

Minutes of Meeting from the 5th Board of Directors Meeting**Date:** 2023 – 01 – 23 @ 18:00 – 20:00**Venue:** LJV Johannesburg Premises / Zoom**Attendees:****Members of the Board**

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

School Management

Angelique Haudiquier (AH)
Celine Grationet (CG)
Olivier Remaury (OR)
Sylvain Pitaval (SP)

Staff Representatives

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

French Embassy

Ludovic Cocogne (LC) – COCAC

Absence:

Karine Erikstein (KE) – BoD Member
Perrine Martin (PM) – BoD Member

Audrey Delattre (AD) – French Embassy

Meeting Agenda

1. Introduction
2. Approval of the Last Board Meeting Minutes
3. Pretoria Committee Updates
4. Social Committee Updates
5. Marketing and Communication Committee Updates
6. Strategy Committee Updates
7. Governance Committee Updates

Minutes of Meeting**Introduction:**

- JA opened the meeting with greetings for 2023.
- JA announced that SP will be leaving LJV at the end of school year due to a health issue.

- Proxies for absent board members were mentioned; HC represented PM and JAK represented KE.
- JA and CG mentioned the change in the euro bank account: Societe Generale would be replaced with Banque Transatlantique. CG stated that the new bank details would be shared with the parents. CG also shared the info that Societe Generale is closing its accounts with AEFÉ schools due to the change in their global strategy.
- LC informed the board members about the updates in LJV's position as being selected training hub for Africa. AEFÉ announced 16 training hubs around the world and only 5 of those selected school are not directly managed by AEFÉ; so in this situation AEFÉ would be paying yearly utilization fee to LJV for the rooms, equipment and the personnel used.
- AH updated the attendees about the change in the pupil composition in the beginning of 2023. 18 students left the school (14 from JHB and 4 from PRA) and 26 new students enrolled (20 to JHB and 6 to PRA). Total number of the students are 997 as of January 2023; while this number was 1,018 in the same period of 2022 and 1,052 for 2021; meaning that the decline in the numbers continue.
- Going over the action points of last meeting's minutes; JA mentioned that he did not finish speaking individually with each board member yet to listen to their feedbacks about passing 6 months.
- MM announced that she would be leaving South Africa on June 2023 due to the family reasons.
- RM mentioned that the open points for Budget 2023 are still open, so they are planning to hold a meeting between CG and the Finance committee to sort out the open points. Board Members will be informed via email about those items after the meeting.
- The minutes of the board meeting dated 12.12.2022 was approved and validated.

Pretoria:

- JAK updated the attendees about the tree filling process. Everything is ready for the process, but the landlord should talk to Eskom to cut the power lines in the street for process to begin.

Social:

- JAK shared the latest presentation about the payment percentage of school and canteen fees. Even though the payment levels are sufficient on school and canteen fees, there is an increase in unpaid amount in other fees; mainly extracurricular activities and school trips. Social Committee will present the detail of this unpaid 1.8 Mio ZAR in other fees for the next Board Meeting.

Marketing and Communication:

- CS updated the members about two cost items; 1,500 ZAR to be paid for a short clip to be showed in doctor offices for three months and 8,500 ZAR for taking place in an informative brochure to be published for school expos. These cost items were already in the budget so they are approved immediately.

Strategy:

- MM shared the latest updates from Turenne's offer. They reduced their final offer and they are ready to start working with the BoD's approval.
- SS and ST asked if the staff representatives can read the previous report prepared by Turenne. It is agreed that the previous report will be read for the school

representatives for who wants to read it as a printout in AH's room. The reviewing process will be strictly confidential.

Governance:

- AB mentioned that the CIPC formalities are ready to be submitted however the related web page is not working. They will be submitted as soon as the web page is restored.
- AB also informed the members about the delegation of signature process; school board should delegate the school management for the authority to make the payments. The monetary amount of the delegation will be discussed with the school management and the finance committee. AB highlighted the limits set by the previous board; it was 75,000 ZAR for the school management and 15,000 ZAR for the CFO.

Action Points / Resolutions

- The open points for Budget 2023 (currency sensitivity and canteen fees correction) are still open; CG and the Finance committee will hold a meeting and Board Members will be informed via email about those items after the meeting.
- Social Committee will present the detail of this unpaid 1.8 Mio ZAR in other fees for the next Board Meeting.
- Staff Representatives who are interested to review Turenne's previous report can review the hard copy version in AH's room and the process will be confidential.
- School Board should decide upon the road map with Turenne.
- The monetary limits for the delegation of signature will be settled and will be voted between the board members.

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

- MoM dated 22.12.12
- Strategy Committee Presentation
- Social Committee Presentation
- Governance Committee Presentation
- Turenne Consultancy Proposal