OF THE REPRESENTATIVES ON THE TEACHING STAFF COMMITTEE

The teaching staff's proposals, resulting from elections held in each European School:

It is proposed that the following members of the teaching staff be appointed as representatives on the Teaching Staff Committee:

| | | |
|------------------|------------------------|---|
| ALICANTE: | Secondary cycle | Mr Jesús COLL Mr José MAS MARCO |
| | Nursery/Primary cycles | Mr Philippe CHAREUN Mr John GOOSEMAN |
| BERGEN: | Secondary cycle | Ms Hasse VAN BOVEN Ms Tish STOAKES |
| | Nursery/Primary cycles | Ms Elizabeth WHELAN |

| | | |
|-----------------------|------------------------|---|
| | | Ms Ellie LUCAS |
| BRUSSELS I: | Secondary cycle | Ms Maire MAIRTIN Ms Marie-Anne ARNOTTE |
| | Nursery/Primary cycles | Ms Marla CANDON Ms Vanessa DUBOIS |
| BRUSSELS II: | Secondary cycle | Ms Carina KJELSSON Mr Matthew ASHLEY |
| | Nursery/Primary cycles | Ms Emmanuelle CANDENOT Ms Samantha BOULTER |
| BRUSSELS III: | Secondary cycle | Mr Nicolas MORVAN Mr Jésus MILLOR |
| | Nursery/Primary cycles | Ms Nathalie NIDELET Ms Martina KLÍMOVÁ |
| BRUSSELS IV: | Secondary cycle | Mr Gilberto CASTORINI Mr Anthony HUDDERS |
| | Nursery/Primary cycles | Mr Fabien FUSCIELLO Ms Marie-Hélène HURKMANS |
| FRANKFURT: | Secondary cycle | Mr Nicolas VANDERROOST Mr Alessandro ZANGROSSI |
| | Nursery/Primary cycles | Mr David VAUCLIN Ms Jacqueline O'NEILL |
| KARLSRUHE: | Secondary cycle | Ms Véronique BODAINÉ Ms Carita NYHOLM-ATKINSON |
| | Nursery/Primary cycles | Ms Rebecca JOHNSON Ms Hanna GALLINGER-ZIMOWSKA |
| LUXEMBOURG I: | Secondary cycle | Ms Sinéad O'DONOVAN Mr Peter DUNCOMBE |
| | Nursery/Primary cycles | Mr Joël BARBOSA Mr Miikka HEINONEN |
| LUXEMBOURG II: | Secondary cycle | Mr Aibhistin O'COIMIN Mr Christian LESOURD |
| | Nursery/Primary cycles | Mr Michael HENTSCHEL Ms Denise BLAKE |
| MOL: | Secondary cycle | Mr Linus WALHELM Ms Caroline VAN DINGENEN |
| | Nursery/Primary cycles | Mr John CLAYTON Ms Cathy BIOT |

| | | |
|----------------|------------------------|---|
| MUNICH: | Secondary cycle | Mr Jean-Pierre DENIER Mr Jürgen SCHERB |
| | Nursery/Primary cycles | Ms Margaretha DEN OTTELANDER Ms Jana HESSE |
| VARESE: | Secondary cycle | Mr Christophe MOLLIEUX Ms Silvia CAROZZA |
| | Nursery/Primary cycles | Ms Ersilia GIACON Ms Clare O'CALLAGHAN |

APPOINTMENT OF THE REPRESENTATIVES OF THE PARENTS' ASSOCIATIONS ON THE ADMINISTRATIVE BOARDS

The Parents' Associations' proposals: it is proposed that the parents listed below be appointed as representatives of the Parents' Associations on the Administrative Boards:

| | |
|----------------------|---|
| ALICANTE: | Ms Alexia ROUILLER (President) Ms Vanessa WITKOWSKI (Vice-President) |
| BERGEN: | Ms Tina ERIKSEN (President) Ms Mieke JOHNSON (Vice-President) |
| BRUSSELS I: | Ms Kathryn MATHE (President) Mr Mirco BARBERO (Vice-President) |
| BRUSSELS II: | Ms Francesca TUDINI (President) Mr Johan MELANDER (Vice-President – Administrative affairs) |
| BRUSSELS III: | Mr Anastassios PAPADOPOULOS (President) Ms Maria SAURA MORENO (Vice-President) |
| BRUSSELS IV: | Ms Catherine DAGUET (President) Ms Kristin DIJKSTRA (Vice-President – Pedagogical affairs) Ms Graziella RIZZA (Treasurer) |

FRANKFURT:The elections will be held in December 2018.

