



AFNORTH International School

Ferd. Bolstraat 1 – 6445 EE Brunssum – The Netherlands – www.afnorth-is.com

Board of Governors Meeting	
Discussion summary	
Tuesday 14 May 2024	2024.06.06

Ser.	Item
	<p>UK Governor welcomed everyone after an excellent in-camera meeting yesterday.</p> <p>The US representative and the GE representative have confirmed to have delegated authority to vote on the motions and matters arising in the meetings. Since the American representative is not present at this meeting, but all motions were discussed and approved yesterday, the three BOG representatives present will vote on the wording of the motions in this meeting.</p>
1	Minutes
1.1	<p>Matters arising from the minutes.</p> <p>APPROVAL and signing of 2023.11.07 Minutes dated 2024.01.11</p> <p>A motion was made by CDN Governor and seconded by GE Representative to approve the minutes held on 7 November 2023, Final copy is dated 2024.02.01. All Members Agreed.</p>
1.2	2023.11.07 website Summary - for information
3	Proposed changes Policies and Procedures
	<p>The following advises came up at the last Financial advisors meeting in March:</p>
3.1	<p>2010.003 Policy Financial Management</p> <p>Amendment of the policy as follows: the phrase “modified cash-based accounting principles” is replaced by “the AIS Accounting Framework approved by the Board of Governors”.</p> <p>A motion was made by GE Representative and seconded by CDN Governor to approve the draft Policy 2010.003, All Members Agreed.</p>



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3.2	<p>SOP International sports fee.</p> <p>In SY23/24 43 International students joined the US after school activities, total fee is collected. Currently only 1 purchase has been made.</p> <p>The US MHS principal, is investigating what sports supplies are needed and will inform the Finance Manager at the end of the sports season.</p> <p>3 Amendments have been made to the SOP:</p> <ol style="list-style-type: none">1. Line 1. International MHS students registered in the Canadian section or in the German section are allowed to join the US after school sport activities.2. the SY23/24 has been taken out.3. For efficiency reasons 1 line has been added to the SOP:<ul style="list-style-type: none">- Within 3 days after the rosters for the competition have been established. <p>A motion was made by GE Representative and seconded by CDN Governor to approve the changes to the SOP sport fees, All Members Agreed.</p> <ol style="list-style-type: none">1.For SY24/25 it needs to be confirmed by the US and Canadian Governor whether the amount for International Sports Fee will remain €100,-2.The balance amount at the end of SY23/24 will be moved forward to SY24/25 <p>A motion was made by UK Governor and seconded by CDN Governor to confirm the sports fees at €100,- for SY24/25, the open balance sport fees SY23/24 will be moved forward to SY24/25, No separate set-up is required with the German section joining. All BOG members agreed.</p>
3.3	<p>2010.012 Pro Financial Management.</p> <p>AIS is requesting an amendment on page 11 to section 5.2, the maximum contract value for simplified procurement to increase from €5.000 to €10.000. The current maximum is delaying the efficiency of the business.</p> <p>A motion was made by UK Governor and seconded by GE Representative to approve the draft Procedure 2010.012, All Members Agreed.</p>



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4	DIRECTOR'S INFORMATION ITEMS
4.1	<p>LWR Report</p> <p>The assistant Director presents the current state of the LWR personnel group, approximately 50 staff members under Dutch law and the upcoming changes.</p> <p>Custodian group – started two new staff members in the last year, 2 staff members of the custodian group are on long term sick leave, a suitable working environment is considered. Long-term sick leave and upcoming retirement require that attention be paid to keeping the team complete so that they can fulfill their duties.</p> <p>The Management Assistant started 10 April 2024. Covering for business office staff using their RWF.</p> <p>The Financial Manager will receive RWF in September 2024, options to cover the work will be examined.</p> <p>Partner Language Program – introduced by the BOG in 1980 to offer English to the GE native speakers and German to the English native speakers. The program still runs, and children receive language instruction for mainly elementary. Children Native German speakers receive half an hour of English per day and vice versa.</p> <p>With the US section losing 1 ESL teacher SY24/25 the capacity for all students can no longer be covered.</p> <p>The Assistant Director will look into investigating options to cover for one ESL.</p> <p>The MHS PL teacher retiring SY25/26 will AIS continue the position? From that date the PL group will not have another American certified teacher which the Americans require for teaching, and the MHS program will come to an end for the PL-group.</p> <p>Cleaning staff - It's getting more and more difficult considering the regular leave or sick leave or the reduced workout factor, to cover the necessary cleaning that needs to be done. All cleaning staff members have their own responsibility cleaning. Some work that's not necessarily to do every day can be done with the extra hours throughout the week, which will deviate then the pressure on the others. Anyway, this cleaning team has been doing an amazing job so far in handling all of that and the willingness to work with this system. Mr. Bindels is looking at various options as well, either restructuring the content of the tasks or giving a few days some additional hours.</p> <p>Current labor agreement is valid for this year, negotiations for 2025 will need to start.</p> <p>The current labor regulations are dated 2010. They are currently rewritten by JFC J1, AIS usually adjusts a few things based on the school as opposed to JFC and then we'll bring it forth to the Board of Governors for them to sign.</p>



