

A. Rimbaud – Minutes of the School Council 1
held on Thursday, November 16th 2017, 6.30pm
Study room / *Vie Scolaire* room

Session opens at 6.37pm.

Absent with apologies: Philippe Boncour (COCAC, Head of Cooperation, Development and Cultural Affairs at the French Embassy), Coline Darmois (students representative), Nicolas Clementz (coordinator for extracurricular activities).

- 1.Nomination of the secretary for the session (administration, teachers or parent representatives): administration:
Iris Tam Tsi and Annie Guillotin

Note: The administration offered during the Primary School Council meeting held on 14/11/2017 as well as this Council meeting, to change the current system to the administration taking full charge of the three annual minutes. It is however reminded that the minutes can be published only after it is validated by a majority of the elect representatives.

- 2.Agenda of the School Council 1: *approval overlooked.*

- 3.Minutes of the School Council 3 held on Monday 19/06/2017: *approval overlooked.*

4.School life:

•General information

Current school calendar: Maulid day has been modified and placed on December 01st instead of December 15th or 16th as initially published in the Public Holidays calendar by the Tanzanian authorities. The Career day is therefore also postponed to December 08th 2017.

•AES:

As the coordinator for AES is absent, Alex Genet reads the new school year assessment made by Nicolas Clementz:

- number of 12 students per Supervised Study: maintained
- 5 cultural activities out of 11 slots
- 9 sport activities out of 17 different suggested time slots
- friendly games and matches organised regularly throughout the year with other schools
- all activities – but one – are led in French this year.

•Students points:

- Some boys toilets (locks) and washbasins do not work properly: these maintenance issues can be sent directly and with no delay to the administration via *Vie scolaire* to be addressed promptly.
- Grass is requested on the football field, as there has been some get injuries. The School does not own the land. The regular maintenance does not prevent pebbles appearing due to the soily nature of the land. A lawn would be too demanding to maintain as regular stamping and rain on the ground would not allow the field to be used jconsistantly throughout the year. Closing the field on a regular basis would reduce the space available for the students to play.
- Basketball field: the basket must be replaced. Need of improvement– quotations were received at the end of last year. A shade has also been requested because of the sunshine. However, the management board Treasurer is questioning the relevancy of this, as the high density of the students on the current campus will not be long term. A canvas cover?
- Changing rooms: insuffisant space for the time being given the lack of available room.
- One third of the computer rooms are not working properly. The current routeurs and the connection remains unstable (wifi). On the new campus, the connection will be equipped with fibre optic.
- Some school staff should be trained for first aid. The students always go and find Bernadette Mande, who is not adequately trained for that. In case the other first aid-trained persons in the school are not available, Bernadette Mande remains the primary person to approach.

A position for a nurse, if considered needed, must be requested to the management board. School medecine at the French School A.Rimbaud just as in public French schools is assured by a yearly medical checkup (GS, CM2, 3ème) by the physician certified by the Embassy. As for first aid, Bernadette Mande is there on the Oysterbay campus. On the new campus, a space is allocated for the nurse. The authorised products are very few and no staff is allowed to administer any drug whatsoever.

•Internal Rules (IR):

- Needed amendments?

During the Primary School Council, it was told that the school identity cards are not mentioned in the IR.

Except in the minutes for the Primary School Council held on 14/11/2017: «School ID cards: the introduction and utilisation of the ID cards has not been updated this will be implemented at a later stage. Yet to be noted: written rules to be signed upon delivery.»

Anne Durival comes back to a point discussed during the Primary School Council meeting, relating to the teachers' rights and duties, which is not included in the IR.

Cf. minutes of the Primary School Council held on 14/11/2017 : «4. School news – Internal Rules»

More specifically, according to the Elementary parent representative, the teachers fail to give easy access to homework in case a student misses school, with a disparity depending on classes. (This concerns the Elementary, since homework for the Secondary classes are published on Pronote along with the student's homework diary.)