2017-2018 school year:

| | |
|-------------------|---|
| | Ms Delphine BRAUN (President) Ms Catherine BRODIE (Vice-President) |
| KARLSRUHE: | Ms Debjani BASU (President) Ms Ilka VON BAUER MONTEIRO DE PAULA (Vice-President) |

LUXEMBOURG I: The elections will be held in June 2018.

2017-2018 school year:

Mr Phil TAYLOR (President)
Ms Helen VALENTINE (Vice-President for administration and finance)

LUXEMBOURG II: The elections will be held in June 2018.

2017-2018 school year:

Ms Delphine BALLAGUY (President)
Mr André SCHMUTZ (Vice-President for administration and finance)

MOL: The elections have not yet been held

2017-2018 school year:

Mr Ashok SHARDA (President)
Ms Sarah BAATOUT (Vice-President)

MUNICH: Mr Jean-Luc DUPUIS (President)
Mr Günther KÖRBLER (Vice-President)

VARESE: Ms Athina PYRROU SKOULOUDIS (President)
Ms Fabrizia SCABINI and Mr Osvaldo MATTANA
(Vice-Presidents)

APPOINTMENT OF THE CHAIRS OF THE BOARDS OF INSPECTORS, OF THE TEACHING COMMITTEE AND OF THE BUDGETARY COMMITTEE

In accordance with Article 3 of the Rules of Procedure for the Board of Governors, the presidency of the Boards and Committees should be held over the period 1 August 2018 to 31 July 2019 by:

| | |
|---------------------------------|--|
| Ms Varvara NIKA | For the Board of Inspectors (Nursery and Primary) and for the Joint Teaching Committee |
| Ms Margarita KALOGRIDOU | For the Board of Inspectors (Secondary) and for the Joint Teaching Committee |
| Mr Ioannis MYLONAKIS | For the Budgetary Committee |
| Chair of the Board of Governors | Mr Konstantinos BATSILAS |

A.2. Arrangements for Implementing the Regulations for the European Baccalaureate – 2019 session (2015-05-D-12-en-12)

The Board of Governors approved the proposals for amendments to the Arrangements for implementing the Regulations for the European Baccalaureate for entry into force for the 2019 European Baccalaureate session.

A.3. Revision of Articles 59-61 of the General Rules of the European Schools (2017-01-D-13-fr-7)

The Board of Governors approved the updating of the General Rules of the European Schools (2014-03-D-15-fr-7) specifically relating to Articles 59 to 61 of Chapter IX – ASSESSMENT OF PUPILS – RULES FOR PROMOTION TO THE YEAR ABOVE.

A.4. Proposed amendment of Article 2 of the Rules of Procedure for the Joint Teaching Committee (2018-01-D-17-en-2)

The Board of Governors approved the amendment of Article 2 of the Rules of Procedure for the Joint Teaching Committee, with immediate entry into force, as follows:

Article 2

The Joint Teaching Committee shall be composed of:

- the inspectors of the two Boards of Inspectors,
- the representative of the Commission,
- the representative of the EPO, of the EIB, of the EUIPO *and of the ECB* (for EPO, EIB, EUIPO *and ECB-related* issues) ⁽¹⁾,
- four representatives of the parents (two for the nursery and primary, two for the secondary),
- four representatives of the Staff Committee (two for the nursery and primary, two for the secondary),
- the Directors,
- two representatives of the Deputy Directors (one Deputy Director for the Secondary, one Deputy Director for the Primary),
- two representatives of the pupils.

A representative of the Directors, of the teachers, of the parents and of the students of the Accredited European Schools shall be invited as observers without voting rights ⁽²⁾.

By mutual agreement between the Chairs and the Secretary-General, other participants may be invited as observers for specific items on the agenda.

