

A. Rimbaud – Minutes of the School Council meeting 2

held on Monday, March 19th 2018, 6.00 pm
Study room

Absent with apologies: H el ene Raballand / Pierre Bervas (Secondary school parent representatives), Josephine Mwamba (local staff representative), Laurent Brillatz (treasurer, management board).

Session opens at 6.05 pm.

1. Nomination of the secretary for the session and feedback on the Administration proposal during the Primary School Council First meeting held on Tuesday 14/11/2017 and reviewed during the Primary School Council Second meeting held on Wednesday 14/03/2018. The administration (Annie Guillotin and Iris Tam Tsi) writes these minutes. Mr P. Boncour reminds of the ways the minutes can be circulated, as they can be published for the school community only after being approved by this very School Council during the following Council meeting.

2. Agenda of the School Council 2nd term meeting: approved, with a point added on lice (hygiene) and another on the missing tennis table rackets (equipment). Agenda approved after adding these 2 points.

3. Minutes of the School Council **third meeting** held on Monday 19/06/2017 and **first meeting** held on Thursday 16/11/2017: Minutes of the School Council third meeting approved.
Minutes of the School Council first meeting (questions review and feedback of a parent representative on these minutes): a position for a nurse, if considered as necessary, must be required to be created to the management board. The health care of the students at A. Rimbaud French School, just as in public schools in France, is carried out through a full medical check-up (at the end of GS, CM2, and 3 eme levels) by the physician certified by the Embassy. In terms of first aid, Bernadette Mande is on duty in Oysterbay campus. On the new campus, an infirmary room will be dedicated. There are very few authorised products and no personnel is allowed to administer any medication whatsoever. Minutes of the School Council first meeting approved after this point being specified.

4. School news:

• **News and educational life:**

- Points raised by students

High school students request to have access to the WI-FI and to be allowed to use their personal computers: This is not advisable (prevention of thefts, while the IT stock is expanding). The administrative and finance department is to present a study to the management board to get about ten computers or so working properly in the computer room.

Access to the water dispensers after 4 pm (see further, plastic cups). Individual plastic bottles are recommended at school. Access to the water points must be guaranteed for the students until they leave the school after 5 pm. The administration will monitor that this access is guaranteed.

Discharge of rain water in the playground and access to the upper level + students room and changing rooms on the campus for 2018-2019: the opening of a new campus cannot conceal the needs on the current campus. These needs must be budgeted for next year (assessment and quotation) by the management board. Conditional to this is the Elementary school leaving this current campus. Renovation of the premises will follow reorganisation to consider – classrooms, etc.

- Presentation of the school calendar 2018-2019

History reminder made during the Primary School Council first meeting held on WED 14/03/2018. Teachers induction day on 31/08/2018 and first day at school for students on 03/09/2018, with Tanzanian public holidays repositionned (except for 2 public holidays based on the Lunar calendar) according to the institutional rule of 180 days and 900 hours of class for 25 weekly hours.

The School Council validates the calendar unanimously adopted by the Primary School Council 2nd meeting: the

adopted calendar is to be sent to AEFÉ for approval before being made public.

Request introduced by a parent representative about the current calendar 2017-2018: after the Head of School and the teachers consulted with each other, this request proves complicated to implement in the same way for the Nursery, Elementary and Secondary.

How about the end of the year show to schedule on a Saturday? The mock exams organised this year by the teaching council decision already impinge on the Secondary school class hours: little flexibility therefore on that side with the schedules. Coordination among Nursery, Elementary and Secondary hardly allows such a combination that would favour a change in the already-set calendar.

