



<b>Minutes of Meeting from the 5<sup>th</sup> Board of Directors Meeting</b>	
<b>Date:</b> 2024 – 01 – 15 18:00 – 20:00	
<b>Venue:</b> LJV Johannesburg Premises / Zoom	
<b><u>Attendees:</u></b>  <b>Members of the Board</b> Christine Serre (CS) Ferdinand Nyanu (FN) via zoom Herve Colcombet (HC) Jeanne Akum (JAK) Jeremy Antier (JA) Julie Hoang (JH) Karine Erikstein (KE) via zoom Marie Laure Allain (MLA) Sharon Mougel (SM) Wardah Hartley (WH) Reagile Moatshe (RM) via zoom  <b>School Management</b> Angelique Haudiquier (AH) Jeremy Chabran (JC) Valere Pozzobon (VP) Olivier Remaury (OR)  <b>Staff Representatives</b> Emmanuel Selles (ES) Sophie Schmidt (SS)  <b>French Embassy</b> Ludovic Cocogne (LC) – COCAC via zoom	<b><u>Absent:</u></b>  Thomas Feller (TF) – Member of the Board – proxy given to MLA  Sandrine Tchawouo (ST) – Staff Representative
<b><u>Meeting Agenda</u></b>  1. Introduction 1.1. Meeting Rules 1.2. Approval of 4 <sup>th</sup> Board meeting minutes 1.3. Committee Chairs update 2. Review of shared governance: Convention AEFE - Bureau 2.1. Convention AEFE key highlights 2.2. Organogram of LJV 2.3. Communication channels for each committee 3. Procurement Committee 4. Governance Committee 5. Strategy Committee 6. Social Committee	
<b><u>Meeting Minutes</u></b>  <b>Introduction:</b> <ul style="list-style-type: none"><li>• JAK opened the meeting.</li></ul>	



- JAK reiterated the meeting rules and advised directors to adhere to the rules and the time allocated to them.
- Minutes of 4<sup>th</sup> board meeting were approved & validated.

#### **Committee Chair Update:**

- Committee chairs changes were made know to the rest of the board of directors – ML steps down as chair of HR & is replaced by HC. JH replaces HC as chair of Procurement committee.

#### **Review of shared governance: Convention AEFÉ - Bureau:**

- JAK stated that as the BoD it is essential to revisit the foundation of our shared governance.
- The slides covers the important common & specific provisions of the convention. JAK also went through the LJV school organogram. JAK stated that as a board our main focal point is AH.
- Slide 16 point 1 – the 3 appointed signatories are HC, JA & VP.
- VP advised that the BoD should anticipate the departure of any of the 4 signatories and to anticipate to renew and update the signatories.
- JAK shared in slide 18 who the main point of contact on the school management side is for each committee.
- According to VP the Head of the school is by default the main publisher of LJV. Any topic relating to communication should go through the Head of the school.
- HC added that as directors we all belong to committees and we have pledged to attend to the committees as much as we can and to analyze situations faced within the committees and to make proposals & suggestions. HC put emphasis on the fact that the BoD do not make decisions or implement the proposals. The proposals are brought to the BoD meetings and discussed and voted. Once proposals are voted, they are shared with the school management team for implementation. The committees' responsibilities are to also control that proposals are implemented as agreed, thereafter the chairs of each committee will provide feedback on progress or completion of implemented proposals.
- All 12 BoD agreed to abide by the terms as described in the Convention AEFÉ.
- FN enquired how to go about if a parent/guardian contacts one of the BoD with a matter. HC advised if as a director you receive any communication first discuss with the committee chair to know how best to deal with the matter. If matter falls within a different committee then inform that committee and they will liaise with management once a solution has been discussed and the school management will revert back to the individual who brought the issue forward.



