



# Minutes of the AGSEP Management Board 27/09/2006

Attendees : Odile Beniflah, Maria Chiara Coscelli, Caroline Cuvillier, Costanza Zampicini, Marie-Ange Rigaux, Paola Notari, Maria Giovanna Incerti, Marielle Sauvage, Gian Carlo Zanacca, Paola Scaltriti

Excusees: Barbara Miele, John Defayette, Elzbieta Ceglarska, Maravillas Lopez, Emanuela Mossini, Radika Potier, Robert Holleyman

Absentees: Maria Carla Magni, Reinhilde Schoonjans,

## Introduction

This was the first management board meeting of the school year 2006-07. The main goal of the meeting was to agree on the key objectives for 2006-07, to confirm roles and responsibilities and to get an update on the activities that are now the responsibility of the parents association: child minding, activities after 16h30, and activity camp during the holidays.

We would like everyone to please review carefully the **Actions** listed in red throughout the document.

Thank you very much to the parents who attended the meeting and to the ones who provided their updates!

- **Top priorities 2006-2007**
- Recognition of the school as Associated European School
- Secondary level – European Baccalaureate
- Budget – teachers (attract and retain good teachers)
- Space - New location for the school

*Decision: agreement of the board on the priorities*

### **Actions :**

- AGSEP bureau needs to review the inspection report and write letters to all the members of the “Conseil Supérieur” by mid-October because their next meeting is planned for late October.

### ▪ **Management Board**

Two members resigned from last year: Mauro Nocca and Barbara Storci.

*Decision: agreement of the board to keep the same MB for 2006-07 as all sections are still represented and minimal number of members is respected.*

### ▪ **Membership info desk**

We will hold an exceptional info desk for new or renewal of the membership !

Date: 03/10 between 16h00 and 18h00

Will be present to hold it: Paola, Caroline, Marielle, Chiara but we need more volunteers, particularly MB members who are not part of the bureau!

**Actions :**

- Chiara will ask permission to the school to organize it in the school premises.
- Marielle will ask for volunteers for the 03/10 afternoon through the class representatives.

▪ **Future info desks**

This year, we will try to hold a monthly info desk every last Wednesday of the month with coffee and tea.

We need more volunteers than last year to be able to cover the dates.

**Actions :**

- Chiara will ask Mrs Zanatta if we can hold the helpdesk from 8.15 to 9.15 am in the school premises
- Marielle will send a reminder to the Management Board a couple of days before the monthly help desk.

▪ **Garderie**

AGSEP child minding service has started on the 5 of September from 16h30 to 18h00 with 2 child providers who also work for the school: Chiara and Leonardo.

Administration of the service is still being finalized.

**Actions :**

- Reinhilde need to provide an update on the administrative decisions as soon as available

▪ **16h30-18h00 Activities**

NO UPDATE

AGSEP needs to organize it but we currently have not received any information from the MB volunteers (Maria Carla? Mavi? Others?). The school is redirecting parents to the parents' association and parents are asking us if their children can continue the classes that they had followed last year (piano, guitar, dance, etc) with the same teachers.

**Actions :**

- MB members must urgently provide any update they have on the organization of activities between 16h30 and 18h00. OperArt must be urgently contacted as teachers from last year are currently waiting to know if they continue their work from last year or not. School asked to be informed about the activities that the AGSEP plans to organize between 16h30 and 18h00.

▪ **Transport**

Rearrangement of the parking space in front of the school: more car spaces, more bike spaces. Warning: police will be stricter with permits this year. There is one itinerary that cars will have to follow but hours of circulation are not known yet. A shuttle going back and forth from Barilla center to school is being organized. Detailed info will be posted on agsep web site as soon as info is available. Better promotion of the Happy Bus service is required.

**Actions:**

- Emanuela/John should send detailed information or promotion messages to AGSEP bureau as soon as possible. AGSEP will do the promotion: web site,

info desk, school paper distribution, emails to class reps, etc.

▪ **Library**

Marie-Ange stays informed about all library activities and tries to push the school to open the library as soon as possible. Indeed all books are there but there is no opening date available yet. Different proposals were made to the school to open the library today with a basic book registration mechanism while a new system is chosen and put in place later. Parent task force is ready to go. Waiting for school approval.

▪ **Canteen**

NO UPDATE

Many issues were raised by parents but unfortunately no task force representative could attend the meeting.

**Actions:**

- Barbara Miele to provide an update as soon as possible.

▪ **Activity camp for the week of November**

NO UPDATE

AGSEP needs to organize it but we currently have not received any information from the MB volunteers (Barbara Miele, Maria Carla, Gian Carlo). If AGSEP wants to organize such a camp at the end of October, actions must be taken immediately: contract with service providers, children registration, lunch, etc. Giancarlo informed us that he cannot be involved this year on this issue.

**Actions:**

- Barbara Miele and Maria Carla Magni need to send an update to the MB, to the parents and to the school (urgently if something is being organized for October!).

▪ **Task Force contact info**

Task Force contact persons were confirmed: Paola for social events, Barbara for canteen, John and Emanuela for transport, Caroline for extracurricular activities (13h00 until 16h30), Reinhilde for Garderie. Of course each task force has other active members involved. These are just contact names.

▪ **Communication**

AGSEP web site is regularly updated. If you see something to add, please, let us know. We are trying to keep the News section very up-to-date.

Also if you want to send a message to the bureau (7 executive members of the Management Board), we have created a new email address: [executive@agsep.eu](mailto:executive@agsep.eu). This address also helps us to communicate more officially and efficiently with the external authorities and the school.

This year, the 7 members of the executive bureau continue to meet every Thursday at lunchtime but this year, we will send minutes of the meetings to the MB. If one member of the MB wants to join us on these weekly lunch meetings to present an update or an issue, s/he is more than welcome.

▪ **Meeting with EFSA director**

President and Vice-Presidents of AGSEP met with the Director of EFSA on the 27<sup>th</sup> of September. Very positive meeting. The Director of EFSA is well informed about the issues and the importance of a high level school. She showed deep interest in

the activities of the parents' association and asked to stay informed and involved. She agreed with the priorities set by the association for 2006-07. She will try to help in finding a good structure for the school when she meets with the authorities in Rome.

▪ **Extracurricular Activities from 13h00 to 16h30**

Caroline stays in touch with the school on all Tempo Scuola developments (activities on Mon, Wed and Fri afternoons between 13h00 and 16h30). She has asked the school for more information on the activities and tried to send it to the widest group of parents. School has requested parent volunteers to help sorting extracurricular forms early next week. Volunteers are identified and ready to go. Contact name is Caroline.

▪ **Next All Parents General Assembly : Monday 23 October 20H00.**

Agenda will include the review of the financial report 2005-06.

*Minutes taken by Marielle Sauvage [marielle.sauvage@mac.com](mailto:marielle.sauvage@mac.com) and Odile Beniflah [obeniflah@yahoo.com](mailto:obeniflah@yahoo.com)*