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4.2	<p>International fifth wing</p> <p>The BOG is supportive of exploring the different educational opportunities to support the extension of schooling capacity provide for JFC personnel.</p> <p>The BOG will meet with the other Key stakeholders Friday 17 May 2024. Several additional options have been discussed and these need to be developed further through discussions with key stakeholders.</p>
4.3	<p>Internationalism at AIS</p> <p>The options to bring more internationalism within the school were discussed in several previous meetings.</p> <p>Are there possibilities to extend the international experiences for the students outside the house system in MHS and the collaborative projects at the ES sections?</p> <p>The request from the CDN MHS principal to align the early release on Wednesdays with the US section is denied by CDN Governor.</p>
4.4	<p>Community links - JFC HQ Brunssum update</p> <p>The BSG Commander JFC HQ apologized and was unable to attend today. The BOG thanked him for his contribution to the discussion and provided updates on the JFC headquarters during the in-camera meeting on May 13.</p>
5	Major Projects
5.1	<p>M-28 / 21st Century Library – Information center</p> <p>The moving company has been selected. AIS assumes that the materials need to be stored for 6 months. Start moving company 17 June 2024.</p> <p>The received quotes were significantly higher than the total amount agreed by the BOG to complete the work for the renovation of the library. BOG agreed to approach the project in 2 phases.</p> <p>Phase 1 – constructional infrastructure - summer 2024</p> <p>Phase 2 – interior – summer 2025</p> <p>This will include twice the movement and storage of the books and furniture.</p>



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Thursday 16 May a meeting be scheduled with the Facility Manager, architect, and suppliers to see where costs can be reduced. The BOG expresses its concerns about the cost escalation that took place during the process.

A motion was made by CDN Governor and seconded by GE Representative: the BOG agrees to a phase one and phase two approach to the 21st century library first phase for the essential infrastructure., All Members Agreed.

A motion was made by UK Governor and seconded by CDN Governor: the BOG agrees to phase two of the 21st century project dedicated to the interior, forecasting expenditure SY24/25. All Members Agreed.

The cost analysis of this project has been discussed.

The quotes for the ventilation and for the electricity have been received.

The moving company has been selected, AIS expects that the materials need to be stored for approx.6 months. Start moving company 17 June 2024.

The received quotes were significantly higher than the budget agreed by the BOG to complete the work for the renovation of the library. BOG agreed to approach the project in 2 phases.

- Phase 1 – constructional infrastructure - summer 2024
- Phase 2 – interior – summer 2025

This will include twice the movement and storage of the books and furniture.

Thursday 16 May a meeting be scheduled with the Facility Manager, architect, and suppliers to see where costs can be reduced. The BOG expresses its concerns about the cost escalation that took place during the process.

A motion was made by CDN Governor and seconded by GE Representative: the BOG agrees to a phase one and phase two approach to the 21st century library with the essential infrastructure for the first phase, and to approve the received quotes for the ventilation and electricity. All Members Agreed.

A motion was made by UK Governor and seconded by CDN Governor: the BOG agrees to phase two of the 21st century project dedicated to the interior, forecasting expenditure for SY24/25. All Members Agreed.