### **Procurement Committee:**

- HC advised that there is a possibility whereby the BoD might have to make a quick vote before the next meeting as a member of the school's IT provider has resigned. A decision on replacing him will be needed.
- HC wants to discuss the donation of R201 600.00 p.a. to MX40 which is the local resident association. In the past LJV used to pay a total of R14 000. p.a. to the association. The association convinced the school to increase the donation as the school occupies 14 erfs. HC advised that majority of the "services" provided by MX40, the school already have other service providers whom are paid to provide these services for the school like the security guards, cameras, & gardeners etc.
- HC advised that the school can do like the 30% of the residents who do not participate to the MX40 scheme or reduce the contribution to the equivalent of 1 residence.
- JAK enquired what the motive was to increase the contribution from R14k to R201k p.a. JA advised that this decision was made during the time of the previous School Head as a way to show good willingness to be integrated to the neighborhood.
- JAK advised that as a school it would be better to engage MX40 to be able to make an informed decision before a vote is made. After meeting with MX40 maybe a vote can be made online before the next debit order date.

### **Governance Committee:**

- WH advised that the committee met and have familiarized themselves with the MOI and because none of the committee members have a legal background they will be there as advisory capacity if there are any questions.
- JAK stated that the Convention AEFÉ provides the framework and Governance is more about being in line with the local legal governance. HC stated the weak point of the MOI was nominating the number of directors and what happens when a director resigns. A right to co-opt is given and HC thinks it is not the right thing to do, and he states that there are a few things in relation to this that needs to be clarified.
- JA advised that there is nothing to clarify but it is more risky position for governance if there are less than 8 members and the BoD need to co-opt to vote.
- HC also stated that there are other clauses to be reviewed. JA stated that there are no resources to thoroughly review these from a legal perspective.
- JAK stated that it is the 2<sup>nd</sup> year for some of the directors and that there is a potential to replace at least 8 of them.
- HC advised that there is a parent who might have a look at the MOI pro-bono.



### **Strategy Committee:**

- JA presented slideshow of the agenda of the strategy committee & there were 6 points he was going to discuss. Point 1 being number of students in the school. He advised that it will be good month after month to keep track of the number of students in the school and to see if the strategies implement has an effect on the fluctuation of the number of students.
- Slides 4 & 5 is a presentation of the Strategic vision and objectives of the Committee. JA advised it is important for the Strategic Committee's vision to always be in line with the Project d'Établissement as this is reviewed every 4 years.
- JA enquired from the management of the school to provide a proposal in the next BoD meeting what would be their ideas to get more students.
- JH suggested maybe to enquire reasons as to why parents have decided to move their children to international/South African schools. MH advised that a survey was conducted. CS advised that parents wanted their children to learn more English.
- AH advised that the school has built a new project to support/encourage non-English speaking students to speak more English and the non-French speaking students to speak more French. This was not yet communicated to the parents and the documentation was finalized sometime in December. In the coming week communication will be sent to the parents. The school has also come together with Alliance Francaise to organize sessions for parents who are interested to learn French.
- JA identified 6 priority areas in slide 6. On slide 7, he indicated 3 focus areas based on the 6 priority areas identified. Slide 8 is the split of the responsibilities between the team members of the Strategy Committee.
- JA advised that he is interested in doing research and try to re-launch the scholarship program that used to exist in the school previously.

### **Social Committee:**

- JAK advised that in the previous meeting team was informed of a debt that had not yet been collected. Reminders were sent out to 242 families before the holidays. On the 5th of January the number of families owing money reduced to 112. More reminders, calls & messages went out and as of the 12th of January the number of families owing money reduced to 55 and the debt amount reduced to R2.1m.
- For the recurring families who have been owing since August 2023 a different approach or solution needs to be worked on to be able to recover the debt. VP advised that the strategy of the school trips need to be re-evaluated as a lot of pressure is being put on some families. AH agreed with VP and stated that the trips need to be revised and not have multiple trips for the same level/class.



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

- Minutes of Meeting 15.01.2024
- 4<sup>th</sup> BoD slides
- Strategy Slides