Minutes of Meeting from the 7th Board of Directors Meeting

Date: 2023 – 03 – 20 @ 18:00 – 20:00

Venue: Zoom

Attendees:

Members of the Board
Adrien Baron (AB)
Christine Serre (CS)
Herve Colcombet (HC)
Huseyin Kavustu (HK)
Jeanne Akum (JAK)
Jeremy Antier (JA)
Karine Erikstein (KE)
Marie Laure Allain (MLA)
Marie Marchant (MM)
Perrine Martin (PM)
Reagile Moatshe (RM)
Thomas Feller (TF)

School Management
Angelique Haudiquer (AH)
Celine Grationet (CG)
Olivier Remaury (OR)
Sylvain Pitaval (SP)

Staff Representatives
Emmanuel Selles (ES)
Sandrine Tchawouo (ST)
Sophie Schmidt (SS)

French Embassy
Ludovic Cocogne (LC) – COCAC

Absence:

Audrey Delattre (AD) – French Embassy

Meeting Agenda

1. Introduction
2. Approval of the Last Board Meeting Minutes
3. Ambassadeurs en Herbe
4. Finance Committee Updates
5. Work and Procurement Committee Updates
6. Strategy Committee Updates

Minutes of Meeting

Introduction:

- JA opened the meeting.
- JA updated the participants about Turenne Project. He asked everyone to spend some of their time and energy for the project for better results.

- JA recommended to spend 10-15 minutes in the next BoD meeting to plan the next year; MM already announced that she won't be in the BoD next year, some other member may also be leaving, so the replacement strategies should be discussed.
- In the absence of MM, the structure of Strategy Committee is also critical since the Committee will work on the implementation of the strategy.
- The minutes of the board meeting dated 20.02.2023 was approved and validated.
- AH updated the participants on Ambassadeurs en Herbe Project. The debate final of the project will take place in Cape Town and she asked from Board for the approval of reimbursement of flight tickets for the three finalist students. HC answered that purchase of those tickets can easily be approved by school management with new delegation of purchase limits which were approved by board in the last meeting.

Finance:

- RM presented Management Accounts.
- MM highlighted that the number of French Families that are leaving South Africa at the end of this school year is quite big so the school may not succeed the budgeted number of pupils.
- RM talked about VAT issues and mentioned that school is an NPC, so even the canteen is not designed to generate profit, so possible VAT from the profit generated by canteen should be managed carefully.
- RM also presented the VAT issue from 2018. Net 1,2 Mio ZAR VAT expenses from 2018 were not claimed due to the lack of supporting documents. Tax legislation gives 5 years to claim the expenses, so 2023 is the last year to claim this amount. To sign 2021 audit report Mzaar asked this issue to be solved. CG and RM recommended to carry this amount from balance sheet to P&L: it will not have CF impact, but it will have negative 1,2 Mio ZAR impact on P&L. HC questioned Finance Committee and asked the reason for the delay in the process. RM and JA answered and mentioned that Finance department together with the consulting firm Artemis were working on the issue for a period, but they did not have a positive result.
- JA offered to create a task force to track this 1,2 Mio ZAR; the team will have three members (JA, RM, HC) and they will update the board frequently.
- Board members agreed to carry this 1,2 Mio ZAR from balance sheet to P&L.
- RM commented about LJV and Mzaar relationship. He mentioned that it is difficult to work with Mzaar, audit always starts late and the consultants that are appointed by Mzaar are in junior level. He recommended to have a senior level meeting with Mzaar with the attendance of JA.

Work and Procurement:

- PM updated the participants about the canteen service procurement process. New quotes are expected.
- Two quotes are received to improve the Wi-Fi service in Pretoria. Prices are close to each other and the committee will finalize the procurement process soon.
- Three quotes are received for photovoltaic system installment. The company with the favorable offer wanted to install meters in the school to make their offer more detailed depending on the peak consumption.
- HC informed the participants about the traffic study report that is prepared by a consultant company for MX40 management. He highlighted that MX40 property management did not ask for LJV's corporation in the preparation of this report. They are not asking for any payments from LJV for this report.

- MLA asked Work and Procurement Committee for an update on batteries that are planned to be installed in Maternelle since Maternelle has no additional power supply in the load shedding. HC answered that the photovoltaic panel installer company also brought a solution for that and it will be solved in a month.

Strategy:

- MM updated the participants about Turenne process and reminded committees to talk with Turenne if they have any issues to be implemented or discussed in the strategy.
- MM mentioned that a survey will be send to parents from EDUKA to collect their contributions for the strategy report.
- MM asked for the feedback from the board members about their first meetings with Turenne. HC and AB commented that they liked the competency level of the company and the consultants.

Action Points / Resolutions

- Governance Committee will update the BoD about the replacement of members mentioned in MOI.
- JA will send a letter to parents about scholarship fees via School Newsletter.
- 1,2 Mio ZAR VAT expenses from 2018 are carried from Balance Sheet to P&L with the recommendation of Finance Committee and with the approval of all Board Members.
- The 8th BoD meeting will be on 25.04.2023 Tuesday at 18:00. Turenne will make a presentation with their first outcomes in the same meeting.

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

- MoM dated 20.02.23
- Finance Committee Presentation
- Strategy Committee Presentation