



European School Heads Association
Europäische Schulleitervereinigung
Association Européenne des Chefs d'Établissements

EB Meeting, 11th October 2007

Venue : Holland House Hotel, Bristol, England

MINUTES

Present :

Burkhard Mielke (BM)

Chris Harrison (CH)

Solveig Dahl (SD)

Nelly Guet (NG, arrived 13 :35)

Jorma Lempinen (JL, arrived 15 :25)

1. Meeting opened at 12 :00 by ESHA President Burkhard Mielke

2. Minutes of the EB-meeting in Copenhagen, September 2007

- Approved unanimously

3. Financial affairs

- There was considerable discussion and scrutiny about the recent accounting.

The EB will ensure that there is greater clarity in expenditure reports for EB

Meetings and secretariat expenses for the future. This will bring more

transparency. In every EB meeting there should be an update on expenses. This is a priority for the next EB meeting.

- Invoices for 2007 : these need to be checked and clarified.

- EB recommends that the next treasurer assesses the VO-Raad secretariat entry as a matter of urgency

- Budget 2008 : will be presented by CH at the GB

- Attachment : EB financial minutes (NG)

4. Preparing GB meeting

- Elections : following candidatures were announced

General Secretary (Solveig Hvidsten Dahl)

Treasurer (Ton Duif)

Additional member (Jorma Lempinen, Jean-Luc Garcia)

- All elections will take place after short presentations (max. 5 minutes)
- Two monitoring members to be elected at the GB for financial monitoring so that there is more transparency.
- Peter Beernaert (Consultant in European Management) : Risk assessment for European projects - recommendations for the future external consultant

- ESHA regionalisation : ESHA meets the regions - a new concept (regional conferences in their own languages, supported by ESHA)
- Position papers : Working conditions (SD presented part A, which was completed in Luxembourg, at GB meeting. If the GB want to continue, EB will develop a common proforma), Childrens Rights (Eduard Waller from UNICEF gave a presentation).

5. Working plan 2008

- Working plan should be combined with the budget, so that GB members get a break down of the costs (i.e. input & output, key areas)

6. Communication issues

- ESHA Letter : SD explained about the difficulties - suggestions and recommendations will be put to the GB.
- New website : BM explained that a new website is in progress at the moment (www.zwischendaten.de). It is published in different languages, it will be interactive (everyone can write on the homepage)
- Monitoring of the ESHA Biennial Conference (Copenhagen, September 2008). This will be presented by Jens P. Nielsen and Erik Stengaard at the GB.

7. AOB

- JL stated that the work of updating the list of all organisations is in progress (there are difficulties to have contact with several member organisations).
- BM also explained that a list should exist on the website with all names and school forms so that it is known that ESHA represents all school forms.
- Status/Representative role of ESHA has been recognised by the EU (among the ten most important educational stakeholders) and ESHA has been invited to send a delegation to Lisbon. CH recommended taking this opportunity.

8. Meeting closed at 18 :30.

In witness of the minutes :

Jorma Lempinen
General Secretary



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EB Meeting, 13th October 2007

Venue : Holland House Hotel, Bristol, England

MINUTES

Present :

Chris Harrison (CH)

Burkhard Mielke (BM)

Jorma Lempinen (JL)

Solveig Dahl (SD)

Ton Duif (TD)

1. Meeting opened at 12 :00 by ESHA President Burkhard Mielke

2. Working plan 2008

- Rules for EB working group : Aim is that there are four EB meetings a year (two combined with the GB meetings, which take place in Spring and Autumn). Other meetings should take place (if possible) as video conferences.

- Friday 18th January 2008 for video training in Utrecht (Kennisset Zoetermeer). TD will send an e-mail with further information.

3. Set up a budget 2008 and rules : TD will make a proposal. The rules will be sent with the invitations, i.e. what is agreed expenditure under these rules. Any expectations about costs must be clear beforehand. It was agreed that :

- TD has been given a mandatory to send out the invoices

- TD also needs a full directory of e-mail addresses which should always be updated at the GB meeting each Autumn

- The invoices will be sent to the President of each organisation who is then responsible for payment

- The fee should be paid before Autumn GB meeting (September 2008) ; if it is not paid, it will be mentioned at the Autumn GB meeting.

- Membership for new members (rules) : 1st year - observer status - no vote, 2nd year - half payment membership fee - can not be elected ; 3rd year - full payment - vote and can be elected (NB : you can however become a full member from the beginning, if the entire fee is paid)

- The EB has agreed at this meeting that the financial administration, working plan and budget are effective as from today

- Monitoring of finance : every 3 month an update, if necessary they will communicate

4. Other tasks (functions):

- webmaster : a set amount will be offered per year
- administrative secretariat : a decision will be made later
- functions of additional member (JL) : updating of documents communication

5. Implications of Position papers

- Working conditions (questions will be put together at the next EB meeting in January)
- Children's Rights survey (questions already prepared)
- The outcomes will be presented as a position paper at the next GB meeting

6. Next GB meeting

- alternatives : Dublin or Utrecht ? It turned out that Utrecht would be heavily subsidized, therefore more members (especially from East and South-East Europe) could attend. CH will speak to the Irish for clarification (Dublin be extended to March 2009).

7. Meeting closed at 17 :00.

In witness of the minutes :

Jorma Lempinen
General Secretary