



<b>Minutes of Meeting from the 7<sup>th</sup> Board of Directors Meeting</b>	
<b>Date:</b> 2024 – 03 – 11 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) Julie Hoang (JH) Thomas Feller (TF) Sharon Mougel (SM) Wardah Hartley (WH) Reagile Moatshe (RM)  <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) Sandrine Tchawouo (ST) – via zoom	<b><u>Absent:</u></b>  Marie Laure Allain (MLA) – Member of the Board – proxy given to TF  Karine Erikstein (KE) - Member of the Board – proxy given to FN  Jeremy Antier (JA) - Member of the Board – proxy given to JAK  Ludovic Cocogne (LC) – COCAC – French Embassy
<b><u>Meeting Agenda</u></b>  1. Introduction 1.1. Meeting Rules 1.2. Info regarding 6 <sup>th</sup> Board Meeting Minutes 2. Club Enterprise Presentation 3. Pre-Primary School Project 4. Strategy Committee 5. Pretoria Campus 6. Procurement & Works Safety Maintenance Committee 7. Marketing & Communications Committee	
<b><u>Meeting Minutes</u></b>  <b>Introduction:</b> <ul style="list-style-type: none"><li>• JAK opened the meeting.</li><li>• JAK reiterated the meeting rules and advised directors to adhere to the rules and the time allocated to them.</li><li>• JAK has decided that the entire board meeting will be transcribed entirely then all board members will decide whether we want to publish it or not. She will give us an update once it is ready.</li></ul>	



- JAK stated that as JA said in previous meeting, we need to support projects which will increase and retain the number of students throughout the year, the 1<sup>st</sup> two presentations for tonight focus on that. The first being the presentation of the Club Enterprise and the second one AH & JC will present an exciting TPS project.
- As informed previously the Procurement & Work Safety & Maintenance Committee has been split into two but for current meeting JH will present everything and going forward the Procurement will be handed over to JAK.
- The AEFÉ is organizing a governance seminar in Nairobi taking place from the 22<sup>nd</sup> – 24<sup>th</sup> of March. AH, VP, JAK & JA will be attending it. It is an annual seminar that brings the principals, CFOs, board presidents and treasurers of all regions of South, East & Central Africa including Madagascar together.

#### **Club Enterprise Presentation:**

- CS proceeded to introduce the ladies running the Club Enterprise. She stated that it's a group of very dynamic ladies who are volunteers, and their aim is to create exposure of the school and to expose the students to the professional working environment & that they collaborate with FSACCI.
- The ladies are working on various projects related to the school's branding and sports exposure. They have prepared a presentation and offer a yearbook per family, with a budget of R100k for production and printing. The business club aims to foster connections between the school and the economic world, and they use their network to find firms for various projects. The careers forum was a significant project, introducing different companies and jobs to students, helping them imagine future careers.
- Club Enterprise collaborates with the Communications manager, the principal and the PREO. For the career forum they propose different people to the PREO, check internships, assist with mock interviews for terminal. The ladies stated that they use 1 email address of which Nonhlanhla has access to it.
- The second project is raising funds for various projects, with some going towards the yearbook. The ladies plan to create soft gear for students during away matches, with students involved in the design process. A career forum was held in December, with 45 professional and training sessions. The board is considering a one-week career fair, but the ladies need to decide if they want to change it to include more professionals and broaden their network.
- Students are seeking local professionals to expand their ideas on local professions. The Club Enterprise conducts surveys each year to find professionals based on students' needs. They also provide lunch talks with professionals to provide a diverse perspective. They also aim to connect students with professionals from other French schools and other schools.
- In January, they sent an email to a forum requesting professionals' professions, receiving three responses. To comply with the POPI Act, contacts should be confirmed before sharing details with the Club Enterprise. Board members can share any contacts they have with the Club Enterprise ladies.



- The ladies are looking for a contact in KLM if any of the members have the contacts. AH reiterated that they can unfortunately not share the emails of the parents due to the POPI Act. They inform the parents of the forum and advise them if they are interested they can contact Club Enterprise.
- JH enquired if the Club Enterprise is present at the beginning of the school year at the forum for the kids for activities. Amelie responded that because the day is aimed at activities they don't participate but it is a good idea. TF also suggested they set up at the market held in June.
- Last year they managed to get R212 000.00 and R100 000.00 was used towards the 700 yearbooks and the balance they find different projects to distribute it towards like the sports gear, they will work with Decathlon for the t-shirts. The ladies confirmed only rugby and volley ball participate in competitions outside of the school.
- JAK enquired from the South African directors if this happens in other schools or is there anything that we as the board can add or inspire in LJV.
- RM advised the ladies to expand more into other industries such as renewable energy, water sustainability and infrastructure as these are big up and coming sectors where one can find willing professionals or entrepreneurs that can come and talk to the students as the Gen Z are very interested in sustainability impact on the environment etc.
- WH agrees with RM and stated that with every generation there is this wave of trend of careers. She proceeded to give an example and also added that we need to expand their knowledge and expose them to different professions. Getting them exposed to artisan jobs but the important thing is to make them understand the fact that they need to have a business acumen when they go into this type of industry.
- SM added that during the internships offered to some of the students one student joined Soufflet for a week and learned about agriculture and by the end of the week she stated how she didn't realize the importance of agriculture and how interesting it could be. Exposing the students to industries they did not think of will be beneficial for them.
- JAK advised she will send an email putting the ladies of Club Enterprise in contact with all the board of directors so if they want to continue the conversation.

