



<b>Minutes of Meeting from Handover Meeting</b>	
<b>Date:</b> 2024 – 10 – 17 18:00 – 20:00	
<b>Venue:</b> LJV Johannesburg Premises / Zoom	
<b><u>Attendees:</u></b>  Board Members Ferdinand Nyanu (FN) Julie Hoang (JH) Sharon Mougel (SM) Wardah Hartley (WH) Laurie Clerc (LC) Candace Paul (CP) Celestin Mbongo (CM) Eseza Kironde-Hall (EKH) Marc Zeiger-Guerra (MZG)  School Management Angelique Haudiquier (AH) Oliver Remaury (OR) Cecile Pin (CP) Herve Tanghe (HT)  Staff Representative Emmanuel Selles (ES) via Zoom Sophie Schmidt (SS) via Zoom Yoann Friggi (YF)  Members of the French Embassy Sylvie Tourpin (ST) via Zoom	<b><u>Absent:</u></b>
<b><u>Meeting Agenda</u></b>  Part 1 : Board Members Only – 30min 1. Introduction: a. Meeting rules 2. Overview of School Year 2023 - 2024 3. Bureau & Committees confirmation 4. Feedback on 1 <sup>st</sup> meeting with School Management  Part 2 : Board Members, School Management & Staff Representatives join meeting - 1 hour & 30 min 5. Introduction around the table 6. LJV updated Organisational Chart & Communication channels 7. Update on new school year 8. Parents& Board meeting 9. Committees:(key objectives, strategies or current matters at hand) a. Governance Committee (10 min) b. Pretoria Campus (10 min) c. Strategy Committee (10 min)	



- d. Marketing/Communications Committee (10 min)
- e. Finance Committee (10 min)

### **Meeting Minutes**

#### **Part 1 : Board Members Only**

##### **Introduction:**

- Went through and agreed all the meeting rules. Agreed that English would be used in all meetings and a translator will be needed when one can't express themselves in the language

#### **Overview Of The School Year 2023-2024 By SM:**

- Governance committee amended the MOI
- TPS was successfully implemented by ex-primary school director and the principal
- Cleaning up in finance department and other successful projects
- HR implemented a harassment policy
- Extracurricular activities will be worked on by WH and MZG
- Negative incident occurred that resulted in a Board member resigning, MOI amended on how Board members are dismissed from the board
- Primary school director left at the end of the school year

#### **Confirmation of Bureau and Committee**

- EKH joined strategy.

#### **Feedback on 1<sup>st</sup> meeting with School Management**

#### **Part 2 : Board Members, School Management & Staff Representatives**

- Introduction around the table and overview of the meeting rules. SM covered the meeting rules, and all agreed on them.

#### **LJV updated Organisational Chart & Communication channels**

- Two images shown of the organizational chart and communication channels, refer to the meeting slides.



### **Update on new school year**

- AH presented on the overview of the school year 2024-2025
- Having issues with visas for both students, teachers and staff
- Continue the implementation of the new school strategic plan,
- Maintain the momentum of various initiatives, particularly in language policy (BFI, PARLE pathway), sports, and Sustainable Development
- Monitor the establishment of the TPS (Petite Section) on the Johannesburg campus,
- Implement the PARLE pathway,
- Establish the PRONOTE tool for Primary school,
- Develop career guidance,
- Set up a school climate unit in the middle school,
- Introduce neuroscience in the three grade 10 classes,
- Implement a defence class for grade 11 students,
- Maintain and increase student enrolment,
- Continue the development of the new website for LJV
- Discussed how to retain hired teachers as some are lost during the visa process. AH has developed relationship with the French embassy in South Africa and South African High Commission in Paris.

### **Governance Committee**

- Discussed by outgoing chairperson WH
- Board of Directors down from 12 members to 9
- Make sure LJV school and board strategies are aligned
- There is a need for constant and clear communication

### **Finance Committee**

- Discussed by JH.
- Finances need to be handled in alignment with the strategy
- Budget to be presented at the end of the year
- Fees still being owed by some families

### **Pretoria Committee**

- Discussed by CM
- Hadn't met with Mme Pin as she was travelling
- Main aim is to recruit good teachers but visas have been a hindrance
- Need to work on the infrastructure; library, sports facilities
- Pushing for more extracurricular activities
- Communications; improve internal communication between admin and parents and externally to attract more families

### **Strategy**

- Discussed by WH
- Priority areas for the year are; governance (mostly done in 2023-2024), wellbeing and recruitment covered by CP, extracurriculars by WH, infrastructure by CM, communication by MZG



- According to AH and YF, school and Strategy committee in alignment when it comes to staff wellbeing. Teachers and members of staff getting Zumba, yoga, partnership with Virgin Active.

### **Communications**

- Discussed by MZG
- Create communications plan aligned with strategy goals
- Create communications processes and standards to support goals
- Gather information to support informed decision-making
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