Minutes of Meeting from the 6th Board of Directors Meeting

Date: 2023 – 02 – 20 @ 18:00 – 20:00

Venue: LJV Johannesburg Premises / Zoom

Attendees:	**Absence:**
Members of the Board Adrien Baron (AB) Christine Serre (CS) via zoom Herve Colcombet (HC) Huseyin Kavustu (HK) via zoom Jeanne Akum (JAK) via zoom Karine Erikstein (KE) via zoom Marie Laure Allain (MLA) Marie Marchant (MM) Reagile Moatshe (RM) via zoom Thomas Feller (TF) via zoom **School Management** Angelique Haudiquer (AH) Olivier Remaury (OR) Sylvain Pitaval (SP) **Staff Representatives** Emmanuel Selles (ES) Sophie Schmidt (SS)	Jeremy Antier (JA) – BoD Member Perrine Martin (PM) – BoD Member Celine Grationet (CG) – School Management Sandrine Tchawouo (ST) – Staff Representative Audrey Delattre (AD) – French Embassy Ludovic Cocogne (LC) – COCAC

Meeting Agenda

1. Introduction
2. Approval of the Last Board Meeting Minutes
3. LJV Polo
4. Strategy Committee Updates
5. Human Resources Committee Updates
6. Work and Procurement Committee Updates
7. Governance Committee Updates
8. Pretoria Committee Updates
9. Social Committee Updates

Minutes of Meeting

Introduction:

- MM opened the meeting in the absence of JA
- Proxies for absent board members were mentioned; AB represented PM and MM represented JA.
- MM mentioned that they are working on scholarship fees together with JA and JA is planning to send a letter to parents about this issue via School Newsletter.

- MM mentioned that Comité des Fetes has established and their first action item will be to organize a kermes in June 2023. She also mentioned that the president of Comité des Fetes will have a meeting with AH next week.
- HC asked if the budget 2023 is finalized and RM answered that as an outcome of his last meeting with CG and JA, he, as a treasurer, is comfortable with the last version of the budget.
- The minutes of the board meeting dated 23.01.2023 was approved and validated.
- AH launched LJV Polo project and showed the latest sample of polo t-shirt. She explained that the main aim of the project is to increase the pupils belonging to the school. School Management is planning to give one polo per student in the enrollment period and add this cost to the school fees. Additional polos will be on sale in the stationary list and first estimated price is 200 ZAR per polo.

Strategy:

- MM announced that the contract with Turenne will be signed within this week after the situation is voted between the board members and 9 members supported to contract with Turenne while 3 board members were against it. Turenne wants to start the project in the third week of March and in the preliminary timeline it is planned that all committees will be able to see Turenne's outcome for their committees at the end of May. MM also mentioned that it is very crucial for the Committees to list down their requests from Turenne if they have any.

Human Resources:

- MLA informed the participants that two vacant accountant positions are filled. She also mentioned that Benjamin Blanpain granted his visa, so he started to work. Currently, HR is looking for a substitute English Teacher and also primary school teachers due to the possibility that there might be some primary teachers leaving the country at the end of the school year due to family reasons.
- SS asked if it is possible to hire someone to deal with the visa issues including the new applications and renewals. MM answered that each visa case is person specific and school is not big enough to maintain such a position or to get a third-party consultant service for that, plus there is no such a firm who can consult to the school on that issue. HR commission holds the main responsibility on that and the Board will be updated about the visa renewals in the next meeting.

Work and Procurement:

- AB updated the participants about ongoing work and procurement committee issues. For the photovoltaic system to be installed committee collected only one quote and two more quotes are expected. Power supply issue in the maternelle is a hot topic since the loadshedding continues and even gets worse.
- IT Cell meeting took place to define the tender process for the IT service providers. JAK asked for the timeline and the next steps of this project since Pretoria is facing with internet connection issues frequently.
- The decision of keeping canteen services optional or obligatory will also be discussed with Turenne. For the year 2023, current canteen service provider will be asked for a contract extension till the end of the year.
- AB also informed the members about the traffic assessment process in the entrance of the boom. Since the points man is working for a reasonable amount of time, Committee recommends to make a survey between the parents if they are happy with the process. SP highlighted that he received couple of positive feedbacks from the

parents on this process and they were thanking board for the quick action taken into a place.

Governance:

- The delegation of signature process; 75,000 ZAR for the school management and 15,000 ZAR for the CFO is voted and approved by the board members without any objection.

Pretoria:

- JAK repeated about the internet connection problems and missing laptops in the Pretoria Campus. She once more asked about the IT tender process and highlighted the importance of the issue for Pretoria
- KE informed the participants about the concerns of the teachers in Pretoria that they are not happy to be always listed as second after Johannesburg Campus.

Social:

- JAK presented the unpaid fee percentages, however since the new receipts are sent to parents and their due dates are at the end of the month, Board decided to not concentrate on current percentages and to look at the report with updated figures in the next meeting.

Action Points / Resolutions

- Committees will prepare their questions for / requests from Turenne.
- HR committee will update the Board about the visa renewals in the next meeting.
- The delegation of signature process; 75,000 ZAR for the school management and 15,000 ZAR for the CFO is voted and approved by the board members without any objection.

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

- MoM dated 23.01.23
- Turenne Preliminary Timeplan
- Social Committee Presentation
- Governance Committee Presentation