

Minutes of Meeting on the 1st Board of Directors Meeting

Date: 2022 – 09 – 26 @ 18:00 – 20:00

Venue: LJV Johannesburg Premises

Attendees:

Adrien Baron (AB) via zoom – BoD member
Christine Serre (CS) via zoom – BoD member
Herve Colcombet (HC) – BoD member
Huseyin Kavustu (HK) – BoD member
Jeremy Antier (JA) – BoD member
Jeanne Akum (JAK) – BoD member
Karine Erikstein (KE) via zoom – BoD member
Marie Laure Allain (MLA) – BoD member
Marie Marchant (MM) – BoD member
Perrine Martin (PM) via zoom – BoD member
Reagile Moatshe (RM) – BoD member
Thomas Feller (TF) – BoD member

Marie N'dongo (MN) via zoom – Staff Representative
Francois Bleriot (FB) – Staff Representative

Angelique Haudiquier (AH) via zoom – School Management
Celine Grationet (CG) – School Management
Olivier Remaury (OR) – School Management
Sylvain Piteval (SP) – School Management

Ludovic Cocogne (LC) via zoom - COCAC
Audrey Delattre (AD) via zoom – French Embassy

Absence:

Emmanuel Selles (ES) – Staff Representative

Meeting Agenda

- Introduction of the Attendees / Opening by JA
- Approval of the Previous Meeting Minutes
- Selected Committee Updates
 - Human Resources
 - Strategy
 - Governance Committee
 - Social
 - Pretoria

Minutes of Meeting

- Meeting has started with the introduction of the participants.
- JA, as the chairman of the board made the introduction speech and mentioned that he is very pleased with the good appetite of new board and their desire of having the job done, however he also mentioned that this is a pro bono committee so this may not be sustainable for the whole two years, so it is important to protect the good spirit and not create tension in between.

- The minutes of two internal board meetings were approved without objection and validated.
- Primary School Council (Conseil d'Ecole) and School Governing Body (Conseil d'Etablissement) are introduced and explained by school management, SP and OR respectively.
 - Primary School Council deals with the life inside and outside the school and participants are equal number of the teachers and parents. Voting for the council will take place on Oct 6th and 7th. In theory, 7 parents and 7 teachers are expected to be chosen for Pretoria representing each class and 8 parents and 8 teachers for Johannesburg representing each grade. Currently the number of parent candidates are 5 for Pretoria so if the attendance from parents remains below 7, the teachers will also have same number of votes; voting rights should be equal on both parents' and teachers' side. Council holds 3 to 4 meetings per school year.
 - School Governing Body holds 4 to 5 meetings per school year, discusses on school year calendar, determines internal rules and regulations. The council consists of parents (4 parents are already elected), students (they are also elected), representative of teachers and representatives of BoD.
- MLA presented the updates in HR committee. The committee was working hard for last three weeks to full fill open positions and fasten the new working visa processes. 5 recruitments have done including Economics (SES) Teacher, Math Teacher, Prio, Pretoria Admin and Substitute Teacher.
- FB asked the question if anyone from school has an expertise to deal with this treaty visa issues. He mentioned a trained person in school staff on this issue may help the process and decrease the stress and uncertainty on the new applicants. JA also asked to LC and AD if French Embassy can also help school on this issue. MN also commented that this visa issue creates great stress on the staff.
- MM went over the Strategy Committee Presentation. She highlighted that we should be focusing on determining the school's vision first. Stepping stones will be working on SWOT (Strengths / Weaknesses / Opportunities / Threats) Analysis and then creating the strategy to be a guideline for what the school will become.
- MM mentioned that SWOT can be different from each one's point of view (teachers, students, parents, etc.); but main idea is that strengths and weaknesses are internal, where opportunities and threats are external.
- AH informed the participants about the upcoming pedagogic project which will cover next 3 years and the main aim of the project is to find out where the participants are seeing the image of their French School.
- AB presented the updates on Governance Committee. CIPC registration process of the new board members is discussed. JA mentioned that this process should be done as soon as possible. Also, for the required documents, the necessity of sharing the visa copies is discussed; it is agreed to share only passport and ID copies on the first side. HC highlighted that since board members are not executives, they do not need any working visa; even their residency is not a must.
- JAK went over the social committee updates, shared the debt recovery report and highlighted that in the unpaid 1%, the payment schedule of two families is approved. She mentioned about an unpaid invoice issue about a family working for Diplomatic Mission. JA replied saying that this is Social Committee's internal issue so it should be discussed with in the committee and the committee should come up with a recommendation to BoD.

- JAK presented Pretoria Committee updates; mainly on the lease agreement with Ozmik Properties. She mentioned that the lease contract is more favorable for landlord's side; there are some maintenance issues to be done on the property where the landlord does not want to pay anything. JA replied saying that this is a contractual and technical issues that we may need to get some consultancy before starting the negotiations with the Landlord.

Action Points / Resolutions

- MoM of two internal BoD meetings were approved and validated.
- JA and HC are volunteered to represent the BoD both in Primary School Council (Conseil d'Ecole) and School Governing Body (Conseil d'Etablissement). TF for Johannesburg and JAK for Pretoria will substitute them in their absence.
- All presentations and attached documents to be shared with the attendees by HK.
- SWOT analysis contributions from participants to be sent to MM (marie.marchant.800@gmail.com) by mid-October.
- AB to contact with Elsabe Steyn for CIPC registration documentations.
- The agreed date of Oct 17th for the next board meeting to be changed.
- Social Committee to come up with a recommendation to BoD for unpaid invoice issue from Ivory Coast Embassy.
- Pretoria Committee to come up with a scope for the consultancy job for Pretoria Campus lease Agreement.

Attachments (for further details please email to schoolboard@lyceejulesverne-jhb.net)

- MoM dated 04.07.22
- MoM dated 05.09.22
- Strategy Committee Presentation
- Finance Committee Presentation
- Finance Committee Key Focus Items
- Governance Committee Presentation
- HR Committee Presentation
- Social Committee Internal Procedures
- LJV Dept Recovery report dated 15.09.22
- Work Committee Presentation
- Addendum 1 to Pretoria Lease
- Addendum 2 to Pretoria Lease
- Ozmik 2025 Agreement