



Minutes of Meeting from the 8th Board of Directors Meeting	
Date: 2024 – 04 – 11 18:00 – 20:00	
Venue: LJV Johannesburg Premises / Zoom	
<u>Attendees:</u> Members of the Board Christine Serre (CS) Ferdinand Nyanu (FN) via zoom Herve Colcombet (HC) via zoom Jeanne Akum (JAK) Julie Hoang (JH) Sharon Mougel (SM) Wardah Hartley (WH) Marie Laure Allain (MLA) Jeremy Antier (JA) School Management Jeremy Chabran (JC) Valere Pozzobon (VP) Olivier Remaury (OR) Staff Representatives Emmanuel Selles (ES) Sophie Schmidt (SS) French Embassy Sylvie Tourpin (ST)	<u>Absent:</u> Thomas Feller (TF) – Member of the Board – proxy given to MLA Karine Erikstein (KE) - Member of the Board – proxy given to FN Reagile Moatshe (RM) - Member of the Board – proxy given to JAK Ludovic Cocogne (LC) – COCAC – French Embassy Angelique Haudiquier (AH) - School management Sandrine Tchawouo (ST) – Staff representative
<u>Meeting Agenda</u> 1. Introduction 1.1. Meeting Rules 1.2. Approval of last Board meeting minutes 2. AEFÉ Governance Seminar Nairobi – Key takeaways 3. Strategy Committee 4. Finance Committee 5. Governance Committee 6. Works Safety & Maintenance Committee	
<u>Meeting Minutes</u> Introduction: <ul style="list-style-type: none">• JAK opened the meeting.• JAK reiterated the meeting rules and advised directors to adhere to the rules and the time allocated to them.• JAK reiterated the meeting rules and advised directors to adhere to the rules and the time allocated to them.• Minutes of 7th board meeting were approved & validated.	



AEFE Governance Seminar Nairobi – Key takeaways:

- JAK shared the purpose of the seminar that she attended which were in short to bring together stakeholders from AEFE approved schools to address common matters as well as to articulate the management and steering of AEFE approved Schools.
- The stakeholders were from 26 countries within the ZAAO & ZOI.
- They attended workshops and round table meetings around different topics which are:
 - Workshop: How to Implement an Ambitious HR Policy within a Shared Governance Framework.
 - Workshop: How to Enhance the Potential of our Staff through Training.
 - Workshop: How to Build a Strategic Development Plan.
 - Round table discussion: Shared Governance in the Context of Development.
 - Round table discussion: Accreditation, a Factor of Attractiveness: Examples and Feedbacks.
- JAK gave 2 main key takeaways points under Governance which were the statuses of managing bodies & the number of board members. She stated that a lot of the governing bodies for some of the other schools are parents associations and not like an entity like us. This creates a different dynamic on how they deal with things at the school. Maybe the parents association is the missing link at LJV & should be considered in the future.
- JAK advised that LJV was the one that had more board members. The boards that had less members were agile and effective. Non-parents in the other boards were a part of the board.
- JA stated that under development strategy and attractiveness, keeping the momentum and sustainability of the board is a difficult tasks.
- Next point is funding of attractive drivers, question posed by JA is should LJV seek external funding to finance investment projects. – LJV needs a Gymnasium which can be attractive to people outside of the school as well while benefiting the school for offering other activities. ES stated that the teachers have been requesting for a gymnasium for the past 7 years, but unfortunately there was always something which was more of a priority than the gymnasium. HC enquired where the gymnasium can be put, JA stated there is space in the front of the school. JAK stated that we need to discuss in the future how to maintain the ideas over the years, how to finance and implement the ideas.
- Last point under development is the sports excellence - he gave an example of Mauritius whereby they focus on a group of kids on certain sports and grooming the kids for the future sports such as participating in the Olympics.
- JAK stated that this past year has proven that LJV has a need to work on the HR policy in order to adapt to changes and the challenges faced. The 2 workshops for HR Policy and they focused on the following:



- Social dialog & peace and cycle. Social dialog - key words retained were coherence, cohesion, conformity, integrity, listening, regularity, diversity and representativeness.
 - Cycle – leading through change, learning through consultative ambition, do through implementation and manage through regularity and action plan follow-up.
 - Key Pillars identified: Diagnosis, Recognition, Transparency & Communication plan.
 - Lastly, all of the above leads to Impact, what we want to achieve: key words: Well-being, performance, loyalty, stability & attractiveness.
- It may be something to be implemented to strengthen our HR policy.
 - JAK stated that the other workshop dealt with training & staff retention & the following key priorities were identified:
 - Sound HR policies
 - Active and fair HR Commission
 - On Boarding Process (Livret d'accueil)
 - PDP (Personal Development Plan);
 - PIP (Personal Improvement Plan)
 - PRF (Regional Training Plan)
 - Legal monitoring
 - Internal organization and structure
 - Annual assessment
 - JAK identified that one of the things identified is as the board or HR committee they do not understand the all the administrative tasks and the communication channels. If this is clarified thoroughly, there can be suggestions for improving and evolving or empowering the individuals in their respective roles.
 - CS stated that maybe the school can check the as they offer workshops and training material on majority of the topics JAK explained the only issue is it will be in English.
 - HC suggested we liaise with the German school who are in the same situation maybe they have answers.