A teacher can always be reached either via the administration / headoffice or via the student's link book. The teachers are usually very keen to cooperate with the families who follow up with their child's progress. The issue becomes more problematic when the absenteeism is detrimental to the children. The direction will however convey to the team the issue discussed again during this School Council meeting, and the necessity to deal positively with a request for homework owing to a student's justified absence. A change of the IR on the matter is nevertheless not considered.

- Mobile phones: they are forbidden in school and must remain turned off within the premises.

- Primary School Council / School Council: the different remit of the two councils is reminded at the beginning of the school year, during the election for parents and school staff representatives.

The Primary School Council only deals with Primary school matters (Nursery and Elementary school management, teaching news, education, school routine...), with a parent and teacher representative for each class. It was implemented upon an AEFÉ request with A. Cutanda as a Head of School. The Primary School constitutes indeed the main student population of the French School.

The School Council (School board in France) is held subsequently to the Primary School Council meeting and also addresses points dealing with the Secondary School, the administration, human resources and finances. The points addressed during a Primary School Council meeting are not normally addressed again during a School Council meeting. A video project with the High School students is proposed: it aims at explaining differently what the various decision-making bodies in the School are, and more specifically at removing a widespread confusion between the roles of the management board and the Primary School Council / School Council. The Treasurer, Laurent Brillatz, agrees to purchasing a tripod for a camera, in order to carry out this project. The philosophy teacher, Anko Ordonez, will supply the professional equipment and offer his unpaid time, and will keep the tripod after achieving the project.

•Current number of students:

- 333 (survey from the beginning of the school year 2017-2018) → The complementary financial share (PFC) to be paid in to AEFÉ is currently 6 % per school.

PFC 2018: information from AEFÉ intended to heads of schools and management boards. The budget cuts that AEFÉ is going through will lead to a 3 point raise of the PFC, to 9 % for the coming school year. Impact for the school: 73,000 € as announced by Erwan Hanlé, Administration and Finance Manager. As for 2019, the PFC would be likely to change to 7.5 % and then come back to 6% in the following years.

The AEFÉ had to terminate 180 positions worldwide (100 residents and 80 expatriates) including 56 for Africa. No position will be closed by AEFÉ for the coming school year in our school, that remains with the 7 resident teacher positions that it already has.

Implication for the next few months: a cut in the number of qualified permanent teachers teaching abroad and subsequently, difficulties to recruit in the future.

•AEFE (Agency for French Education Abroad)

- Signature of the new convention AEFÉ by the president of the management board Mr Habib Mahlouji and the Ambassador M^{me} Malika Berak on 30/10/2017.

•**Teaching news:**

- Multidisciplinary educational projects in 2017-2018:

→ School trip to the Reunion Island: 3^{ème} class with teachers Van Nguyen and Caroline De Dobbeleer
Budget: 12,000 USD, 50 % from the school, 50 % from the families, 200 USD from the Events Committee + self-financing actions undertaken before a reply from the management board.

For every project put forward by the teachers, a projected budget must be set up for the Head of School before the management board can give the green light. Once the budget is approved, communication can begin . Cf. Memorandum Process for implementing a school trip – adressed to the teachers.

•**Renewed projects:**

→ School trips for 4^{ème} and 2^{nde} classes to France: programme and budget; upcoming communication.

Projected dates: from Saturday 07/04 to Saturday 14/04/2018

This project has been happening for a few years, which means that the 2^{nde} students have already taken part in a trip.

The core scheduled programme for both classes is therefore partly split this year with common activities and some other more specific activities for each of the two levels.

As for the agent, splitting up the two groups implies further organisation – as group fees may be impacted . Any rise in the budget should remain insignificant.

→ Other school trips?: to be discussed.