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5.2	<p>M-25 / Renovation science wing</p> <p>Renovation science rooms B2.12 & B 2.14 will start summer 2024.</p> <p>Plans to renovate the central area summer 2025 into a teacher workspace/classroom and separate storage area.</p> <p>The common area in between the current classrooms is currently used for storage. This area will need to be decluttered before summer 2025, most of the materials stored have been there for a long time. Within the National protocols, depending on the materials, it is a struggle to toss them. Teachers need to have the authority to dispose materials no longer needed to teach their curriculum.</p> <p>Action for the BOG: Talk through the issues from the science wing storage and how to resolve it with the National section.</p> <p>A motion was made by CDN Governor and seconded by GE Representative: the BOG agreed that disposal of resources/materials in the science wing should be achieved and managed following national protocols within 12 months. All Members Agreed.</p>
5.3	<p>M-24 / Replacement Smart boards</p> <p>The first cycle of replacing 52 smart boards will take place in the summer 2024.</p> <p>The Board of Governors agreed to the deviation send 21.02.2024 to:</p> <ol style="list-style-type: none">1. Approve upfront only next item in the Expenditure Forecast SY24/25: 721733 Major non- regular building projects/ M-24 Replacement SMART boards for the amended amount.2. Approve the purchase of the 52 SMART Boards as quoted in the attached offer. <p>The amounts of smart boards for the next 2 SY were amended.</p>
5.4	<p>M-38 /replace electricity cabinets, grounding.</p> <p>Replacing the old switches and circuit breaker in the fuse box that ensure the earthing of the electrical network within the school.</p>
5.5	<p>M-36 / Digitalize electricity drawings.</p> <p>For this project an amount has been added to the Maintenance Schedule SY25/26, Maps, all on paper, are not updated after all the renovations. The result will provide an instant digital overview of the electricity network infrastructure, more accessible in cases of emergency and easier to adapt when necessary.</p> <p>The Financial Advisors agreed with the project being added to the 10-year maintenance plan.</p>



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5.6	<p>US Funded Projects –</p> <p>M-32 / Gym flooring & wall</p> <p>With the US-fundings AIS is able to replace the wall paneling and renew the floors in the 3 gyms. Renewing of the floors will start 24 June 2024 followed by the replacement of the wall paneling starting 15 July 2024.</p>
	<p>Ongoing Projects</p>
5.7	<p>M-23 / Track repair</p> <p>These costs for the repair of the 4 bumps are not included in the expenditure forecast SY24/25, but can be paid out of the current budget.</p> <p>As Antea has installed the track and does the yearly maintenance it would not be logical to have another supplier working on the track.</p> <p>The risk would be to end up with other materials, different consistency, and seams that would not connect if other materials were used.</p> <p>Also, Antea has been awarded the last contract for the renewal of the track.</p> <p>Therefore, AIS would like the BOG to approve a deviation to stay with the current supplier Antea.</p> <p>A motion was made by UK Governor and seconded by CDN Governor: the BOG approves the repairs of the track and authorizes the deviation to allow AIS to stay with the existing supplier contract Antea.</p> <p>All BOG members agreed.</p>
6	<p>Future Planning Major Projects</p>
6.1	<p>M-26 / Tech room –</p> <p>AIS investigated initially what we could do with the lowered floor in this area, used to be an auto mechanic shop back in the past. It's currently being used by robotics and by Canadian art teacher. project on hold</p>
6.2	<p>M-39 / Renovation nurses office –</p> <p>Renovation will result in an open area with a desk where they can address the students coming in. and will result in 3 instead of 2 treatment rooms. Renovation of the floors, ceiling and paintwork.</p>



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	A cost analysis will be made, and the amount will be added to the Maintenance plan for discussion.
6.3	<p>M-40 / 2 Additional hot water boilers Gym 1&2 -</p> <p>Due to the legionella prevention the boilers run 24/7 365days which results in a faster wear out. Adding 2 boilers means the needed water temperature for legionella prevention can be reached again and the temperature of the current boilers can be turned down.</p>
	The BOG is very positive about the developments and clarity of the documents, particularly the pro-active maintenance side of ensuring that things get done.
7	Financial Matters
7.1	<p>Draft Minutes of Financial Advisers Meeting 14 March 2024</p> <p>No relevant updates or measures for the BOG. Current and future financial situations will be explained in the following items. So, no additional updates from the “Draft Minutes of Financial Advisors meeting from March 2024”.</p> <p>The UK Governor, Chair of the BOG, genuinely thanked the GE Financial Advisors for the hard work and extra commitments he made as Chair of the Financial Board. The CDN Financial Advisor was welcomed as the new Chair of the Financial Board.</p>
7.2	<p>Financial report March SY23-24 Budget</p> <p>The Financial Manager reviews the report for the BOG.</p> <ol style="list-style-type: none"> 1. The overrun in Chapter I - Costs personnel, as a result of the new Collective Labour Agreement for 2024, will be covered by the Contingency Funds. 2. The Insurance policy will be renewed, and the premiums will not be known earlier than June. The Finance Manager expects the premiums to be increased. 3. There are some funds available in the budget lines electricity and gas, as this year AIS still benefits from the low rates. Up from 2025 the new energy contracts will be applicable. 4. Within Major non-regular building projects: The amount for the renovation of the library has not yet been committed. 5. Upgrade /maintain technology; we have some funds left due to the terminated contract for the Kembit-POC and due to new negotiations about the cost for the Wi-Fi access points. 6. Regarding the overrun in budget line 721736/ Upgrade maintain technology / IT techn US; the overrun will fall to the US and Germany. 7. Regarding the surplus in budget line 722531/ School bus/activity transportation; the surplus is mainly caused by the surplus for the Belgian & Activity buses/ costs for the US.