(1): In accordance with the provisions of Articles 28 and 29 of the 1994 Convention defining the Statute of the European Schools, the following may sit on the Joint Teaching Committee: the representative of any intergovernmental organisation/institution or organisation/institution governed by private law with whom the Board of Governors has signed a Participation Agreement." Article 2 of the present Rules will be updated accordingly

(2): Decision of the Board of Governors, April 2013.

A.5. Harmonisation of the teaching of ONL FI and SV with the other ONL (2018-03-D-1-en-2)

The Board of Governors approved harmonisation of the teaching of ONL FI and ONL SV with the teaching of the other ONL, with entry into force in September 2019, in view of implementation and production of the syllabuses, which still have to be designed and written. The budgetary impact is included in the 2019 budget as adopted.

All the documents connected with the ONL will be adapted accordingly.

A.6. Adaptation of the mandate given to the 'Role and Duties of the Inspectors of the European Schools' Sub-Group (2018-01-D-20-fr-2)

The Board of Governors approved adaptation of the mandate of the future 'Role and Duties of the Inspectors of the European Schools' Working Group, and the new composition, as follows:

NEW MANDATE:

- The 'Role and Duties of Inspectors' sub-group would become a fully-fledged working group and would work within the limits set by the budgetary framework. There would therefore be no request for resources entailing extra costs.
- There would be additions to the initial mandate, including in particular revision and adaptation of all the documents concerning the role and function of Inspectors in the European Schools, such as, for example, the document '*Disposition B3 – Inspectors of the European Schools*', published on the European Schools' website. The working group would also be invited to make recommendations about the appointment of new Inspectors, about the sharing and handling of duties within the Boards of Inspectors, etc.
- It is also proposed that the sub-group's current composition be changed somewhat.
- Beside the composition approved by the Board of Governors, the addition of two Inspectors and also of the Greek primary cycle Inspector, as, amongst other things, future Chair of the Boards of Inspectors, on the one hand, and primary cycle Inspector, on the other, would be necessary, in order to ensure a degree of continuity of the work. The current Presidency, for its part, would complete its work within this Working Group. It is also proposed that the Pedagogical Development Unit be included at some of the Working Group's meetings, in order to guide it in particular when certain documents come to be revised.

NEW COMPOSITION:

A Presidency Inspector (EL - p)

Depending on their duties, 4 + 2 other Inspectors: NL (p+s), FI (s), IRL (s), LUX (s), DE (s), CZ (p).

The Deputy Secretary-General/Head of the 'Human Resources' Unit

- If need be:

The Head of the Pedagogical Development Unit, his Assistant and/or the Head of the 'European Baccalaureate' Unit.

For immediate entry into force.

A.7. Evaluation of Deputy Directors for finance and administration Evaluation (2018-02-D-38-en-2)

The Board of Governors decided to approve the draft 'Implementing Rules', which will replace the current rules laid down in MEMO 2002-M-17 and in document 2012-07-D-7-en-1.

For immediate entry into force.

A.8. Provision of External Careers Advice at the European Schools (2018-01-D-46-en-2)

The Board of Governors decided to endorse the following proposal:

- a. The annual provision of careers advice by national external advisers will be organised in the form of visits and/or using digital communication tools (videoconference, chat, etc.).
- b. Professionally trained national careers advisers should offer this service to all European Schools.

The date of entry into force will be 1 September 2018. Document 2017-09-D-27 will be amended accordingly.

A.9. ACCREDITED EUROPEAN SCHOOLS

Audit Reports

a) Audit Report – *Scuola per l'Europa di Parma* (IT) – (2018-01-D-8-en-2)

The Board of Governors approved the Audit Report for the nursery, primary and secondary cycles up to S5 and for S6-S7 and decided to mandate the Secretary-General to renew firstly, the Accreditation Agreement for the nursery, primary and secondary cycles up to S5 and secondly, the Additional Accreditation Agreement for years S6-S7.

b) Audit Report – *Scuola per l'Europa di Brindisi* (IT) – (2018-01-D-49-en-2)

The Board of Governors approved the Audit Report for the nursery, primary and secondary cycles up to S5 and for S6-S7 and decided to mandate the Secretary-General to renew firstly, the Accreditation Agreement for the nursery, primary and secondary cycles up to S5 and secondly, the Additional Accreditation Agreement for years S6-S7.