- Schedule of events for the 2nd term 2017-2018:

- Francophonie week (Friday 16/03 to Sunday 25/03/2018): participation of the FLSco/FLE students of the School A. Rimbaud to the contest, A and B categories, organised by AF of Dar es Salaam. Finale of the contest on Saturday 24/03/2018 at Alliance Française.
- Term teachers' conference for Secondary classes: Tuesday 20/03 (6ème and 5ème) and Wednesday 21/03/2018 (4ème, 3ème and High school).
- Secondary: parent-teacher meetings (school reports to be handed in) on Thursday 22/03/2018, 4:00-7:00 pm / 8:00 pm (6ème-5ème-4ème) and Monday 26/03/2018 5:00-8:00 pm (3ème and High school).
- F06/04/2018, school reports circulated to the families for classes from GS to CM2, Term 2. School reports to be signed and returned to the teachers by 12/04/2018. Deadline for returning and filing them at the Secretary office: 13/04/2018.
- Elementary: parent-teacher meeting on Tuesday 10/04/2018, 4:00-8:00 pm.
- School trips to France: 4ème and 2nde from Saturday 07/04 to Saturday 14/04/2018.
- School trip to La Réunion Island: 3ème from Saturday 07/04 to Saturday 14/04/2018.
- Projects: CE2A to Zanzibar, scheduled for early June. To be followed: CM, 5ème to Kilwa.

In the event of DNB examinations on the days of Tanzanian public holidays, the bilateral agreements between the two countries would allow these examinations to be taking place as originally scheduled, explains Mr P. Boncour. Reminder (cf. School Council meeting 1 on 16/11/2017): no project for a school trip shall be introduced to students and parents before the Head of School and the management board give their agreement beforehand, as the impact on the budget must be reviewed and decided on by the related bodies.

- *Points raised by the parent representative of Secondary classes (Middle and High school):*

- *Teachers absences (scheduled or not): how are the students cared for (replacement protocol/process / Vie scolaire)?*
- *Some teachers have used uncontrolled language with the Middle School students.*
- *Internet connection, IT stock and works for the High School.*
- *High School, relation with the CNED (National centre for distant learning education): what is the procedure in case of a disagreement?*

Teachers absences: Secondary School coordinator, Mr A. Genêt answers about how the students are cared for during the scheduled absences (in-service training, long sick-leave). Tests or other activities are carried out according to the replacement protocol/procedure. Out of about 20 hours, around 18 hours are taken over by the teaching staff; students are cared for in the study room for the remaining time. All information on this matter are circulated on Pronote to students, parents and related teachers.

Language used by the teachers: one must control one's use of vocabulary with regard to the students, all the more so in a community with diverse cultures, and moreover with teenagers, who are still in the process of growing up yet are still fragile sometimes. In order to have the students make progress, it is imperative to control one's own language and anger and to hold the distance in situations of exasperation. – It is important to maintain an educational attitude at all times. When addressing such a situation, parents are encouraged, in a first step, to meet directly with the teacher to tell him/her of their child's feelings: a direct dialogue must first be undertaken to solve the problem. As a second step, they can meet with the Head of School if necessary.

Internet connection: the computer room must be put/maintained in working condition. The Head of School points out that this issue must be addressed with a solution at the soonest. A formal request is to be made (cf. Points raised by students) to the management board to give the students the means to work – the WI-FI password is not given out so as to avoid simultaneous connection from too many devices. The management board must also be notified of the obsolescence of the IT resources – year of the computers, speed of the microprocessors, RAM memory space.

Relation with CNED: procedure/process to follow in case of disagreement – by contacting Mr Alex Genet, in charge in the school. If a student is not satisfied with the marks received from a paper, he/she can talk to his/her teacher, who then conveys the paper to Mr Genet; the paper is sent to the CNED examiner for a second look. The final word is incumbent to the CNED examiner.

- Points raised by the parent representative of Elementary classes:

- *Communication on the teachers who are absent: Information on the teachers who are absent comes too late: we wish to be notified on the same day*
- *Replacement of the absent teachers: a pool of supply teachers should be considered to replace the absent teachers immediately.*

- *Non-French speaking children accepted at the beginning of the school year: which tests did they take? Can we strengthen the tests and make compulsory the passing of French tests before being admitted at the school? Which system is implemented to accompany the non-French speaking children throughout their school years? Can having these students sit for DELF tests be considered to validate (or not) their admission to the upper class level?*

- *Certifications in English: when will we be able to start?*

- *Presentations or speakers from outside: the parents wish to be notified in advance of the visitors who come to class.*

Absent teachers: request noted by the administration. The replacement pool for core Nursery and Elementary teachers is currently made up of two persons. Another person contacted by the school at the beginning of the school year has eventually turned out to be unavailable. NB in France: an absence shorter than 15 days cannot claim to be supplied for with the regional education authority (Secondary). For Primary (Nursery + Elementary), the students of a class are split among the other classes when no substitute teacher is available.