- Kitabu Literature Prize (partnership Library Arthur Rimbaud / Library Denis Diderot in Nairobi / Library Gustave Eiffel in Maputo / Library Ecole des Grands Lacs de Kampala). The books did not arrive until the first mid-Term break of this school year, and the Prize will thus start later than usual.

- Francophonie – partnership with the French School A R / Alliance Française (education and cultural).

- Language policy; language of the host country; certifications:

This point only concerns the elementary school and has been widely discussed during the Primary School Council meeting and is not meant to be discussed again during the School Council meeting, as it was reminded during that meeting.

Cf. minutes of the Primary School Council meeting held on 14/11/2017 «Language policy» .

Anne Durival however comes back to the foreign languages teaching plan implemented in the Elementary school since September 2017-2018, i.e. to the 3 hours dedicated to English, 2 hours of EMILE and 1 hour of Modern/Foreign language (LVE1, Langue Vivante Étrangère 1) English.

No single standardised language policy is implemented within the AEFÉ network, but rather a common will to develop in the best optimal way ; language learning and practice. Every school adapts and shapes its language policy according to their assessment of the situation, made by the teaching team for our school public. Implementing 2 hours of EMILE / 1 hour of LVE1 in A. Rimbaud was defined under this very context, during consultation meetings with the various players involved on this topic – core teachers, English teachers, educational consellor in Foreign Languages, Inspector for National Education and Head of School.

The implemented plan can be questioned by the teaching staff who have the professional duty and skills to do so. The educational information is shared in due time during the Primary School Council or the School Council meetings.

The Treasurer (management board) reads a reminder that the Primary School or School Councils are consulted on various topics which he lists. As such, the implemented « Language policy » plan may be indeed discussed.

The Head of school specifies that a document (attached as an appendice to the minutes sent to the representatives) and circulated to the parents before the elections, summarises the two Councils' composition and remit. While any opinion can be voiced during these council meetings, the teachers remain with their full educational rights. Moreover, the team plans and furthermore acts with the will to genuinely bring something to every student whom it teaches.

•**Careers counselling:**

- Claudie Maunoury, the careers counsellor SORES AEFÉ is to come from Monday 27 to Wednesday 29/11/2017: scheduled two years ago as part of the implementation of Parcours Avenir for the Secondary school students and of

post-IB admission for high school students.

Personalised interviews (1^{ère} and Terminale students), careers counselling workshops (3^{ème} and 2^{nde}) with C. Maunoury, conference for parents of students from 4^{ème} to Terminale classes.

- Development of the resources purchased for careers counselling: the school has subscribed to the software GPO middle and high schools, purchased a ONISEP documentation desk, extended the Library / information centre opening hours to 5.00pm from Mondays to Fridays, intended for the High school students.

Students and parents received their usernames and passwords to access GPO. Students were introduced to it by the PRIO (Information and career guidance teacher), Antoine Juigner.

- Caravane Campus France Tanzanie, during March 2018, related classes: 4^{ème}, 3^{ème}, High school.

•In-house training:

18 members of the staff will benefit from in-house training for our school Arthur Rimbaud in 2017-2018, out of the AEF regular seminars for the Administration and Finance Manager and the Head of school, and 1 AEF training related to safety (Head of school + school safety contact person: Alex Genet).

5. Administration:

•News:

- AEF: the €450,000 subsidy granted from the Agency for French Education Abroad in 2016 as a support for the ongoing construction project shall be recovered in full this year (€ 100,000 frozen until the signature of the new convention).

- Receipt of the new Nursery+Primary campus: estimated date 30/04/2018.

- Equipment project of the new campus (*Manutan collectivités France*): projection on the considered equipment presented during the School Council meeting. Projected budget as of now: € 274/275,000 (which must be validated by the management board). The Head of school indicates that the quotations need to be signed before the end of the year 2017, so that the containers to reach early May after the new campus is delivered (necessary time to pass customs clearance to be taken into account).

•Human Resources:

- 2017-2018: replacement of Beatrice Musoke, the accountant who resigned in September 2016-2017.