c) Audit Report – *Europäische Schule RheinMain* (Bad Vilbel) (DE) – (2018-01-D-59-en3)

The Board of Governors approved the Audit Report for the nursery, primary and secondary cycles up to S5 and for S6-S7 at the *Europäische Schule RheinMain*, Bad Vilbel. It decided to mandate the Secretary-General to renew firstly, the Accreditation Agreement for the nursery, primary and secondary cycles up to S5 and secondly, the Additional Accreditation Agreement for years S6-S7.

d) Audit Report – *Ecole internationale de Manosque* (FR) – (2018-02-D-17-fr-2)

The Board of Governors approved the Audit Report – (Secondary years S1-S7) on the *Ecole Internationale Provence Alpes Côte d'Azur*, Manosque and decided to mandate the Secretary-General to renew firstly, the Accreditation Agreement for the secondary cycle up to S5 and secondly, the Additional Accreditation Agreement for years S6-S7.

e) Audit Report (Nursery-S5) – European School Copenhagen – (2018-02-D-11-fr-2)

The Board of Governors approved the Audit Report (Nursery-S5) on the European School Copenhagen and decided to mandate the Secretary-General to renew the Accreditation Agreement for the nursery, primary and secondary cycles (years S1-S5).

V. ANNUAL REPORT FOR 2017 OF THE CHAIRMAN OF THE COMPLAINTS BOARD OF THE EUROPEAN SCHOOLS (2018-02-D-42-fr-2)

The Board of Governors took note of the Annual Report of the Chairman of the Complaints Board for the year 2017.

VI. ANNUAL REPORT OF THE FINANCIAL CONTROLLER (2018-02-D-21-en-2)

The Board of Governors took note of the Annual Report of the Financial Controller for the year 2017.

VII. ANNUAL REPORT OF THE INTERNAL AUDIT SERVICE (2018-03-D-02-en-2)

The Board of Governors took note of the Annual Report of the Internal Audit Service for the year 2017, on the basis of Article 46(4) of the Financial Regulation of the European Schools.

VIII. ANNUAL REPORT OF THE SECRETARY-GENERAL OF THE EUROPEAN SCHOOLS (2018-01-D-58-fr-1)

The Board of Governors approved the Annual Report of the Secretary-General.

The report has since been published on the website: www.eursc.eu.

IX. ANNUAL ICT REPORTS:

a) Multi-Annual IT Plan for the European Schools – (2018-01-D-79-fr-3)

The Board of Governors decided:

- to approve document 2018-01-D-79 '2018-2022 IT Plan of the European Schools',
- to mandate the AAS Working Group to revise the name of the schools' so-called 'ICT technicians' and their job description, as requested by the IT Strategy Group.

b) Report on the IT-PEDA Working Group Survey – (2018-01-D-22-en-2)

The Board of Governors took note of the Report on the IT-PEDA survey. The working group was encouraged to continue its work, taking account of the developments at European level.

c) Annual ICT Report of the Head of the ICT/Statistics Unit for the year 2017 – (2018-02-D-41-fr-2)

The Board of Governors took note of the Annual ICT Report of the Head of the ICT/Statistics Unit for the year 2017 and approved it.

X. STATISTICAL REPORT ON EDUCATIONAL SUPPORT AND THE INTEGRATION OF PUPILS WITH SPECIAL EDUCATIONAL NEEDS INTO THE EUROPEAN SCHOOLS FOR THE YEAR 2016-2017 – (2017-11-D-24-en-3)

The Board of Governors took note of the Statistical Report on Educational Support and the integration of pupils with special educational needs into the European Schools for the year 2016-2017.

The document has since been published on the website: www.eursc.eu.

XI. B ITEMS

B.1. FINANCIAL YEAR 2016

a) Discharge to the Administrative Boards and to the Secretary-General for implementation of the 2016 budget (2018-03-D-03-en-3)

The Board of Governors decided, with the European Commission voting against, to:

- give a discharge to the authorising officers and to the Administrative Boards of the European Schools and to the authorising officer of the OSG and to the Secretary-General, as far as the General Secretariat's budget section is concerned.