Strategy Committee:

- JA provided feedback regarding meetings they had on the extra curriculum activities. One meeting was to get an understanding on the feedback of the parents and the second one was with Vanessa to understand how the activities are organized and chosen and why some are provided by teachers and others by external parties.
- The decision made is to revive an idea made in the past to check if get assistance of a company to organize the extra curriculum activities would be a good idea. Need advice and opinion of professionals. JA stated that they are meeting a company called Club Engage in the next week.



- WH stated that the other feedback the committee received was that there is no longer a holiday club available over the 2 months holidays. Vanessa is working autonomously, making decisions without involving school management. Proposal of changing her role profile as there are concerning areas and that she is out of her depth. Running the extramural activities and booking the buses is her key role.
- JA advised that Vanessa's position is not at risk if a company is appointed, there will still be a need for the administration of everything and she can be the person taking care of that. The marketing, strategies, proposals of new trending activities are some of the tasks that can be taken care of by someone or a company who is skilled at this.
- SS advised that Vanessa was not trained for the position she is in but given information and from there worked with what she had to make the extramural activities work. There was no guidance offered. Maybe if training is provided it will help her.
- WH stated that the next step is to do a survey with the parents and from the feedback gathered they will plot a way forward. The committee wants to have an open day, Vanessa is not aware of this yet, this open day will be used for all service providers to come and re-pitch their activities for them to be considered for being included as part of the pool of service providers that will be used. The committee reassured Vanessa that her job is not on the line during the session they had with her.

Finance Committee:

- HC advised that Nelene the accountant still needed to provide the committee with some tax laws & written confirmation regarding the VAT & a follow up will be done.
- JA explained again that the school is not taxed on any profit & not contributing to VAT & that HC raised the point why does the school not declare VAT on expenses & claim expense on everything the school is paying. This is good idea to investigate. Nelene explained it is important to differentiate between zero rated & vat exempt. As the school is issuing zero rated invoice, we can still claim the VAT input on expenses. JA further explained that the school needs to ensure that we are claiming VAT on all expenses for the school.
- The invoice for the canteen is VAT inclusive and therefore all expenses relating to the canteen we can claim VAT on.
- HC explained that for the time being the school has only claimed expenses linked to the canteen & there is a regulation, which still needs to be confirmed by Nelene, whereby we can determine which % of income is from the canteen and for the fees, put vat claim together and declare the same % under the umbrella of the canteen.
- An invoice for IT supply was sent by AEFÉ for the years 2021 + 2022 for a total of EUR 20 000.00. This is a catch-up for an allowance given to the detached teachers for using their own IT devices during the COVID period.



Governance Committee:

- WH stated that the committee has been reviewing the governance structure of the school and there are 2 key amendments that needs to be made to the MOI:
 - Board composition – proposal for reducing from 12 to 9 members in the New Year.
 - Removal of directors process – consults were done with legal company, Section 71 (1) of the SA Company's Act allows shareholders to remove a director by means of an ordinary resolution.
- The committee has noted since the school is a non-profit organization without members, we don't have a similar mechanism in our MOI. WH stated that the committee would like to propose an amendment to the MOI which would allow to utilize the removal process mentioned above. The draft will be shared with the rest of the directors so we can vote on the next meeting.

Works Safety & Maintenance Committee:

- JH provided an update on:
- The security of both campuses, the upgrade of security cameras is completed. Access card at the staff parking will be for Sept 2024. In PTA there is a new security gate in place, they get 1 security daytime, 1 for nights patrol and weekends.
- Solar installation – issues with the roof, it was not supporting the solar panels & engineering company will have to redo some investigation which is an extra costs. Reinforcement if roof is done, delivery of solar panels is done. Phase 1 will be complete after school holidays.
- Synthetic grass – for Johannesburg completion date is in July/ August & for Pretoria, completion date is during the April/May break. New playground for PTA to be changed during April/May break.
- TPS – physical location has been defined. Quotes for furniture is WIP.
- FN asked if the school can purchase a mobile security guard room for the Pretoria campus. JAK & JH advised that the committee did not forget about this and it, it is planned but not a priority.
- Borehole – a project that we can have in mind for the New Year, this will be for looking to be autonomous on the water supply. Yoann wants to do some tests & get contacts of laboratories. JA advised that 2 years ago the board had contact with Takaseau for the boreholes and Takatseau followed up with Yoann recently.
- Shelter around the generator is almost completed.



General:

- JAK reminded the directors that some of the 12 directors by June their mandate will be over. In the new week JAK, CS & AH will meet Nonhlanhla to prepare and send communication/ call for candidacy for parents who are interested in joining the board. JAK also stated that she will discuss with the 8 directors whose mandates are almost over to see where they stand with being a part of the board.

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

- Minutes of Meeting 11.04.2024
- 8th BoD slides