



# ÉCOLE FRANÇAISE ARTHUR RIMBAUD

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Msasani Peninsula

DAR ES SALAAM – TANZANIA

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## School Council Meeting

### Minutes of the first meeting held on 10th November 2014

Session opened at 18:10hrs

#### Members entitled to vote who were present on that day:

Representative of nursery school teachers Member	Member: Marion WUNSCHÉL	1 vote
Representative of primary school teachers Member	Member: Katy AKTUNA	1 vote
Representative of secondary school teachers Member	Member: H��l��ne AGOSTINI	1 vote
Repr��sentative of local staff : ATSEM, administrative, janitors, maintenance, security gards	Titulaire : Sandra Kitwazi	1 voix
Representative of nursery school parents Member	Member: Estelle MOTTIER	1 vote
Representative of primary school parents Member	Member: Caroline GAY	1 vote
Representatives of secondary school parents	Member: Safi NDIAYE <i>Alternate: Petra IENCARELLI</i>	1 vote
Representatives of pupils	Member: Jacinto MAGUNI, 3��me <i>Alternate: Coline DARMOIS, 3��me</i>	1 vote
Head of School	Annie GUILLOTIN	1 vote
Secretary to the Director	Member: Khadija AMIN-AZIZ	1 vote
School Life / Pastoral Care and Discipline Supervisor	Member: Bernadette MANDE	1 vote

#### Absent with apologies:

Mr Philippe BONCOUR, Counsellor Head of Cooperation, Development and Cultural Affairs, French Embassy, entitled to vote

Mr Habib MALHOUI, President and Mr Laurent BRILLATZ, Treasurer of the Management Committee as well as Mrs Elsa BERNARDOFF, Vice Consul, Head of Chancery, French Embassy, with an advisory role.

The quorum for decision making was reached – at least 50 per cent of the voting members +1.

Secretary for the meeting in charge of the minutes is appointed: Khadija AMIN-AZIZ and Bernadette MANDE.

After a round the table introduction, representatives of pupils are given the floor.

They state a good start of the school year on the teaching level: they show satisfaction on the smooth process and organization in teaching.

They nevertheless wish to see more offers for extracurricular activities targeting their age group.

On behalf of all pupils, they place a request for purchasing nets to be put in the goals of the football pitch.

With no transcribed minutes of the last School Council for the year 2013-2014, the approved agenda is then reviewed point by point.

## SCHOOL LIFE

### I) News

Mr Jérôme BOIT (Agency for French Education Abroad, AEFÉ Paris, chief of Africa sector) and Mr Jean-François LLEDOS (coordinator for Southern and Eastern Africa and Indian Ocean areas, AEFÉ) shall be on mission at Arthur Rimbaud from November 12th to 14th. They come to assess the beginning of the school year and our school's projects, regarding real estate among other things. Work and consultation meetings are scheduled with members of the Management Committee, the Embassy, the Head of School and representatives of the various staff.

### II) Communication

This topic was widely discussed during the Primary School Council (PSC) meeting held on November 04<sup>th</sup> 2014 (PSC1). A parent representative for the Secondary School Council meeting sums up the discussions that took place.

*Cf minutes of SC1, same point II) Communication*

An important reminder regarding **internal communication** of the School: privacy prevails. All emails sent from all administrative departments must be in blind copy.

Food for thought: drafting a charter for parents. This is a document in which parents talk to parents regarding manners and behaviour at the French School.

#### **External communication:**

Members of the Primary and Secondary School Councils both conclude likewise on this topic: our School goes largely unnoticed in the local offer for international schools. It is necessary to make its assets well known and spread outside our walls, namely in terms of quality and educational offer. The « Language Policy » is reviewed as an example: pupils do not learn only French at the French School. The guarantee of a language policy that is far more ambitious and developed than in local schools, even international ones, is examined. Our pupils develop notably skills in French and in English (without mentioning the other languages that they live with) something which no other competing school can claim in Dar es Salaam. The French government-approved curriculum is acknowledged worldwide throughout the biggest existing network. Therefore, the Arthur Rimbaud pupils' parents, aware and understanding of this data, become the best ambassadors of their school.

It is decided to create a **communication commission** which will think of and elaborate documents to be circulated (digital and hard copies) aiming at introducing the school.

Safi NDIAYE and Estelle MOTTIER, as parents representatives, are volunteering to further this aim.

### III) School Life<sup>1</sup>

**Marks for School Life** (discipline, behaviour) are cancelled (decree of the French Journal Officiel dated on 15<sup>th</sup> January 2014)

A **commission to review the internal rules** is set up: Caroline GAY, a parent representative, is volunteering for this task. Another elected parent, member or non-member of the School Councils, is welcome to join this commission.