#### **Pre-Primary School Project:**

- AH has spent time exploring the school, analyzing primary and secondary schools, and engaging with parents, board members, students, and partners. She was surprised by the mixed age groups of 2 and 3 year olds, as the 1 year difference significantly impacts skill development. While having discussions with parents with no kids in the French school they advise that it is not normal to mix 2 year olds and 3 year olds.
- She added that in the current year we have 2 classrooms of TPS & PS mixed. Since this current solution is not a good idea, analysis were done and the idea of opening specific TPS came about. Obviously in the beginning there will not be a lot of students, maybe between 6 – 12 students.



- JC discussed the current situation of two classes with 25 students each, not complying with French homologation. The inspector advised finding another solution to improve student numbers and comfort. JC conducted 37 visits with potential new families, 17 of which were for TPS & PS, but declined due to class capacity. Additionally, 8 files on Eduka were not finalized, and 10 telephone requests were rejected due to space issues.
- RM enquired if going to open it as a proof of concept in Johannesburg only, or one class here, and then one class in Pretoria. JC advised it's not the same organization in Pretoria and that there is more space there. The idea is not to open a nursery but a French PS class while matching the expectations of the South African parents.
- HC enquired what the South African parents' expectations are & do they realize all of this before the kids are inside the class. JC advised that they don't like when there's too many students in a class, they don't like to mix different ages. The parents realize all this before the enrolment.
- WH enquired if the maximum student capacity is going to be at 15 and we already got 40 enquiries, should we not open 2 classes or is that a space issue. JC responded by saying it is not a space issue. We have to start small and improve on that. As AH stated we will start small but limit will be 15 students.
- In the slides JC provides a breakdown of the educational organization needed for this new TPS class and advised that room D06 would be most suitable classroom. JC shared a link prepared by the teachers on the ideal goal of how the classroom will look like.
- Slide 8 is the proposal with the comparison of current situation today. Based on the new proposal HC enquired if there is not a need for more English teacher. JC advised that in all other levels it is the same only 1 English teacher and this is in line with French compliance.
- Even in the 2<sup>nd</sup> scenario with same students as current year we don't run the risk to lose money. The risk is very low and good way to bring more families in.
- HC enquired if the next step is to add this proposal into the next year budget. JC stated that if the proposal is approved the next step is to buy the furniture, finding the qualified teachers, recruitment will be the tricky part. He stated that it would be interesting to host an open day explaining this new plan to the parents. As well as communicating aggressively to potential parents to come and view the class and to organize when to accept the new students, in September and again in January.
- HC enquired when JC speak about the specialized profile, what is this specialized profile and shall we find such specialized profile in the non -AEFE as a non -AEFE resident as a local contract. AH advised the school can't have a contract like a resident but they can have a primary school teacher that is not like a resident. A primary school teacher will be able to manage.
- JAK enquired for this year if the project were to be approved we will need to spend R155k ahead before September. AH advised if agreed the order for the furniture needs to be placed urgently.



- Enrollment is from 28<sup>th</sup> of March so they need the board approval urgently to get quotes and all processes on the roll.
- Vote: All directors are in favor with the proposal presented.

#### **Strategy Committee:**

- WH will provide an update on after-school activities, following a meeting with AH and VP to discuss recruitment and extramural service providers. Vanessa, responsible for these activities, works independently from the school, AH, procurement committee, and parents. Parents have expressed dissatisfaction with the service level.
- There is no agreement in place with these service providers that if they're not there on a day or they're taking leave or anything happens in their life, the activity just stops and there's nothing for those parents. The contracts need to be re-looked at.
- The committee plans to conduct a formal survey with parents to assess the activities offered at both campuses. They aim to identify beneficial activities and eliminate unnecessary ones.
- A proposal for contractors involves three people, AH, Vanessa, and a board member, vetting and signing off contracts before on-boarding. The committee also plans to conduct unplanned inspections of extramural activities. WH suggested that during the open day, service providers should present their offerings to evaluate Vanessa's selection process and provide opportunities for new service providers.
- WH advised she knows someone who offers mini cricket and wanted to get the opinion of the board if it would be an activity that would interest the students. JH stated that the more the students are exposed to different things the more they would want to discover.
- ES stated that the difference with South African schools and LJV is that when a sport is presented like cricket the South African schools will look for competitions and the problem with French parents is that there is not much involvement when the school looks for competitions. It becomes complicated to have an activity but no competition, this becomes boring at some stage for the students. He advised they tried different activities but did not work.
- WH made a suggestion that it should be a requirement for the service provider to organize competitions. The survey to be conducted will be used as supporting information when engaging Vanessa.
- WH to do more research on the baseline concussion test for kids who play full contact sports to better explain the need thereof to the board.