Non-French speaking children of cycle 3 (CM1, CM2, 6^e) are not accepted in the school in theory. Special cases – French speaking parents with non-French speaking children or never yet admitted in the French education system; non-French speaking children coming from the AEF network of French schools abroad and who must be admitted.

The admission procedure for non-French speaking children is as such: initial language assessment, raising awareness of the non-French speaking families to count on their support at home and to make this conscious choice, tests (native language, French if applicable, mathematics).

Both DELF Primary and Junior examinations have been available for the past two years in partnership with Alliance Française, and is highly recommended for the non French speaking students. However, this certification cannot determine an admission to the upper level – only the teachers council can validate an admission. The DELF exam could be considered to be included in admission criteria.

Certifications in English: approaching the British Council would be beneficial to ask for the minimum number of students required in order for this service to be supplied for the French School students who would be interested. The Council request for an English teacher to be appointed for a feasibility study to be led (plan and cost information to be collected).

Contributors from outside: see answer given during the Primary School Council second term meeting (cf. Minutes of the Primary School Council meeting of 14/03/2018).

- **Human Resources:**

Teachers turnover 2018-2019 as of 01/02/2018:

- AEFÉ catchment areas / resident and expatriate turnover:
 - 0 position as a Nursery/Elementary core teacher vacant or likely to be vacant
 - 3 positions as a Secondary teacher likely to be vacant (Literature-History; Mathematics; Integrated Sciences and Technology / Physics and Chemistry, Life and Earth Sciences, Technology)
 - Turnover on local contracts:
 - 4 vacant positions as Nursery/Elementary core teachers under local contract
 - Nursery, 1 vacant position owing to Sébastien Drevet leaving, MS B class.
 - Elementary, 3 vacant positions:
 - 2 end of contract departures: Sergine Le Rossignol CP B; Suzanne Nadeau CE1 A.
 - 1 request for extended leave without pay for personal reasons: Jihane Giraud CE1 B.
 - 2 vacant positions as Secondary teachers under local contract
 - 1 vacant position for Mathematics-Physics and Chemical Sciences in High School owing to Elyes Kessar leaving.
 - 1 vacant position for English (Primary and Secondary) owing to Jenny Kremer leaving.
- Teachers internal turnover (Nursery and Elementary) for 2018-2019: ongoing.

Feedback / recruitment AEFÉ for 2018-2019:

Position for Literature open for the coming school year: Marie-Frédérique Dupont / spouse in local contract Maths-Physics-Chemistry: Alexandre Dupont

Position for Literacy-History, owing to Jean-Marc Pichard leaving: recruitment ongoing.

Chief Education Advisor (CPE) for Secondary School to be recruited: an interesting application being reviewed by the recruitment commission.

Position created as a bursar: to be published.

One additional position as a cleaning operative: the Head of School calls for a deeper study on the needs of the new campus (larger area).

- **Projected number of students 2018-2019:**

- *Points raised by the parent representative for Elementary classes:*

- *Are there already projections on the number of classes per level? Will the double-level class CM1-CM2 be kept?*

The enrolment survey is to be sent this week; there is often little feedback from the families, who are encouraged to reply to it as soon as possible. As of today, the double-level class is kept – but too few estimated numbers for the time being.

- **New Primary (Nursery + Elementary) campus:**

- *Points raised by the parent representative for Elementary classes:*

- *Could you present a map of the future campus and more particularly of the outdoor areas? Will there be a football field or another area allowing the students to play football during break time?*

The management committee admits having failed to communicate as it had committed to do so on a quarterly basis about the new campus. A communication will be published through the Newsletter or other channels (display boards), on this topic. The teachers cannot communicate on this matter. No date was given, but it is understood that this communication point is urgent.

