

# BOARD MEETING

## 20 October 2021 @ 18:30

### AGENDA

Board Members PRESENT:

Present at the school	Via Zoom
Artiste Nkoumondo - chairperson for this meeting. Hervé Colcombet Christophe Boulanger Jérémy Antier Reagile Moatshe Peter Tan	Raymond Ofungi Bebée Makuwa Ipeleng Nyokong-Crossman

External participants:

Present at the school	Via Zoom
Emmanuelle Marqui (Proviser / Headmaster) Céline Gratiolet (DAF / Financial director) Sylvain Pitaval New headmaster Emmanuel Selles (représentant du personnel) Marie N'Dongo (représentant du personnel) François Blériot (représentant du personnel) Adrien Baron (Guest) - French lawyer	Bruno Asseray (COAC) Gratien Ban Olivier Remaury

Absent but represented by proxy:

Caroline Gravellini Sany and Stefano Niavas represented by Aristide Nkoumondo,  
Siby Diabira represented by Peter Tan

NOTICE OF MEETING: All directors being present or represented by proxy THE MEETING WAS CONDUCTED ELECTRONICALLY (Zoom) AND PHYSICALLY, THE MINUTES TRANSMITTED ELECTRONICALLY FOR MUTUAL ACCEPTANCE BY EACH DIRECTOR

- 18:39** Welcome to the participants, in particular Marie N'Dongo, new representative of personnel.
- Confirmation of minutes of meeting 21 September  
No concern from anyone. To be uploaded
- Matters arising from previous meeting

# Orlando Pirates Postponed to January 2022

# Deleting Matthieu, recording Jeremy on CIPC - on its course

# Visas personnels : This afternoon 2 visas were obtained - 3 more extended until 31 December. These should be confirmed before 31 December.

# Mme Marqui provided an analysis of who are the leaving students and where did they go

180 students left - very usual - problem is that not enough people are coming in (this does not include the Terminale who obviously left after passing the Baccalauréat)

- 53 did not give any reason
- 96 left to another country
- 13 left to another region in SA
- 18 stayed in PTA or Joburg but in another school
  - Wish to carry on studies in English
  - Proximity of SA schools deemed more convenient
  - 4 left, not accepting obligation to wear a mask
  - Some left for transport reason; in particular 3 CM2 PTA did not want to come to Joburg

Only 10% of people who left are in SA schools in JHB or PTA (not considering the 29% who did not give a reason)

# E-mail sent to parents complaining about teachers moving from class to class rather than children.

# Parent's Association / APEG does not exist

There are already representatives @ conseils d'école et d'établissement.

The board has no mandate to look at this.

# Club Enterprise - The board was informed that a new person had started, She should introduce herself at the next board meeting.

# Work: Dispute regarding walls in secondary yard

Not completed as per expectation.

Supplier should meet Thomas Lanier (architect)... Ongoing

Objective: to be completed as per plan

## Committees' reports:

**19:06** Finance (Reagile) **19:05**

1. Preliminary budget presentation / Context

Questioning the sustainability of school with the number of students coming down

Budget season / what are the key inputs (number of students big driver)

What investments are to be made - if any?

Can there be saving/any leeway in expenses: procurement, salaries, payments to AEFE?

New revenue sources ?

Who takes part of the budget making ? Reagile proposes to set up a task force with any member of the board who wants to join in, rather than having individual members of the board to individually engage with Céline.

- Tuition fees - Could we apply a fee for French Passerelle
- Re-enrollment fees - could we develop a model whereby re-enrollment fees are charged to all (to be charged in May or June, so management has better visibility on following year) and would generate more revenue. Could we create a sound reason / what is reasonable ?
  - Peter seconded by Christophe and Ipeleng : this proposal would replace the revenue of “lost” students by increasing the fees for the remaining ones. In fact, we must find more students and better sell the school.
  - Raymond: Discount from 2nd child should be investigated / Regarding re-enrollment fees: it would be difficult to sell the concept to parents; better increase the tuition fees.
- Increase price of extra curricular activities

Jérémy calls for participants in a transversal think tank with the goal to increase revenue - must include Strategy and Communication committees. In any case, the conclusions of this working group would only apply from next budget 22/23 - as it is too late for this year to do whatever to substantially grow numbers (open days etc.)

Peter we should advertise: 84 nationalities, bilingualism.... Increase our presence on social media

Reagile: find a parent to help pro bono

Ipeleng: We have a communication manager who should be more active

Matter arising: feedback from Communication Manager / Nonhlanhla to make a presentation @ next meeting

Re payroll / HR (Céline)

From September additional 4 expatriates, 100% covered by AEFÉ. No cost to LJV

Resident teachers; LJV's share = 51% - Cost to LJV = R33M

Locals - total cost = R50M

Savings: There are 3 retirements within the residents and one position not filled. Payroll can be reduced by 4 residents and 4 locals - as we may no longer require extra hours because of COVID protocols.

## **19:50 Governance (Jeremy)**

1. - Presentation of objectives regarding the MOI: it lacks clarity and leads to conflicting interpretations. Goal: new MOI to be voted in May to be presented to the parents in June.

Should the committee agree, the definition of the roles within the board would be added to the MOI. We should try to put everything inside the MOI rather than having other documents that would soon be forgotten.

The process may be faster than planned.

2. - Vote on the First Parent meeting  
Shall we vote today or not ? **YES** unanimously  
Letter or meeting ? **Meeting** unanimously

Actual meeting in person, or Zoom only or Hybrid ?

z	Peter
h	Jeremy
z	Stefano
h	Christophe
h	Reagile
h	Raymond
z	Siby
z	Caroline
z	Aristide
h	Ipeleng
h	Bebee
h	Hervé

7 hybrid / 5 zoom only → **HYBRID**

Date: 24 November

### **20:20 Procurement (Hervé)**

1. Savings on procurement - select top 5 items and biggest contracts / part of task team
2. Call for participants on a pro bono basis to participate in task teams under the umbrella of procurement committee re:
  - a. Canteen - compulsory or not, if not, consequences in terms of access control, costs etc.
  - b. Post Office
  - c. Ballyclare/Outspan servitude
  - d. Income generating projects
3. Proposal on income generating projects
  - a. Procuring for secondary "French" stationary - HC to make further proposal
  - b. "Parent's market" in the mornings, or Saturdays ? See pros and cons

### **20:25 Pretoria (Bebee)**

Bebee: Presentation of concerns expressed by PTA parents: MS class has 28 learners and the proposal to have a mixed MS/GS was met with hostile reactions.

Open discussion and reflection with School Management with respect to

- Pedagogy - did the parents understand that kids would not skip a class ? There are several mixed classes in JHB and there were mixed classes on PTA last year. Smaller subgroups translate in more attention to each child.
- Finance - additional class would translate in increased costs.
- What strategy:

Would a letter do ? No

Could we invite some PTA parents to see mixed classes in JHB ?

Could a child who experienced mixed classes or parents of children in mixed classes explain to PTA parents the benefits of mixed classes?

Board can help explain - but not propose anything different - it is not our mandate.

Ipeleng thinks management should apologise. Board agrees that a misunderstanding is to be clarified and does not warrant any apology.

Gratien advises that there are and there will be new comers. He proposes to split all MS & GS so no one feels disadvantaged or discriminated against - to be presented at PTA School Council 21 November.

End - 21:15

Next meetings:

16 November - to concentrate on budget / Strategy presentation / Parent's meeting  
14 December