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7.3	<p>Update call for funds.</p> <p>All amounts Call for Funds SY23/24 have been received and the results of the previous FY's have been processed with the second Call for Funds.</p> <p>There are no outstanding calls for funds or return of funds.</p>
7.4	<p>Pension indexation 2024-</p> <p>Canada and the UK have received an invoice for an advance payment for the pension indexation 2024, based on an estimated amount, as their financial year ended on the 31st of March 2024.</p> <p>Current situation: AIS is waiting for an update from JFC HQ, as soon as received the information will be shared with the Governors and the Financial Advisors.</p>
7.5	<p>Tuition fees SY 2024/2025</p> <p>At this moment AIS has only received the new rates for the Canadian and the UK section.</p> <p>The amount for SY24/25 has been set at € 8.340,-; an increase of 3.4%.</p> <p>The 10% discount on fees for families with 3 or more children all enrolled in either the Canadian or the British section, will also be applicable in SY24/25.</p>
7.6	<p>Renovation of Roof SY 2020-2025 Update</p> <p>Roof replacement funding profile.</p> <p>The funding of the Roof replacement and the planned funding in the next 3 years is on track.</p> <p>The last phase of the Roof replacement is scheduled for summer 2027.</p>



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7.7	<p>Draft Revised expenditure Forecast SY 2024/2025 dated 04.04.2024</p> <p>The Finance Manager discussed the report and made the BOG aware of some costs in the future such as utility, personnel, and school bus and activity transportation.</p> <p>Upgrade/maintain IT techn US/Germany/Directorate</p> <p>- Up from SY24/25 Germany will no longer be connected to the US DoDEA network except access to Aspen program.</p> <p>In agreement with the US, the IT bill will only reflect the directorate costs (all-share).</p> <p>Amendment to the Expenditure Forecast SY24/25 -date 4 April 2024 - M-28/ Phase 2 of the Library renovation,</p> <p>A motion was made by CDN Governor and seconded by UK Governor to approve the revised expenditure forecast for SY24/25 dated 2024.05.14, with the amended budget for the second phase of the Library renovation, raising the overall forecast.</p>
	<p>The BOG really appreciates the hard and efficient work the Financial Manager does.</p> <p>One of the most important things within our structure is that the finances are always taken into account.</p> <p>The BOG investigates how effectively government money is spent from our own countries.</p> <p>Within this context, in the directory with those robust systems, you can be sure that the processes are simply very good.</p>
8.1	<p>10-year Maintenance Plan version dated 2024.05.01</p> <p>The maintenance plan is a living document which is used as a guideline for the expenditure forecast.</p> <p>It reflects all the projects that we have done in the past, but also the new projects for long-term planning.</p> <p>At this moment we have added several projects which still need to be determined or already have.</p>
8.2	<p>Budget lines Summary and Guidelines dated 2022.10.13 – for information.</p> <p>The Budget lines Summary will be reviewed at the 1st FA meeting next SY.</p>



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9	<p>Any Other Business</p> <p>Move Bog meetings to October and March.</p> <p>Moving dates for BOG meetings will also affect the dates of the FA-meetings as these will have to be held at least 3 weeks earlier.</p> <p>1st FA meeting cannot be held earlier than the 3rd week of October, therefore the BOG meeting in October is not feasible in practice. A BOG meeting in April instead of May is possible.</p> <p>The Assistant Director brings up a request from the management to invest in aircon units in the classrooms. In some classrooms directly located under the roof or at one side of the building the temperature can rise considerably in the summer. The BOG wants to look at the possibilities based on the report of registered temperature data in the months May-June-August-September.</p> <p>Specific medical cases can be discussed on a case-by-case basis.</p>
10	<p>DATE AND VENUE OF THE NEXT MEETING</p> <p>18 & 19 November 2024</p> <p>2 & 3 April 2025</p> <p>FA meetings:</p> <p>Tuesday 22 October 2024, 18 March 2025</p>