The School Life and Education supervisor/School Counsellor, as well as a primary and

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<sup>1</sup> **School Life** = it must be brought to everybody's attention that this service in the French Education System refers to the following: **pastoral care, discipline, behaviour and conduct, late arrivals, and absences.**

a secondary school teacher and the Head of School will also take part in this commission.  
*Cf minutes of PSC1, III) 1.*

**Late arrivals and absenteeism at school:** an issue with families organizing themselves has remained beyond normal and impedes the good running of the School.

Coming to class at 9.00hrs, even in nursery school, is not acceptable in a school the nature of which is meant to be educational.

Picking up children from school at 13.30hrs or even 14.00hrs (instead of 13.00hrs, after class) on a regular basis, without making the least an attempt to communicate with the school, shall NOT be taken for granted. This is clearly unacceptable.

**The responsibility of each and everyone must be clarified in terms of safety within the School:**

The nursery school in the French system is not a compulsory stage of schooling. However, any registration in nursery school induces an obligation to take part in a class of this French School under internal rules by which families are indeed expected to abide since they received and signed it.

Attending school regularly means common sense/consistency for the pupil and the class that he/she belongs to from then on.

Out of class time and out of extracurricular activities (AES), it is up to every family to organize to pick up their child within the time defined in the rules of the School and of the AES. The "traffic" apology shall not be accepted every day for the same families.

Addressing many dysfunctional issues, the Head of School aware of her responsibility in terms of safety for children on both campuses (Msasani and Oysterbay) outside school time (after 13.10hrs at the latest) and outside extracurricular activities, decides and has the Primary and Secondary School Councils note that **a paying nursery service / study room will be opened on the Msasani / Oysterbay campuses.**

The school budget indeed does not provide for any expense related to paying for extra personnel who will watch these children left at school by their family.

A request to determine the cost of this nursery will be put before the Management Committee in charge of the school budget.

*Cf PSC1 point III) 1. and 2.*

The Secondary School Council members agree on the need, alongside these minutes, to send to families a specific mail to notify them of this decision and of the regular running school hours (arrival in class from 7.30am to 8.00am at the latest) and exit time (from 13.00hrs to 13.10hrs at the latest) and for the extracurricular activities: hours to be observed, according to the campuses and the activities.

The nursery/study room service will then enable the families who face a mishap in their organization to benefit from an exclusive implementation of safety – exclusively of any other aim – for their child(ren). They will be taken there at 13.10hrs or as soon as their last extracurricular activity ends. As soon as a child is taken in, an hour's worth of payment will be due.

**Safety around the School / pupils' entrance and exit:**

From now on, on Oysterbay campus, the children shall be dropped off at and picked up from inside the School premises.

*Cf PSC1 point III) 3.*

The material implementation of safety of the School will very soon lead to some works to erect walls around the whole perimeter on Oysterbay campus.

Along with this effort to develop safety at Arthur Rimbaud, entrance into and exits from the School are completely reviewed.

The watchman posted at the gate, School Life and the AES coordinators will finally be able to focus exclusively on the safety of children, especially during exit hours. The watchman's sole and only concern will be manning/controlling entrances and exits of the parents, or of the persons stated by the parents as being in charge of picking up the children from school.

A specific mail on this topic will also be sent to families.

On Msasani, replacing the metal railing gates by full metal gates is decided so as to ensure the pu-

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pils privacy from outside.

The Emergency Contingency Plan (PPMS), defined in link with the officer in charge of safety and its service at the Embassy, is also completely reviewed and updated. It will be activated and begin with the implementation of practice evacuation and/or safety drills according to the risks (inclusive of the terrorist risk) defined in this Plan.

A **commission preparing the Calendar** for the Academic Year 2015-2016 is set up.

Parents representatives volunteering for the task are: Safi NDIAYE and Petra IENCARELLI, who will be joined by a Primary and a Secondary School teacher as well as the Secretary for the Director. They will communicate the Tanzanian public holidays and will take into account the calendar published by the French Embassy which incorporates some of the French and Tanzanian public holidays.

#### **IV) Educational operation and outlook 2015-2016**

Two additional classes will open for the 2015-2016 school year:

-Another CM1 class, resulting from opening a CE2 B this year.

-A class of 2<sup>nde</sup> (Seconde<sup>2</sup>) via the CNED (French National Centre for Distance Learning), that will bring the Arthur Rimbaud Senior High Secondary School the official approval it needs, in a first stage, to operate [as a high/full secondary school].

