



Minutes of Meeting from Third Meeting	
Date: 2024 –02-13 19:00 – 20:45	
Venue: LJV Pretoria Premises / Zoom	
<u>Attendees:</u> Board Members Ferdinand Nyanu (FN) via Google Meet Julie Hoang (JH) Candace Paul (CP) Eseza Kironde-Hall (EKH) Sharon Mougél (SM) Zeineb Ouheibi School Management Angelique Haudiquier (AH) Cecile Pin (CP) Herve Tanghe (HT) Oliver Remaury (OR) Staff Representatives Emmanuel Selles (ES) Sophie Schmidt (SS)	<u>Absent:</u> Board Members Wardah Hartley (WH) Celestin Mbongo (CM) Marc Zeiger-Guerra (MZG) Staff Representatives Yoann Friggi (YF) Members of the French Embassy Sylvie Tourpin (ST)
<u>Meeting Agenda</u> 1. Board Members, School Management and Staff Representatives join meeting – 1h30min 1.1 Meeting Rules 2.2 Committees a. Human resources b. Finance c. Communications and Marketing d. Social e. Procurement and Works, Maintenance and Safety	
<u>Meeting Minutes</u> Minutes of the third board meeting approved	
<u>Human Resources Committee By CP:</u> <ul style="list-style-type: none">Progressing with looking at the structure of the Human Resources department and are having meetings every two weeks about recruitment.Recruitment process for 2025/2026 has started. An email has been sent out to find out which staff members are leaving at the end of the school year.	



Finance Committee by JH

- Met with Nelene Naicker, an external accountant, who is preparing for the 2022-2023 audit. The audit will start in March and will run for four to six weeks.
- 2024 audit being prepared for by the school accounting team and the audit will start in June.
- CIPC update in process with Nelene's assistance. JH feels Nelene's role may have to be redefined as she has sole access to the CIPC and SARS accounts. Someone within the school with the right accreditation needed to also have access.
- JH and HT met with Nedbank on 13 February 2025. Communication and procedures are slow. Nedbank will train the internal team to use the online banking system.
- Cash on premises to be reduced. Appointments set with Nedbank to make the cash deposits.

Communications and Marketing Committee by CP and MZG

- CP presents on behalf of MZG
- IT had granted further website analytics access. This will help the committee understand what the online traffic presents.
- MZG is building an easy-to-understand report and will share more information at the next meeting.
- Working on an exiting student survey and will start working on an exiting staff survey in conjunction with the HR department.
- AH to show the latest version of the website to MZG for his opinion. HT to share website ideas, like having drone footage, with MZG

Social Committee by SM

- An exception has been made by the committee for one family with outstanding debt to allow one of the two students in the family to return as he is in terminale.
- Phakamani Debt Collection Services have been signed on to collect debt on behalf of LJV. The contingency commission percentage on a successful collection is 20% excluding VAT.
- 10 matters currently are being handled by Phakamani, the total debt accumulated sits at R537842.78, with one dating back to 2019.
- Decision to be made at the next board meeting about writing off some of the debt.

Procurement and Maintenance, Works and Safety Committee by ZO

Ongoing works at Johannesburg campus

- On going works at the Johannesburg campus include sunshade at different parts of the school. Shading at the TPS outdoor area has been completed and that around the gym area is in progress.
- Climbing wall project is under study with there being challenges concerning the height of the wall and the height of the building's roof.
- Maintenance of sports facilities. The rugby posts, basketball hoops and sports field fencing are in urgent need of restoration to prevent serious accidents.
- Water reservoirs project to be completed by the end of February.
- Completed the installation of fair conditioners in four classrooms. Installation of one air conditioner for the hallway of the 5 administrative offices in progress. AH adds that high school teachers are asking for air conditioners to be installed in some high school classes as they get really hot (up to 49C) and very cold in summer. She feels this goes against the fact that LJV is an eco school. SS mentions that teachers and students alike are irresponsible and many leave lights, fans and heaters on after lessons. Difficult to know who is



responsible for leaving the lights on. JH suggests that someone counts and records the number of classrooms left with light on at the end of the day. SS says she will recruit some students to help her with this.

Ongoing works at the Pretoria Campus

- Extension of protective netting for children riding bikes and running.
- Replacement of the playground rope structure at the playground.
- Replacement of discolored plastic chains with metal ones in the garden.
- Replacement of corridor, entrance, coordinator's office, and director's office lighting with LED in progress
- Addition of anti-slip strips on slippery kindergarten access paths.
- 30 bicycles and balance bikes have been delivered.
- Wooden playground to be relocated to the primary area.

Additional projects and meetings

- CP, AH and HT to have a meeting to review the extensive damage caused by the thunder storm on the night of 6th February 2025.
- CP met the new account manager and head chef at the canteen to discuss the contract and any changes to be made such as changing the duration from 60 months to 3 years +1 +1 to mirror how LJV sets up contracts.

Additional Discussions

- CP asks why there isn't a teacher representative from Pretoria. Replies from SS, ES, AH, FN are that there haven't been candidates from Pretoria. Teachers haven't shown any interest, it is quite inconvenient for them as meetings are held at the Johannesburg campus and attending via zoom makes it hard to keep up with the conversations. Many also find the role intimidating to take on.
- JH suggests that the Board has a meeting similar to the Parents' meeting. SS doesn't think it is a good idea as the teachers may have expectations the board cannot meet. AH thinks it is important for the board to hold this meeting to introduce themselves and the role they hold at the school and to differentiate themselves from school management and the pedagogical duties.

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

- Fifth Board meeting slides