



Minutes of Meeting from Fourth Meeting	
Date: 2025 – 01– 16 18:30 – 20:00	
Venue: LJV Johannesburg Premises / Zoom	
<u>Attendees:</u>  <b>Board Members</b> Ferdinand Nyanu (FN) Julie Hoang (JH) Wardah Hartley (WH) via Zoom Candace Paul (CP) Eseza Kironde-Hall (EKH) Marc Zeiger-Guerra (MZG) Zeineb Ouheibi (ZO) Sharon Mougél (SM) via Zoom  <b>School Management</b> Angelique Haudiquier (AH) Cecile Pin (CP) Oliver Remaury (OR)  <u>Staff Representative</u> Emmanuel Selles (ES) Sophie Schmidt (SS) Yoann Friggi (YF)  <b>Members of the French Embassy</b> Sylvie Tourpin (ST) via Zoom	<u>Absent:</u>  Celestin Mbongo (CM) Herve Tanghe (HT)
<u>Meeting Agenda</u>  Board and School Administration <ol style="list-style-type: none"><li>1. Introduction</li><li>2. Meeting rules</li><li>3. Finance Committee</li><li>4. Human Resources Committee</li><li>5. Communications Committee</li></ol>	
<u>Introduction by CP</u>  Zeineb Ouheibi is introduced as a new board director.	
<u>Finance BY JH</u> <ul style="list-style-type: none"><li>• Training to be undertaken for Finance staff starting in January as well as onboarding of new local staff members in finance. Creating process files for all finance staff starting with Payroll.</li><li>• Monthly reminders sent to parents concerning bad debts with exclusions set to happen if payments aren't made by set target date.</li><li>• CIC and Nedbank access soon to be granted to HT and JH.</li></ul>	



- External meetings to be set up in Q1 2025 with Nedbank, Mrs Nelene Naicker regarding completion of 2022 and 2023 accounts and meeting with Mr Sebastien De Place regarding audit of LJV accounts

#### **Human resources by CP**

- Board has decided to pay for SACE and SAQA for the teachers.
- Tax structuring, CP is looking at three accounting firms and has sent a brief to one, two will be sent out later. The brief requests that they provide the school with proposals on how they assist restructuring current staff salaries to make them tax efficient and to help staff file taxes yearly.
- SS raises concern with the French teachers' qualification that doesn't allow them to hold SACE verification for more than one year. CP to do some research on the matter and report back to the board and teachers.

#### **Communications by MZG**

- MZG met with Arnaud, Nonhlanhla, AH and HT to discuss the school website to which an analysis software was installed.
- Discussed traffic on the website, how many page views, active users, pages visited and engagement time.
- Traffic sources include social media, search engines, direct to the website and other sites.
- Page languages are mostly in English, followed by French and then other languages, which means that having a fully bilingual website is very important.
- Many unique views are on the recruitment page.
- Board has access to LimeSurvey now. Survey drafts for extracurricular activities and departing students being set up. Additional surveys planned for lost prospective students, departing staff and lost prospective staff. Surveys in the early phases planned for Pretoria campus and re-run elements of the Turenne Survey to track results.

#### **Procurement & Works, Maintenance and Safety by YF**

##### **Morningside Campus**

Works being done on the Jojo tanks and rugby field. Rain and wind protection postponed being put up at the canteen to September 2025. Working on making the rugby field the single assembly point during fire drills. Rugby stand covers to be installed. Solar system for secondary school area postponed starting in March. LED and local orders to be made earlier than usual in March and February to avoid delays.

##### **Pretoria Campus**

Owner made repairs to the property at his cost. On going works being done on the jungle gym, bikes are fully paid. Interphone at the main entrance being installed. Security cameras to be replaced and installed between March and June. Security guard house to be built by end of February. LED and local orders to be placed earlier than usual.

##### **2025 Contracts**

Canteen, maintenance and security camera contracts being finalised. Pretoria Navette three-year contract to procure a new bus.

Working on opening another computer room at the Johannesburg campus. Computer and device contracts to be restructured to work towards ownership instead of rental.

FN noted that he has not had access to any of the procurement processes, policies, contracts or documents this academic year and would like to be included in any decisions made. YNF agrees that there are no clear procurement policies and processes due to the nature of the department he was handed down when he started his employment at LJV, though every thing is being done by the book, . A meeting will be held between FN and YF to write down a clear procurement policy and will be helped by the Governance committee.



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

- Fourth Board meeting slides