B.2. Amending Budget No 1/2018 (2018-03-D-4-en-2)

The Board of Governors unanimously adopted Amending Budget No 1/2018.

B.3. Legal analysis of the 2018 budgetary procedure (2018-02-D-30-en-2)

At its meeting of 17 to 19 April 2018, the Board of Governors of the European Schools discussed the 2018 budgetary procedure.

On the basis of those discussions and in accordance with Article 13 of the Convention defining the Statute of the European Schools, the Board of Governors:

- underlined the importance of a transparent budgetary procedure which aimed at guaranteeing the sustainability of the European School system,*
- stressed the importance of the Administrative Boards and the Budgetary Committee in the process of preparation of the draft budget of the European Schools,*
- recognised the European Schools' interest in adopting the Schools' final budget as early as possible, with a view to the budgetary procedures of the European Commission and the organisations referred to in Article 28 and Article 29 of the Convention,*
- encouraged the Office of the Secretary-General to consult in particular the European Commission and the organisations referred to in Article 28 and Article 29 of the Convention before forwarding the draft budget to the Budgetary Committee and to the Board of Governors, in order to facilitate the decision-making process at Board of Governors' level,*
- encouraged the European Commission and the organisations referred to in Article 28 and Article 29 of the Convention to incorporate in an appropriate way in their budgetary procedures the contributions envisaged for the budget of the European Schools and to inform the members of the Board of Governors in the event of potential discrepancies between the estimated contribution in the preliminary draft budget and the envisaged final contribution to the budget of the European Schools,*
- stressed the need to ensure coherence in the entire budgetary procedure, and*
- accordingly encouraged its members to align their position during the entire budgetary process with that of their representatives on the budgetary authorities, in particular on the Council of the European Union and its Budgetary Committee.*

B.4. Data Protection Action Plan (2018-02-D-34-en-2)

The Board of Governors took note of the Data Protection Action Plan.

B.5. 2019 BUDGET OF THE EUROPEAN SCHOOLS:

a) New/Converted/Discontinued Administrative and Ancillary Staff posts (2018-03-D-5-en-4)

The Board of Governors decided to approve creation of the following posts:

Table 2: Safety and Security Officers

| <i>School</i> | <i>Posts</i> |
|--|--------------|
| Bergen: Safety and Security Officer | 0.5 |
| Frankfurt: Safety and Security Officer | 0.5 |
| Karlsruhe: Safety and Security Officer | 0.5 |
| Luxembourg I: Safety and Security Officer | 0.5 |
| Luxembourg II: Safety and Security Officer | 0.5 |
| Mol: Safety and Security Officer | 0.5 |
| Munich: Safety and Security Officer | 0.5 |

Table 3: Centralisation of Financial Governance

| | |
|--|-----|
| OSG: Accountant (Assistant to the Secretary-General) | 1.0 |
| OSG: Accountant | 0.5 |
| OSG: Assistant Internal Control | 1.0 |

Table 4: Other posts for the OSG

| | |
|-------------------------------------|-----|
| Procurement Assistant | 1.0 |
| Executive Coordinator to the SG (1) | 1.0 |
| ICT Assistant | 1.0 |

(1) Seconded post

Table 5: New premises for Munich (4 months)

| | |
|-------------------------------|-----|
| Munich: Technician | 1.0 |
| Munich: <i>Commis</i> (Clerk) | 0.5 |
| Munich: Receptionist | 0.5 |
| Munich: Nurse | 0.5 |

Table 7: ICT Technicians

| | |
|------------------------------|-----|
| Brussels III: ICT Technician | 0.5 |
|------------------------------|-----|

Table 8: Other posts requested

| | |
|--------------------------------------|-------------|
| Brussels IV: Secretary | 0.5 |
| Brussels I –Berkendael: Psychologist | 0.5 |
| Total | 13.0 |

The UK, the Netherlands and Sweden abstained.

Note: The BoG took note that the budget adopted by the Budgetary Authorities was reduced by an amount equivalent to 4.5 posts

The Board of Governors has reduced its AAS post creations for the year by 1 post and undertakes to reduce creations for the year 2020 by 1.5 posts and for the year 2021 by 1 post.

b) Duties of the Secretary-General and the Deputy Secretary-General of the European Schools (2018-04-D-5-en-1)

The members of the Board of Governors, with the exception of France voting against, decided:

- to create a post of 'executive coordinator/adviser' to support and serve the Secretary-General directly, and
- that this post should be filled by a seconded staff member.

