

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



DATE: 29 March 2022

Meeting started 18:42

Board Members PRESENT:

| Present at the school | Via Zoom |
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| Stefano Niavas Caroline Sany Hervé Colcombet Siby Diabira Reagile Moatshe | Christophe Boulanger Aristide Nkoumondo Raymond Ofungi Bebée Makuwa |

External participants:

| Present at the school | Via Zoom |
|--|----------|
| Emmanuelle Marqui (head mistress) Sylvain Pitavel (headmaster primary Johannesburg) Céline Gratiolet (DAF) François Blériot (représentant du personnel) Adrien Baron (invited by Jérémy) | |

External participants:

| Absent | Proxi |
|--|---|
| Jeremy Antier Peter Tan Ipeleng Nyokong-Crossman | Reagile Moatshe Siny Diabira Bebée Makuwa |

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

- Welcome to the participants
- Confirmation of minutes of meeting 7 February
Minutes approved except for Aristide who feels that some points of contention should not be minuted
Minutes format to be re-looked at

Matters arising from previous meetings

1. Christophe: COVID situation
Situation very volatile worldwide.
Mask carry on being worn at school
2. Post Office
Info on News24 that PO is losing money and are reviewing proposal

Reviewing antenna contract - no detail from any party.

Rumoured (????) R350K to R400K Unconfirmed

Nothing new at this stage. We cannot bet under the value.

Christophe proposes to follow up until the end of the process - should nothing happen before June

3. Mazars re-appointment approved for next 12 months
4. Water bill retrospective agreement with CoJ in place. R280k paid, extra R50k p.m over next 3 years.
 - Additional water-saving measures being considered
 - big risk of unmetered water (used for rugby field maintenance) being charged for retrospectively
 - see illegal connection / Review the tap for rugby ground
5. Club enterprise report presented
6. Day to day process automation software options to be identified, evaluated and recommendations submitted by Celine and finance team to board for decision
7. **HR Committee update:**
Fee discount structure proposal for benefit of staff tabled for discussion. modalities, qualification criteria and school budget impact to be debated further. Need to first determine what is the goal we are trying to achieve e.g maximise staff member dependants to be students at LJV or assist staff earning low salaries with school fee subsidy
8. 3rd party service provider contract fee adjustment to be reviewed carefully by the administration before signing
9. **Procurement:**
previously overseas sourced goods to be reviewed to see if they can be bought locally.
10. **Finance Committee update:**
Management accounts indicate that all key factors are on course - school fees collection rate on par with expectations of 30% for first quarter, expenses carefully managed to be in line/below inflation, more students enrolled than had been budgeted (+7), FX market being reviewed regularly to ensure appropriate hedging is put in place for payment of EUR expenses (after having used funds in the SG account).
11. **Governance Committee update:**
MoI update process in motion. revised draft to be reviewed for debate and comments in the next board meeting in May before adoption. Adopted version to be presented to the parents at the AGM.
12. **Social Committee update:**
Social Committee applying consistency in evaluating need of school fee payment assistance from parents with limited means.
 - very low bad debts
 - very good recovery rate
 - exclusions policy to be strictly applied on intentional non-payment by parents citing covid as a cause for the non-payment.

Reminder proposed calendar for next meetings (6:30 or 7:30 ?)

24 May (Board + prep session for Parent meeting)

7 June (parents meeting)

22 June

For next board meeting:

Work: Dispute re walls in secondary yard / (postponed to next board meeting)