The Treasurer of the management board indicates that a new accountant will be recruited from January 01st 2018. The terms of the contract are defined and remains to be signed.

- Preparation for 2018-2019:

Anticipated needs in personnel for the new Nursery+Primary campus (time outside class hours) and the Vie Scolaire department for the Oysterbay Secondary school campus (an experimented – as of standards of the French system – chief education advisor must be recruited in local contract) as Bernadette Mandé will take charge, among others, supervising and managing the time outside class hours for the Nursery and the Elementary. Moreover, some persons must be appointed to take charge this time – especially during the lunch break and before the Extracurricular activities (ECA). Potential employment of instructors in charge of ECA?

Depending on the projected number of students, opening of a class/position for a core elementary teacher, and evolution of the High school level (series ES, S, L?). The school potentially offers full schooling from Nursery to High school and Baccalaureate. A certification for the High school to be approved under the direct mode of teaching will require further steps.

•Accounting and management / information of the School Council as for:

- Financial report (COFI) 2016: in the process of being finalised, says the Treasurer. The COFI 2017 will also soon have to be filled in.

- Preparation of the 2018 budget (EPRD): 2.3 millions projected (including 1.4 million of staff remuneration). To be noted is the biggest impact on the budget for employed foreign teachers (compared with the tax exemptions granted to French teachers by the bilateral cooperation agreement between France and Tanzania).

However, there is a shared opinion among parents and the teaching staff that a language teacher must be native speaker in the language he/she teaches, a requirement to teach in the French school network abroad, especially to a public of students who are mainly expatriated.

Economy on the cost of the Msasani rent, renegotiated by the management board, in the current context of reduction of

the rents in Dar es Salaam. Staggered payments for additional investments. Projected profit: + € 200,000.
Yet the Treasurer informs that a cashflow issue may be faced, particularly owing to the VAT which must currently be paid out and that it is unknown yet when and whether it will be paid back to the School (according to the cooperation agreement). Possible impact on the planned Manutan order.

- Clothes order via the School (polo shirts with the child's name and the School logo): a parent asks for an order to be placed for polo shirts, to be open for purchase by the school students.
Carrying out an order requires organisation and follow-up that the current reduced administrative team has no means to implement at the end of this term.

•School maintenance

- The deteriorated makuti fence around the football ground: the image of the School is suffering from this deteriorated makuti fence that has been left under the new cover (a mere net strip). Renovation to be reconsidered.
- Swings: the crossbars now with no swing will have to be taken down as soon as possible. The density of students in the campus does not give us cause to replace them. This generates a true safety issue and must be avoided. Decision unanimously approved by the Council.

•Safety assessment:

- Drills: fire practice or confinement drill (intrusion risk) for the safety implementation plan (PPMS). To the teachers: the drills must be implemented just like in real-life conditions, at a greater speed.

• Communication

- Iris Tam Tsi, personnel in charge of collecting, writing up and publishing the articles (Newsletter, website, Facebook page of the School).
- New website to come: supplier appointed by the management board in 2016-2017, template ongoing.
Communication both ways with AFDAR: publicity made to the AFDAR by the School within the partnership must also benefit the School through an exchange of exposures, Laurent Brillatz and Anne Durival both point out.

•News of events:

- Schedule of events for the 1^{er} Term (ongoing) and events of the year 2017-2018:
•Kermesse / Funday: Saturday 18/11/2017 from 9.00 am to 2.00 pm.
•Christmas show, Friday 22/12/2017. Beginning of the holiday break for all students at 1.00 pm.
•Carnival, Friday 23/02/2018.
•Francophonie week (Saturday 17/03 to Sunday 25/03/2018)
•Friday 26/05/2018 (? date to be confirmed), charity run.
•End of the year show at the Little Theatre, Friday 29/06/2018 (Nursery, Elementary and 6^{ème} students).

Session closes at 9.05 pm.