The UK, the Netherlands and Sweden abstained.

c) Preliminary Draft 2019 Budget of the European Schools (2018-03-D-6-en-2)

The Board of Governors validated the Budgetary Committee's proposal and decided to approve the preliminary draft 2019 budgets of the European Schools and of the Office of the Secretary-General.

The financial implications of the post creations decided were incorporated into the 2019 Budget proposal and the sums in question were adjusted.

The UK, the Netherlands and Sweden abstained.

B.6. Control of the level of linguistic competence as part of the procedure for recruitment of non-native speaker teaching and educational support staff (2018-01-D-65-en-2)

Subject to the changes presented at the meeting, the Board of Governors approved the document on control of the level of linguistic competence as part of the procedure for recruitment of non-native speaker teaching and educational support staff. For immediate entry into force.

Document 2018-01-D-65-en-3 cancels and replaces document 2008-D-3510-fr-5.

B.7. ACCREDITED EUROPEAN SCHOOLS

Report of the Accredited European Schools Working Group (2018-03-D-30-en-1)

The Board of Governors decided:

- 1) to welcome the report of the 'Accredited European Schools' Working Group, which was intended to guide the future work;
- 2) to mandate the enlarged 'Presidency' Working Group (DE – ET – EL – ES – FR – EC) to complete work on the 'cost neutrality' mandate;
- 3) to extend the mandate given to the Working Group, so as to complete the work along the lines indicated in the report, for the other mandates.

Audit Report – School of European Education, Heraklion (EL) (2018-01-D-7-en-2)

The Board of Governors approved the Audit Report for the nursery, primary and secondary cycles up to S5 and for S6-S7 at the School of European Education, Heraklion but took note of the negative comments made yet again by the members of the audit team and of the information subsequently requested of the school by the Secretary-General, jointly with the Greek Authorities.

The Board of Governors decided to mandate the Secretary-General to renew the accreditation agreement for one year only and to arrange for an audit of the nursery, primary and secondary cycles up to S5 and of S6-S7 to be conducted at the beginning of the next school year.

The Board of Governors drew the Greek Authorities' attention to the fact that renewal of the accreditation agreement would still be possible, but only if it were to be found that progress had been made on implementing the recommendations made by this year's audit team.

Audit Report – *Europese School Den Haag Rijnlands Lyceum* (NL) (2018-01-D-60-en-2)

The Board of Governors approved the Audit Report for years S6-S7 and mandated the Secretary-General to sign the Additional Agreement covering years S6-S7.

The Board of Governors took note of the comment made by the Joint Teaching Committee about provision of L1 for Students Without A Language Section (SWALS).

Dossiers of Conformity:

a) Dossier of Conformity – AES Lille (FRANCE) (2018-01-D-50-fr-3)

The Board of Governors took note of and expressed a favourable opinion on the Dossier of Conformity of the AES Lille, submitted as the second step in the accreditation procedure. It decided to mandate the Secretary-General to organise an audit.

b) Dossier of Conformity – AES Edward Steichen Clervaux (LUXEMBOURG) (2018-01-D-51-fr-2)

The Board of Governors took note of and expressed a favourable opinion on the Dossier of Conformity of the Edward Steichen Clervaux school for years S1-S5 of the secondary cycle (the Dossier for years S6-S7 would be submitted separately in due course), submitted as the second step in the accreditation procedure. It decided to mandate the Secretary-General to organise an audit.

c) Dossier of Conformity – AES Junglinster (LUXEMBOURG) (2018-01-D-52-fr-3)

The Board of Governors took note of and expressed a favourable opinion on the Dossier of Conformity of the Junglinster school for the primary cycle and for years S1-S5 of the secondary cycle (the Dossier for years S6-S7 would be submitted separately in due course), submitted as the second step in the accreditation procedure. It decided to mandate the Secretary-General to organise an audit.

