

**Minutes of Meeting from the 3<sup>rd</sup> Board of Directors Meeting****Date:** 2022 – 11 – 22 @ 18:00 – 20:00**Venue:** LJV Johannesburg Premises / Zoom**Attendees:****Members of the Board**

Adrien Baron (AB)  
Christine Serre (CS) via zoom  
Herve Colcombet (HC) via zoom  
Huseyin Kavustu (HK)  
Jeremy Antier (JA)  
Jeanne Akum (JAK) via zoom  
Marie Laure Allain (MLA) via zoom  
Marie Marchant (MM)  
Perrine Martin (PM) via zoom  
Reagile Moatshe (RM)

**School Management**

Angelique Haudiquet (AH)  
Celine Grattonet (CG)  
Olivier Remaury (OR)  
Sylvain Piteval (SP)

**Staff Representatives**

Emmanuel Selles (ES)  
Sophie Schmidt (SS)  
Sandrine Tchawouo (ST)

**Absence:**

Karine Erikstein (KE) – BoD member  
Thomas Feller (TF) – BoD member  
  
Julien Louis (JL) – Staff Representative  
  
Ludovic Cocogne (LC) - COCAC  
Audrey Delattre (AD) – French Embassy

**Meeting Agenda**

1. Introduction: Key Outputs from the Recent Meetings with School Management
2. Approval of the Last Board Meeting Minutes
3. Work and Maintenance Committee Update
4. Marketing and Communication Committee Update
5. Budget 2023

**Minutes of Meeting**

- JA opened the meeting with updates from the last month.
- JA informed the members about the upcoming meeting with Club Entreprise which will take place on 23.11.22 at 09:30 and he asked if someone from Marketing and Communication committee can also join the meeting. This meeting will be an official introduction of Club Entreprise with LJV Board and Club Entreprise will be asked to make a presentation about their ongoing works in next BoD meeting.
- JA also informed the participants about the second meeting that will take place between parents and the school management on 28.11.22 for the relaunch of parent associations. JA also mentioned that the relaunching of Committee D’Fet has officially

started in Pretoria and there is a big interest from the parents. There are also two maternelle teachers who want to take place in the committee.

- JA mentioned that there will be a meeting on next week with a strategy company which works on strategy building for the schools. MM also mentioned that there is a strategy document prepared by the same company in the past which is available for the access of the participants.
- MM highlighted that some SWOT analysis are still missing from some participants.
- JA said that he is planning to hold separate meetings with each board members to discuss the workloads and committee participants and he will also ask each member if they want to change their positions in the committees. In regards to the same topic PM requested to be removed from Strategy Committee to be available for Ecology Committee.
- The minutes board meeting dated 17.10.2022 was approved without objection and validated.
- PM updated the participants about the traffic issue. Works and Maintenance Committee came up with two solutions about the traffic issue: one is to appoint a points man for two hours per school day (07:30 to 08:30 and 14:00 to 15:00) to organize exits to Ballyclare Drive and two is to run a 5 days test and analyze the direction of the cars.
- There is only one quote for the points man but the related company is a reputable one in Gauteng and the price is also fair; 200 ZAR / hour. The cost of this service will be mutually shared with Morningside Extension 40 Management. As per the contract, points man can start 7 days after the down payment.
- The timing for the 5 days test is not precise yet, since the main target was week of November 28<sup>th</sup>, but it is too short notice to do it in that week for the parents with limited communication, so Works and Maintenance Committee will come up with a new date.
- CS informed the participants about the updates in Marketing and Communication Committee. The Committee is working on uniform visual identity which also includes the update of the webpage. There was a quote for the webpage update but it was before Covid period and it was outdated so new quotes will be collected.
- Open days for the Maternelle has started on November 21<sup>st</sup> and will continue for two weeks: 6 days for Johannesburg Campus and 4 days for Pretoria Campus. The number of bookings were 10 for the time being where 9 out of 10 was booked for Johannesburg Campus.
- MM mentioned about the meeting took place between School Management, Marketing Committee and Chamber of Commerce. LJV is not a member of Chamber of Commerce for the time being, but MM highlighted the advantages of this possible membership such as possible internships for the students in both French and South African companies. She mentioned that also AH and Marie N'Dongo (Prio) are also in favor of this subscription.
- RM presented the Budget 2023. Main assumptions and preliminary results are in the attached presentation.
- RM raised the point that the investments budgeted for 2023 can be revisited and can increase since preliminary budget 2023 has reasonably high profit estimation. Additional investments can be additional solar panels, additional water storage capacity increase solutions. SS made a suggestion and said that in this energy efficiency related investments pupils can also take place in the projects to add value to the school.

### **Action Points / Resolutions**

- Board Agenda will be sent to participants via separate email before the presentation in addition to adding the agenda in the meeting invitation – HK
- Draft of Minutes of Meeting to be shared with school management and staff representatives in addition to Board Members for further comments – HK
- Meeting with Club Entreprise will take place on 23.11.22 at 09:30 with the attendee of JA, MM, AH, Club Entreprise representatives and a representative from Marketing and Communication Committee.
- Club Entreprise will make a presentation to introduce them and to summarize their works in next Board Meeting.
- Missing SWOT analysis from HC, PM, RM and OR to be sent to MM.
- MoM of two internal BoD meetings were approved and validated.
- Appointment of the points man was approved by the BoD members by 12 votes. 10 members voted in person; JAK voted KE and MLA voted for TF since they were the proxies.
- Membership for the Chamber of Commerce will be discussed.
- Each committee will check their budgets in 2023 Budget File and will reply back to Finance Committee if they want to make a change.
- 2023 budget will be voted in the next board meeting.

### **Attachments** (for further details please email to [schoolboard@lyceejulesverne-jhb.net](mailto:schoolboard@lyceejulesverne-jhb.net))

- MoM dated 17.10.22
- Budget Presentation