The Head of School gives a reply regarding a field that can be used for team sports on the new campus (sports ground on the school's rooftop). The Elementary school playground being rather limited, various areas will have to be used and supervised so as to avoid overcrowding.

- **Hygiene, safety and public health / vie scolaire:**

- *Points raised by the parent representative of Secondary classes (Middle and High schools):*

- *Internal Rules: «Students rights and obligations: to wear an appropriate and clean clothing when entering the classroom.»*
How to define a proper dress code in terms of principles and common values that eventually enable the students to be more generally focused on their schooling?
- *Proper venues chosen for some events when students of the French school are to perform.*

According to the IR, written along with parents, the correct dress code is defined in a neutral way with no specific description in order to avoid discriminations – just as in most schools. The threshold is to be placed so that each and everyone tolerates each other with common sense. Flip-flops are still prohibited for safety reasons. The students' representative has not noted any special comments among the students about clothing.

May the venue for the Music Day, that took place in a bar last year, be changed? Some students did not take part owing to the place that was chosen. This can be discussed with the partner AFDAR.

- Points raised by parent representatives of Elementary and Secondary:

- *Maintenance and good condition of the toilet: locks placed to enable the doors to be open from outside. Who is in charge of this issue? When will it be addressed?*

Lice (added point): the heads cannot be inspected in the morning for non discriminative purposes. It is advised to raise the families' awareness even more. The school does not aim at forbidding its access, even less at treating the head lice.

Toilets: cf. Primary School Council meeting.

- Points raised by the parent representative of Elementary classes:

- *Staff shortage during the lunch break: how many persons are there currently? What would be the options to re-allocate this duty to more staff within the school?*
- *The same break times for Secondary and Elementary students are problematic: can we consider to have distinct break times?*

The Head of School has requested for a survey on the number of students remaining at the school during lunch time. The staff working during that time is enough for the largest potential number of students on the campus. Bernadette Mandé says only on Thursdays is the maximum number of children reached. The Elementary school children can be required to remain seated to eat under the banda. Once the Elementary and Secondary split, it will be easier to organise such a monitoring in the dedicated spaces that will be designed for this.

Option for two different bells reviewed for the Elementary and Secondary, yet little practicability for the time being.

- Organisation of the time outside class hours for the new campus (human resource: number of students and quality)

Who will be allocated to that time outside class hours?

While the management board is working on the construction part of the new campus, it is also necessary to review these questions that will make that campus to be occupied in a coherent way. These issues must be thought through and can't be overlooked, as these matters can be anticipated (waiting time, children dropoff/pickup, lunch time, safety signs...). The cost must also be budgeted for it.

- Points raised by the parent representative of Elementary classes:

- *Not all students can access the fruit salad, or too low a quantity. Can perhaps another way be suggested for collection so as to get more fruit? For instance, in the same way as the bake sales, each class could be given a specific week to bring the fruit. Any other ideas?*
- *We suspect uncleaned plastic cups to be mixed with others and to stimulate the transmission of diseases among the children. We would like these cups to be withdrawn.*
- *It was not communicated enough to parents that the swimming pool at the Colosseum was not indoors. Can this information be circulated again and can the parents be asked to bring anti-UV clothing / hats?*

- *Infirmiry: what is the standard in France? From how many children is a school infirmiry compulsory?*

Fruits: this point is reminded to the families on a regular basis.

The teachers have wished, through this programme, to encourage healthier food practice. Rather than explaining advantages and drawbacks to the families, these will only emphasize the family inequalities faced by the students. In such a context, the Council votes for stopping the fruit programme. However, this programme can possibly remain on the initiative of the class teachers – if it works, especially in Nursery classes. Processing/cutting the fruit must be reassessed.

Plastic cups: available to prevent dehydration. Careful not to discriminate against children who are not paid close attention to at home. This concern is one of particularly committed parents. It must be seen to it that all students have access to water in good hygiene conditions. The IR making it mandatory to bring a plastic bottle to school may highlight the access inequalities, without solving the problem. The plastic bottle is made mandatory as part of the school set the parents must supply at the beginning of the coming school year 2018-2019, with the school purchasing hard-shell non-disposable cups to be used by the children with no bottles.