d) Dossier of Conformity – AES Mondorf-les-Bains (LUXEMBOURG) (2018-01-D-53-en-3)

The Board of Governors took note of and expressed a favourable opinion on the Dossier of Conformity of the Mondorf-les-Bains school for the nursery and primary cycles and for years S1-S5 of the secondary cycle (the Dossier for years S6-S7 would be submitted separately in due course), submitted as the second step in the accreditation procedure. It decided to mandate the Secretary-General to organise an audit.

e) Dossier of Conformity – AES Ljubljana (SLOVENIA) (2018-01-D-10-en-2)

The Board of Governors took note of and expressed a favourable opinion on Dossier of Conformity of the Ljubljana school for the primary and secondary cycles, submitted as the second step in the accreditation procedure. It decided to mandate the Secretary-General to organise an audit.

B.8. Report on the recent evolution of the Cost Sharing Agreement (2018-03-D-7-en-2)

The Board of Governors took note of the evolution of application of the Cost Sharing Agreement. The Board of Governors mandated the enlarged 'Presidency' Working Group (DE – ET – EL – ES – FR – EC) to discuss the matter and to propose solutions.

B.9. Second Report of the 'Brexit' Working Group (2018-02-D-37-en-2)

The Board of Governors approved the recommendations contained in the Second Report of the 'Brexit' Working Group. It mandated the Working Group to continue work on the subject and to present another report in December.

The UK abstained.

B.10. Proposal for a Language Policy for the European Schools (2018-01-D-9-en-3)

The Board of Governors took note of the opinions expressed by the Joint Board of Inspectors (JBI), the Joint Teaching Committee (JTC) and the Budgetary Committee and welcomed the progress that had been made. During the meeting, the Board of Governors endorsed the extension of the mandate of the Working Group in order to complete the policy. Delegations encouraged the Working Group to produce a detailed analysis of its financial and human resources consequences, to develop a realistic and reasonable implementation plan for the entire policy and (following a comprehensive approach) further investigate the consequences of the three concrete proposals:

- a) Extending the list of Languages 2 to include Host Country Languages (HCL)
- b) Developing nursery cycle children's language awareness and
- c) Granting SWALS status to category III children and allowing them to join the existing Language 1 course corresponding to their dominant language, provided that this did not generate extra costs for the system.

B.11. b) Recruiting and retaining highly qualified staff: Reflection on the competitiveness of administrative and managerial functions at the Office of the Secretary-General (2018-03-D-8-en-2)

The members of the Board of Governors examined and discussed the document and mandated the AAS Working Group to combine reflection on a single spine salary structure and review of the salaries of administrative and ancillary staff, which must be done in accordance with Article 25 of the AAS Service Regulations.

B.12. Draft amendments to the Service Regulations for Locally Recruited Teachers (2018-01-D-56-en-3)

The Board of Governors decided to adopt the amendments to the Service Regulations for Locally Recruited Teachers, which would enter into force on 1 September 2018.

B.13. Representation of the teaching staff of the European Schools (2018-01-D-44-en-3)

The Board of Governors decided to approve the creation of a single representative body for the teaching staff and adopted the proposal appearing in Annex I to document 2018-01-D-44-en-3. The new rules would enter into force on 1 September 2018.

B.14. Review of the Decision of the Board of Governors concerning the 'Internal Structures in the Nursery, Primary and Secondary Cycles' (2018-03-D-32-en-1)

The Board of Governors decided to adopt the changes to the 'Internal Structures of the nursery, primary and secondary cycles', illustrated in Annex I.

In addition, the Board of Governors gave the Administrative Boards of the Schools permission to derogate from the method of calculation determined in the 'Internal Structures' chapter. Such a derogation would require a unanimous decision of the Administrative Board.

These decisions should be reviewed by April 2019.

B.15. Draft Calendar of meetings for the 2018-2019 school year (2018-03-D-20-fr-1)

The draft Calendar of meetings for the 2018-2019 school year would be submitted to the members of the Board of Governors by written procedure.

Internal structures in the nursery, primary and secondary cycles

Document approved by the Board of Governors at its meeting of 17, 18 and 19 April 2018

At its meeting of 17-19 April 2018, the Board of Governors approved the revised Annex to document 2011-01-D-33-en concerning the Internal Structures of the European Schools.

