



ÉCOLE FRANÇAISE ARTHUR RIMBAUD
FRENCH SCHOOL SOCIETY

(Cert. of Reg. SO 7351 8th Feb 1993)

Masaki, Plot 282, Mawenzi Road

Oysterbay, Plot 341/A, Msasani Road

P.O. BOX 2183

DAR ES SALAAM – TANZANIA

Téléphone : +255 222 602 970 - Portable : +255 744 399 343

Email : headoffice@frenchschooltanzania.org

Internet : <https://www.frenchschooltanzania.org>



Name : French School – Management Board

Date : 11th November 2020

Time : 17:00

Meeting Facilitator: Kénitha Djamby (President of the Management Board)

Attendees : CAROLINE MIANNAY-MARTIAS – SCHOOL PRINCIPAL
FRÉDÉRIC MENDONÇA – DEPUTY HEADMASTER
REPRESENTATIVE FROM FRENCH EMBASSY
KÉNITHA DJAMBY – PRESIDENT
DIANA NAIVASHA - VICE-PRESIDENT
IANNYCE KALLA – TREASURER
BIJAL MEHTA – SECRETARY
PETRA VERHAEGHE – INTERNAL AFFAIRS
ALI FAWAZ – EXTERNAL AFFAIRS

Excused : CECILE FROBERT – COCAC – FRENCH EMBASSY IN TANZANIA

Points on Finance

- (i) No major changes in the number of students enrolled at school, however the school has availed a **subsidy from the French Embassy** to compensate for the late payments from parents who were unable to pay school fees of the last trimester of 2019/2020 due to Covid.
- (ii) There have been various **outstanding Invoices** that have not been settled and some of which are pending since the last 2 years. The has been agreed by the board that these families will be contacted by next week latest to get a commitment of payment. BOARD RESOLUTION – Contact each family that has an outstanding, issue a Letter of Invitation to discuss the matter face to face, thereafter get a commitment to pay outstanding, send a new invoice with the penalty of 10% of outstanding.

- (iii) **Security Expenses** – Guard dogs were at the campus for a short period of time however the cost was higher than the benefit hence a board resolution was passed to stop the guard dog and handler services due to the high incurred cost. Instead, the Board agreed to increase 1 guard during the day time and 2 masais at each campus to keep an eye out as well to ensure smooth entry and exit of cars during pick-up and drop-offs.
- (iv) **New Security Measures** – It has been agreed by the board that the following need to be implemented as soon as possible and the same has been listed in ascending order of priority
 - a) Grids in Askari House
 - b) Electrical Fence
 - c) Camera with Birds eye view
 - d) Mantrap

All this will be agreed upon once final proforma Invoices are received from relevant suppliers. Gardaworld have also agreed to payment terms of 36 months for the above security installations.
- (v) **Parking Fees** – A letter was issued by CRJE (neighbours of the Masaki Property) to contribute towards parking for the allocated spots outside the building. Ali to get confirmation from Municipality that the parking is common and does not belong to any party. Bijal and Diane to schedule a meeting with the CRJE property manager to amicably come to a conclusion without any payment.

Real Estate

- (i) **Move students from Oysterbay Campus** to Masaki Campus and Cycle 1 & 2 students to move to One Planet in Masaki. Ali to re-confirm that One Planet is available and they agree to the monthly rent proposed by the French School. Board Resolution – once the agreement is in place between One planet and French School, we can then proceed to write a letter to NHC to evacuate the property given the notice period of 3 months. The letter to explain the reason to evacuate in the hope that they will agree to a discount to continue with the lease at the same premises.

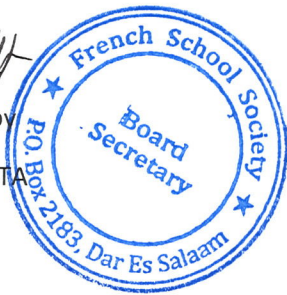
Human Resources & Internal Affairs

- (i) Some teachers have requested to have the same benefits for **French Teachers and for Non-French Teachers** in terms of the percentage of Tuition fees they need to pay towards their childrens' school fees. Board Resolution – It was agreed unanimously that all teachers should indeed benefit at the same level.
- (ii) **Salaries for staff** – The salaries for administrative staff was revised and a bonus was added at their package for extra duties taken. The revised salary scale to be shared by Ms. Caroline.

*** Meeting Adjourned ***

Prepared by

BIJAL MEHTA



Approved by

KENITHA DJAMBY

