

**MINUTES OF A GENERAL MEETING OF  
THE DIRECTORS / BOARD MEMBERS OF LYCÉE JULES VERNE**



DATE: 21st September 2021

Meeting started 18:35

Board Members PRESENT:

Present at the school	Via Zoom
Caroline Sany Hervé Colcombet Christophe Boulanger Jérémy Antier Reagile Moatshe	Artiste Nkoumondo Siby Diabira Raymond Ofungi Peter Tan Bebee Makuwa Ipeleng Nyokong-Crossman Stefano Niavas

External participants:

Present at the school	Via Zoom
Emmanuelle Marqui (Provisieur / Headmaster) Céline Gratiolet (Directeur administratif et financier /Financial director) Sylvain Pitaval New headmaster Bruno Asseray (COCAC) Emmanuel Selles (représentant du personnel) François Blériot (représentant du personnel) Adrien Baron (Guest) - French lawyer	

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

1. Welcome to the participants, in particular the new participants who introduced themselves.:

Jeremy Antier New board member  
 Sylvain Pitaval New headmaster  
 Céline Gratiolet New CFO  
 Adrien Baron - French lawyer

2. Confirmation of minutes of meeting 22nd June 2021

18:44 - No one disapproved of either the minutes or the additional minutes about Matthew's replacement.

**MINUTES APPROVED**

### 3. Matters arising from previous meeting

Orlando Pirates agreement – Sylvain took cognisance of the proposed agreement and will follow up in due time.

POPI compliance for Celine Gratiolet and Governance Committee - No update; it remains on the to-do-list

Other items (nomination of a VP, standardisation of external participant agreement...) will be discussed by each relevant committee.

### 4. Management reports:

#### **Emmanuelle Marqui**

- There are problems with the visas for 4 staff members: the applications are in since June. No news from DHA. The DG of DHA promised the Ambassador that everything would be solved... Applications are not rejected - but not processed. Mme Marqui to update the board before month end.

DHA does not accept permanent contracts. Contract length must match the visa application.

It was reminded that these 4 staff members must be recommended not to leave the country

Bruno Asseray: The French Embassy can only make a weekly “note verbale” to the DHA.

- New personnel: all new personnel are SA, no visa issue.

See chart. In green expat's (paid by AEFA), yellow residents (50/50), in green locals. 13 new staff in total.

New people are replacing departures. No additional cost.

- Student count as of today 1021 students as opposed to 1065 in June  
We could get another 50 in January.

PTA 125 pupils in June. Now 133/136 (we can get up to 150 in PTA)

Mme Marqui to provide an analysis of who are the leaving students and where did they go.

#### **Céline Gratiolet**

Update on AEFÉ applications for grants

We received 2 grants, in December 2020 (2nd part of Emergency Covid Plan) and in August 2021 (Attractivity of the school - 23,600 €)

COVID : R200,000 requested. (Social funds)

Standardisation of agreements for extra-mural service providers.

Samples of contracts sent. Contracts must be in English.

## Committees' reports:

### 5. Governance (Peter)

Siby resigned / Hervé replaced as secretary

Hervé resigned as VP / Aristide replaced as VP

Matthieu resigned as a member and was replaced by the next on French national section = Jeremy  
Adrian is joining as a guest of the Governance Committee.

There was a fruitful meeting between the board and school management to improve cooperation and relationship.

Secretary to see with Elsabé that Matthew's resignation and Jeremy is registered with CIPC

#### 1. Functioning of board / bureau / committees

Peter would propose to Jeremy to take up a chair. To be discussed separately.

#### 2. Relationship board / Administration - in line with AEFE convention

#### 3. Roles of President / Vice President / Treasurer / Secretary

Caroline's document to be reviewed in the next week.

#### 4. Invitation of Adrien from the governance committee to help with legal matters.

Adrien can help on other topics but for now, we have specifically identified :

- POPIA
- Review MOI
- AEFE convention

## 6. Procurement (New Chair: Hervé)

Replacement Matthieu at the Head of Procurement

Preparation of survey for putting in place a Canteen sub-committee / Postponed

Nothing received from Matthew. Committee will meet and make proposals for the next Board Meeting.

## 7. Finance (Reagile)

#### 1. New DAF.

#### 2. Artemis Report delivered mid-June.

Identified gaps in terms of segregation of duties. To be discussed with Céline.

#### 3. Financial performance as at 31/08/2021 vs budget

Prospective investigations and solutions to overcome budget challenges

Comparison with the German school with a similar number of students and that has been in existence for 100 years. So we should be able to overcome difficulties.

We should try to do a "zero based" budget with actual number of students and actual revenue

Net impact of reduced number of students: - R6,000,000 in revenues.

Review cash flow, delay payments...

4. AEFÉ payments & FEC arrangements
5. Preparation of next budget

Aristide: we need to look at costs - see procurement

Jeremy: we need more students so we can invest in infrastructure

Emmanuel: have a better vision so we invest more wisely

HC proposes that all committees make proposals for the next meeting rather than pursuing open discussion.

Seconded by Reagile

HC resigns from Finance so as to dedicate more time to procurement

## **8. Work Maintenance & Safety (Christophe)**

1. Report on work done during the holiday
2. Health protocol - updates, recommendations, discussions with Embassy

Presentation of work. All was successfully completed with the exception of two walls in the secondary yard (one wall missing, one wamm too low) for which there is a dispute with the contractor, to be followed up.

Saving +/- R100,000 against budget

COVID - Christophe to respond to mail regarding children in college and lycée moving from one room to another, rather than teachers moving.

## **9. Special Transversal Project or Think Tanks / Task Forces with External participation**

- Canteen - incl. Procurement. Proposals to follow
- Finance + Vision, strategy, projects  
Re define price versus value and split school fees / enrollment fees DEADLINE NOVEMBER
- Finance + Vision, strategy, projects + Pretoria  
Review value/cost in PTA
- Title deed consolidation: no longer necessary as there is a notarial tie that is advantageous for the school.

Post Office / Servitude: HC to contact Dean (the consultant who helped us in Pretoria) to see under which conditions he could help.

## **10. Proposed calendar for next meetings**

- 21 September
- 20 October
- 16 November
- 14 December
- 7er February

29 March

24 May (Board + prep session for Parent meeting)

7 June (parents meeting)

22 June

Association de parents d'élèves (To be followed up)

Club Entreprises:

A lady (Hélène Mesan) has volunteered

She'd like an office at school

Pro bono

Prepare agreement, job description etc.

Caroline to prepare communication to Parents

"First" Parents meeting within 60 days of back to school.

No decision taken, no date proposed

20:49 Adjourned