According to the reform principles the schools should set up a clear and transparent administrative and pedagogical management organisation in which everyone's tasks and responsibilities are clearly communicated to the whole school community.

The revised Annex reflects the development of the duties of the executive staff of the schools and the need to support the schools in their pedagogical quality management.

This decision of the Board of Governors will be reviewed by April 2019 in the context of the ongoing discussions linked to the creation of a 'middle management' tier. The decision repeals and replaces the earlier decisions of the Board of Governors concerning Internal Structures and timetable reductions.

1. Staff Committee representatives

~~The timetable reductions for the members of the Staff Committee are granted as follows:~~

~~The weekly timetable reduction for the nursery/primary representative is three hours and for the secondary representative three periods.~~

~~An additional reduction is granted to the nursery/primary representative (one hour) and the secondary representative (one period) of schools with more than 2000 pupils.~~

~~The School holding the annual presidency will have an additional one hour (primary) and one period (secondary) reduction.~~

~~The Secretary General may grant the Staff Committee secretary a timetable reduction over and above the one granted to all members of the Staff Committee. The Staff Committee secretary may have up to five periods a week in the case of a secondary school teacher and up to five hours a week in the case of a nursery/primary school teacher.~~

2. 1. Internal Structures

The schools may appoint coordinators in the priority areas within the total amount of Internal Structures resources. Each task should have a clear job description, including the responsibilities of the nominated coordinator.

The distribution of timetable reductions shall be effected in a transparent way.

The director of the school shall present the use of the Internal Structures resources annually to the Administrative Board, in September/October.

A locally recruited teacher can be appointed to the task, but the total amount of hours or periods of the Internal Structures should not exceed the given framework.

The statutory timetable reductions for **Teaching Staff Committee** representatives, as well as the specific reductions for European School system level tasks (see Point 3-2 below) are not included in the total amount of the Internal Structures resources of a School.

21.1. Internal Structures calculation method

The calculation method is to allocate 1 hour of Internal Structures for the nursery and primary schools per **65** pupils. This amount includes cycle coordination, subject coordination **and the tasks assigned to subject referents**, ~~LS, SEN and SWALS coordination.~~

The proposed calculation method for the secondary cycle is to allocate 1 period of Internal Structures for **40** pupils in the secondary cycle. This amount includes cycle coordination, subject coordination **and the tasks assigned to subject referents**. ~~timetabling, LS, SEN and SWALS coordination reductions.~~

Those secondary schools which have over 1000 pupils should be entitled to six additional periods of Internal Structures.

21.2. LS, SEN and SWALS coordination

The number of LS, SEN and SWALS coordination hours varies between the schools.

The tasks and the responsibilities of the LS, SEN and SWALS coordinators are defined in the documents (2012-05-D-14-en-7 Policy and 2012-05-D-15-en-8 Procedural document) approved by the Board of Governors or Joint Teaching Committee. The timetable reduction allocation for LS, SEN and SWALS coordination shall be part of **the specific budget line foreseen for Educational Support** ~~the Internal Structures resources of the school~~, so that the schools can allocate these tasks according to local needs.

3 2. Specific system level tasks

3 2.1. Intermath

A teacher dealing with the secretariat and the administration of Intermath can be granted six hours' release from teaching duties. These costs are defrayed fully by the Intermath Fund.

All the costs related to production, packing and distribution of Intermath work sheets are defrayed by the Intermath Fund.

3-2.2. EUROBIO and Integrated Sciences worksheets

The old decisions concerning the coordination of EUROBIO and Integrated Science work sheets have been cancelled.

1. Careers Guidance

The Schools should refer to document 2011-09-D-36-en-6, approved by the Board of Governors at its April 2012 meeting, and to Memo 2012-06-M-1, which clarifies the decisions of the Board of Governors taken in that connection.

Decisions of the Board of Governors with respect to document 2011-09-D-36-en-6 (ref.: Decisions: 2012-04-D-9-en-3):

1. a one-period timetable reduction per language section in the secondary school for the performance of careers guidance duties.
2. the setting at €130/€260 of the fee which S7 pupils requesting special processing of higher education applications are required to pay to cover the costs entailed.