However, it is about offering pupils a 2<sup>nde</sup> class and organise for them the curriculum and its progressive syllabus accompanied by tutors / teachers.

An information meeting for Secondary School parents on this topic is scheduled on Wednesday November the 26<sup>th</sup> 2014 at 18.30hrs on Oysterbay campus.

A request for opening a new position for a literature / French language resident teacher (with qualifications in French as a Foreign Language if possible) for the Secondary School, is made to the AEFÉ.

Along with this, the School will have to find a way to set up two new classrooms on Oysterbay campus for the next school year.

Nine teachers will take part in in-service training for Southern and Eastern Africa this year. This offer for widened training is a clear asset for the healthy development of the School: six additional teachers, compared to last year, will benefit from live training. For each participant teacher returning from training, a dissemination of training information takes place for all within the Nursery and Primary School. The budget for training, mainly subsidized by the AEFÉ beyond each school's contribution, allows quite a good number of participants per school. It is necessary that this participation shall not be restricted by simple economical concerns that are not relevant to the school budget any more, once its participation in the budget for in-service training is defined.

During inspections and/or educational counselling missions, the teachers also benefit from counselling and training sessions by the Inspector of National Education for the Southern and Eastern Africa, Mrs Sandra CHARPENTIER, or by the Educational Counsellor, Mr Hervé CLOOTENS.

The mission led by Mrs CHARPENTIER from September 22<sup>nd</sup> to 26<sup>th</sup> resulted in the whole Primary School team getting an overall positive feedback on their practises and the smooth beginning of the school year.

**Primary and Secondary School Projects:** both remain to be thought through and elaborated.

The genuine energy coming from the teaching staff can let us hope that these projects will be written up this year to be implemented from the start of the coming school year.

The « Language Policy » chapter at Arthur Rimbaud will be paramount. The need to develop a French department alongside the existing English department is obvious, considering the multicul-

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<sup>2</sup> Seconde / 2<sup>nde</sup> = first of the three years of senior high school in the French Education System.

tural presence among the taught target, as well as the objective to lead the pupils to the baccalauréate at the end of the French secondary school years.

Developing IT and digital resources at Arthur Rimbaud is also, for all the above reasons, essential.

Owing to safety concerns and a required vigilance for the time being, the educational trips and school outings with overnight stays have been postponed until further notice. This decision is not related to the quality and the educational relevancy of the prepared trips. Nevertheless, outings with no overnight stays will take place without any restrictions other than those usually agreed on at an early preparation stage as far as supervision is concerned. Parents are notified ahead of these outings, about their goal and destination.

#### **V) Financial review**

The documents that Mr Brillatz, the Treasurer of the Management Committee, gives to the Secondary School Council are reviewed. The payroll amounts for the biggest expenditure in the school budget. For this reason, the needs, particularly in teacher personnel, must be clearly defined when projecting the budget so as to control this expense beforehand as precisely as can be.

It will therefore be necessary to implement a budget to open a new CM1 class (new position for Primary School teacher + classroom with equipment and educational material) and a 2<sup>nde</sup> class. The French division of the School will also call on for a position opened for a resident or local contract in order to implement, along with French, French as the School Language (FLSco) and French as a Foreign Language (FLE).

It has been possible to update the files and records and to implement the September and October wages but also the contracts, in spite of various shortcomings addressed by the Head of School and the Treasurer when the school year started. It also appears necessary to hire an **administrative and financial director** for the School.

An active and relevant follow-up of the different accounts and of the budget is imperative for a School which enrolls more than 300 pupils and clearly claims it is developing.

It is necessary to determine the budget lines that will allow to conduct the broad decisions for the School and to organize / regulate practises in term of operation costs: budget for educational expenses per class or per subject, budget for school trips, etc.

The budget planning for the current year somehow lacks accuracy. Relevant information has not always been available.

Big arrears at the beginning of this school year have appeared: a 2013/2014 outstanding invoice with AEFÉ. It is related to the School's participation in wages and in the ISVL (specific allowance for local life) for resident teachers, as well as the 6 per cent contribution due on the school fees.

The payment of this invoice is not compromised: Mr Brillatz assures that the School has reserves. Nevertheless, this type of unforeseen expense in management is undesirable to both the Head of School and the Treasurer in the future.

#### **VI) AES**

*Cf minutes of Primary School Council 1 point V)*

Session closed at 20.50hrs

Secretaries for the meeting: Khadija Amin Aziz and Bernadette Mande

Reviewer: Annie Guillotin, Head of School

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