

A. Rimbaud – School Primary Council meeting 1

Held on Thursday 10 November 2016, 6:00pm

Study room, administration building

Minutes

1. Nomination of the secretary for the session (administration, teacher or parent representative):

→ Administration / A. Guillotin.

2. Agenda for this First School Primary Council meeting:

→ Unanimously approved.

3. Minutes from the Third School Primary Council meeting held on Thursday 09 June 2016:

→ Minutes unanimously approved.

4. School news:

• **Internal Rules** in French* and in English:

* *version legally valid*

→ The School Council re-approves of the whole text of the Internal Rules and brings no amendment to it.

- Smoking area in the surroundings of the School:

→ Following the decision made by the School Council meetings in 2015-2016, the smoking area was moved away from the School's main gate. Smokers are reminded to make sure they go further away from the main gate, in accordance to the current Rules.

This smoking area cannot be moved inside of the School premises, even in a reserved area prohibited to the students, as the French education system does not allow this.

• **Newsletter**: feedback from the School Council (users: parents and school) :

→ All the members of the School Council are satisfied with this weekly means of communication, implemented as an experiment for the School community, and decide to adopt it longterm. The communication committee who worked to create it: Joanna Matos, Estelle Mottier (both parents) and Iris Tam Tsi (part-time Librarian for the Nursery) are all thanked by the School Council.

Iris Tam Tsi, in charge of collecting and writing the final document produced both in French and English, had two weekly hours added to her contract for this workload. Since September 2016, as expected, this estimate has proved to be hugely insufficient, especially as the Newsletter has just been launched. Due to the additional time passed on this, the number of hours in Iris Tam Tsi's contract should be increased. This request will be submitted in due time to the Management Committee. The School Council states a very favourable opinion to this consideration benefiting the mentioned person.

• **New campus Nursery + Primary** (Nursery+Elementary): ongoing construction, possible move out/in at the end of the school year 2016-2017.

→ The procedure to obtain an additional loan – to finalise the work and buy equipment for

the new campus – with the National Association of French Schools Abroad (ANEFÉ) as our guarantee, we have finally received recommendation for our file. This will be presented for a final stage to a commission on November 22nd 2016 before the new guaranteed loan is published to the Official Journal.

→ The new campus must be ready by mid-June 2017 at the latest, so that the equipment (furniture, material,...) and the move from Msasani and Oysterbay can take place before the school's long holiday break (07/07/2017).

•«Vie scolaire» (Administrative and Disciplinary matters) at the Primary (Nursery + Elementary) School:

Reminder: there is no such department of « vie scolaire » in French Nursery / Elementary schools. The Town/City governments take the responsibility of the children for extracurricular hours.

→ Anticipating the organisation of the extracurricular time 2017-2018 / supervision of the students: obviously we cannot consider a new campus where everything would stop at 1.00pm at the end of the classes for Nursery and Elementary.

- The lunch break from 1.00 pm to 2.00pm is therefore to organise: lunch time must be formalised and supervision must be implemented for the lunch time and the playground outside of school hours. This implies new Human Resources to be considered carefully.

- The AES: The existing activities will be offered to the Nursery and Elementary.

- Monitoring of break time: the school and extracurricular hours must be considered separately.

The breaks between classes are under the supervision of the Nursery/Elementary teachers. The lunch break from 1.00 pm to 2.00pm will require qualified and trustworthy personnel to assume a responsible and educational service for the students.

→ The School Council has decided to create a «Committee for the new campus » the objectives are to investigate, inform and project the organisation of the extracurricular time on the future campus.

It is made up of parent and teacher representatives, and the Head of School:

- 2 parent representatives: Hanane Ghaddar and Delphine Ponroy and 1 teacher representative: Jean-Baptiste Ruzindana all offer to take part for the Nursery.

- 2 parent representatives: Estelle Mottier and Jérôme Thiébault and 2 teacher representatives: Jihane Giraud and Christophe Vaillant (*absent from the School Council meeting because of his school trip to Zanzibar and accepted to take part after the request from the Head of School*) for the Elementary complete this Committee.

•Administration:

- Is it possible to set a date for payment of the school fees at the end of the month? (23/09/2016 for this Term 1).

→ This has been requested as many of the family's salaries are transferred into their accounts at the end of the month.

The deadline for the school fees was chosen because the School Administration need to recover / collect the funds at the beginning of the school year after payment of the salaries in June, July, August and bonuses paid to the personnel, the seasonal maintenance works, the purchase of school materials.

The request can, however, be put forward to the Management Committee for consideration.

- Basketball court improvements (coating and ground).

→ This request is still being considered: the quotes that were finally sent to us during the Third Term of 2015-2016 presented deterrent amounts (30,000 euros) for a smooth, anti-skid coating and a airy/ventilated roof enabling the heat to be evacuated.

It must be understood that we are aiming to transform The Oysterbay Campus into a Secondary School Campus, this will also involve renovation and reorganisation. Improving the conditions and coating the current basketball court to improve its ground is a need, yet the investment must also be limited as this court will not be kept in its existing location as its size as it is not in conformity with the standard size for secondary students.

New quotes will be requested.

• Teaching news:

- Arthur Rimbaud: School of the AEFÉ network, certified by the French Ministry of National Education (MEN) → assigned visit of the Inspector for National Education (IEN), on the week from January 23rd to 27th 2017 – if no further change.

- Elementary:

New school reports for students → LivrEval from CP to CM2.

→ Due to the implementation of a new syllabus for the Elementary and Secondary school and the new common set of skills at the beginning of this school year. However, the new school reports, in their electronic version is not yet available in France.

During the September seminar, the AEFÉ directors for Southern and Eastern Africa decided to start work immediately on the database / items concerning the new curriculums and the new common set of skills. LivrEval

Circulation of a bilingual report, French / English, created from the beginning of the school year will not be ready by the end of the first term.: translation in English will have to be projected by the School in a substantial effort to find the time and the means to carry it out. To be followed.

In order to make it easier for non French speaking families to understand the school report, a parent-teacher meeting for the nursery and elementary schools will take place at the end of the first term, so that they will be able to talk about and understand their children's progress at school.

- Handover (Term) of the reports for GS → CM2 to families, Term 1: on Friday 16/12/2016.

- Handover (Semester) of the reports for PS and MS, Semester 1: on Friday 27/01/2016.

•Communication from the Events Committee:

Anne Durival, President of the Events Committee 2016-2017, explains the role of this Committee in the School: creation or recreation of existing events, fundraising for school projects that directly benefit the students.

A « form to request participation in the Events Committee » is handed out to the teachers. It aims to assess how much will be allocated to the various classes and to allow the Events Committee to report on how the collected money was used.

News:

- For the Primary school, a drawing contest «My life in Tanzania» to create a calendar 2017 and for the Secondary school, a photography contest «Colours of Tanzania» to publish greeting cards; the winners' works will be exhibited and the calendar and cards available for sale before the Christmas break.
- Friday 25/11/2016, 4.00pm: cultural event, a circus performance with silent acrobat clowns. 5,000 TZS / child; free for adults (beverage and snack provided). Performance sponsored by the company Orca.

•Events news:

- Schedule of events for the First term (ongoing) and events of the year 2016-2017:

- Christmas show, Thursday 22/12/2016.
→ decorations
- Carnival, Friday 24/02/2017.
- Francophone week (Saturday 18/03 to Sunday 26/03/2017)
- Friday 26/05/2017(**date to be confirmed**), charity cross-country race.
- Baazar, Saturday 20/05/2017
- End of the year show at the «Little Theatre», Friday 30/06/2017.