Awareness and communication on the needed swimming equipment, families' decision being final = no obligation to wear anti-UV swimming suits or hats.

School's infirmiry: cf. beginning of this session.

- **ECA:**

- Points raised by the parent representative of Elementary classes:

- *Can the recruitment of ECAs instructors be improved so that a centre of excellence is created for some subjects? Such as DIA and swimming for example? For instance, a certified dance teacher?*
- *Many parents of children in cycle CE (CE1-CE2) wish to come back to a term payment for the children to be able to experiment several activities during the year.*
- *The parents would also like to be able to pay through bank transfer for it is not convenient and dangerous to bring big bundles of banknotes on the day of ECAs enrolment.*

ECAs: recruitment improved with new instructors who meet expectations.

Centre of excellence: implies a same activity several times a week, which the current infrastructure does not allow.

On the new campus: the ECA coordinator hopes to get back the students who go to DIA or elsewhere for swimming. Several weekly days of a specific ECA is of course strongly wished for.

The change of activity is possible during the year for the students in cycles 1 and 2 classes (Nursery, CP, CE1): the ECAs regulations were updated as such for this year. The information had not always been understood as such by the parents.

Payment: cash in euros or dollars, or bank payment with a receipt bearing the name of the child.

- **Accountancy and management / information from the School Council as for:**

- Budget 2018 (EPRD)

No new element, except for the Human Resources decisions (recruitments: 1 Chief Education Advisor, 1 «Bursar», 1 maintenance employee) since the projected budget presented by the treasurer during the latest School Council meeting.

The Administration and Finance Management points out that the swimming caps will be compulsory in the new campus swimming pool.

- Points raised by the parents representative of Elementary classes:

- *Order for polo shirts: it was mentioned during the last School Council meeting that the order for polo shirts for*

the students would be placed in January, when the new accountant arrived.

Can a decision be made for this order to be placed? Person in charge? Deadline?

- *Caps: can a decision be made for this order to be placed? Person in charge? Deadline?*
- *When will the new website be ready?*
- *Now that Khadija has left, what is the communication and reception plan for parents who wish to get information about the school?*

Tennis table rackets (added point): some had been bought by the *Vie Scolaire* department, others were purchased on the Physical Education budget. But the gradual loss of 50 rackets has led to a request from the *Vie Scolaire*, for each student to bring their own racket (each being responsible for the personnel items brought from home, IR reminder).

Polo shirts: could the creation of these products be considered?

Sportswear could be created (cf. Primary School Council meeting).

The events committee offers to create polo shirts that could be sold with other items with the School logo. Careful not to generalise these clothes to be worn as uniforms (security concerns). The Council approves of the creation by the events committee, of these clothes and/or other items with the School logo, for sales to be managed by the events committee.

Internet website: the French part of the new website, still being produced, must be finalised by the service provider – 2 feedback from him only in December and February: this is insufficient.

The French pages of the website are statistically more often visited from all countries abroad (future families, applying teachers, ...). The quality of the French website cannot be neglected, as it is a genuine interface with the outside world. The school is part of the AEFÉ, a French network where all the schools have websites which are first and foremost in French.

The English speaking service provider is actually missing this essential dimension at the French School: he is having trouble with the French mockup of the site, despite the clear explanations given to him by the Head of School. His work is sporadic, once in a while, which does not allow him to move forward in the French project by following the received recommendations. The concern is to produce a future website that reflects the energy and the events of the School.

In order to be seen as active, a website must be updated very regularly: putting online must be easy and the tool ready to use with a finished mockup, adequate and perfectly usable as such, which is not the case now. This mockup will have to be approved in this way. To be noted: transferring the articles posted on the currently active website onto the future new website, added to the service provider contract.

Communication plan: the Head of School takes the appointments and receives the interested families (admissions) while the secretary position is vacant at the reception desk. Mrs Estelle Lethuillier will be working temporarily in this currently recruited position.

Session ends at 9:15 pm.