#### **Pretoria Campus:**



- FN stated that there's a few follow up especially on security measures such as the alarm system & fence, camera system, renewing the electricity installation, security guard room, access gate & getting 1 more security for day shift.
- He also brought up the fact that the preschool playground needed to be renewed. He stated that a new vision for the Pretoria campus needs to be defined and strategies to be put in place to better the campus and the communication about the campus.
- AH stated that the school has a vision for both campuses. There is also a new rescue website where the Pretoria campus is visible and present. In terms of communication, Nonhlanhla makes sure to include the Pretoria campus in the newsletters. CS added that the Pretoria campus' Instagram page will also now be handled by Nonhlanhla.
- FN wanted to raise the point of finding out if there is a vision or strategy to perhaps have a secondary school in Pretoria as it becomes expensive to send their kids to the Johannesburg campus. JAK advised FN to raise these strategic and vision points within the strategy committee.

#### **Procurement & Works Safety Maintenance Committee:**

- JH presented feedback on different points covered within the committee and listed them in terms of priority – first being security. Both campuses fire alarms tested and maintenance & improvements to be done this year. Joburg campus to obtain quote for antennas on building, PTA campus is good. PTA campus to investigate if something is in place for security around the campus & security gate to be installed in both campuses. On both campuses upgrade of security cameras are in process. For Pretoria campus a quote has been requested for 1 additional security guard and security shelter.
- Joburg campus solar panels installation – Phase 1 has been postponed to end of April 2024 due to some delays. Phase 2 to be completed end of 2024 & Phase 3 towards end of 2024 & beginning of 2025.
- Pretoria campus bus – Pretoria committee to engage with procurement committee to clarify some points in terms of getting an extra bus. Need to prepare a survey to understand the need for the bus.
- Health & Supply – Joburg campus had a surprise visit and a list of technically improvements within 60 days to be completed.
- Canteen Generator – Joburg campus replaced old generator & Maternelle could be connected to it. There is still some improvements to be done within the canteen itself.
- Synthetic grass in playgrounds both campuses – quote is already 6 months old and the cost will increase by 25% - a decision was made, Joburg campus work will be done July/Aug & Pretoria campus in during April school holidays.
- Contracts both campuses – A few contracts that still need to be signed. Some need to be relooked at. The canteen contract is not ready, this is the one that we are waiting for.



Eskom contract does not include the new generator, Johann is taking care of this to ensure the contract is a true reflection.

#### **Marketing & Communications Committee:**

- CS reiterated the communication channel explained in the 5<sup>th</sup> meeting. All communication to go via Angelique. Committee's action plans covered at the end of last year. There is a temporary solution put in place for the school website. There is a steering committee put in place to find everything needed to put in place a new website and it is a work in progress.
- Previous board meeting minutes have been sent through and loaded onto the website.
- There has been positive feedback on the French classes that are being held at the school.
- Open days – dates have not yet been determined but JC confirmed that they do school visits with parents regularly. Previous year open day was held on same day as market day and it went well and the committee might consider doing this again.
- In terms of communication Nonhlanhla will be handling everything as AH mentioned and she can only share information that is given to her.
- La Comité des fetes – to consult with management before planning any events.
- Nonhlanhla provided feedback about the school expos she had at the end of January – All went well. She went to two schools and hoping to have 1 expo in Pretoria. . From her observations – the other schools had big audiences and the different channels they were using to communicate such as projectors. She learned a lot and hopefully we can take pointers from this experience to better ourselves for the next school expos.
- Something that she saw stood out to some parents that she spoke to, is the fact that we're a bilingual school and financially beneficial compared to other South African private schools.
- The cons she found, the expos are at high schools and targeting older kids. However, some of the parents that she interacted with said that they had younger children, and they would be willing to send them to the French school.
- Some of our competition belongs to an association like the Independence School Association of Southern Africa, the benefits are seminars that are offered as well as training for staff members. Maybe to get Nonhlanhla to investigate.

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

- Minutes of Meeting 11.03.2024
- 7<sup>th</sup> BoD slides
- Club Enterprise Slides
- Pre-Primary School Project
- Pretoria Campus Slides