**ECOLE FRANCAISE JULES VERNE**

**SUMMARY OF THE MINUTES OF THE BOARD MEETING OF November 3rd 2020 – 17:00**

**1. Agenda approval**  
The Chair of the Board opened the meeting and welcomed all present, and the agenda of the meeting was approved.

**2. Approval of minutes of last board meeting**  
The minutes of the previous meeting were approved.

**3. Introductions: Mathilda Tanner, new member to the Board 10 min**

Mathilda introduced herself. She works as a teacher at Kontula. Her daughter is in Petite Section (PS) at Jules Verne

**4. New Board (Comité de Gestion) & responsibilities 10 min**

Board remains the same from last year. Mathilda is now joining. Roles remain unchanged

**5. HR & admin update: registrations, recruitments & other (Florence, Veronique) 10 min**

We had 123 pupils before holidays and 5 of them left the school as families have relocated to other countries. Two of these pupils will return to Jules Verne in 4 months. In January 2021, 6 more pupils will be joining the school.

A new lunch time assistant needs to be recruited. Véronique has advertised the job in different places.

Intraining Services

- Saman Sarshar Fard, the English teacher, will not be able to teach on November 12th from 10:00 am to 12:00 pm.

- Fanny Lager, MS/GS teacher, will be away on Monday 9th and Thursday 12th of November. Florence Launay will substitute.

- Ghyslaine Pignot, PS/MS teacher, will be away on Monday 9th and Thursday 12th of November. Solène Lehmann will substitute.

**6. Covid-19 situation at the school; update & discussion (Florence, Veronique) 10 min**

The situation is good at the moment. No issue to report.

**7. Staff holidays in December / January 10 min**

According to AEFE new recommendations, teachers will have to inform Florence when they leave the country and when they come back. It will be the same for other staff members.

**8. Premises project: Update, next steps, financial support (Juho, Krista) 30 min**

A new premises in Kalevankatu 48 is under consideration.

Board members also discussed the possibility to have the property owner to present the project and the premises to parents of Jules Verne. An information about the new premises and a possible presentation could be done by mid-November.

**9. Communication: New school info session, newsletter, Café de Parents (Outi) 10 min**

The first online Café des Parents has taken place. The meeting went well.

The second meeting is planned on 17th of November. Florence will present the French Education system. Also, some parents will be sharing their experience at Jules Verne.

The autumn newsletter will be sent soon. Following topics will be covered:

* End of year show
* Inform parents that an info session will be organised about premises
* Webmaster

**10. School security (Florence) 10 min**

Jules Verne received some security instructions regarding the last terrorist events in France. Teachers and assistants must be vigilant when going outside with children and carefully filter who is entering the school. The page of Jules Verne on Facebook should be also monitored closely. Florence will be sending some communication to parents regarding that topic.

**11. End of year show – alternatives in the current environment? (All) 10 min**

The end of year show is under planning. It will not have the same form as during the past years due to the restrictions related to Covid 19. More planning is required.

**12. Next open doors (All) 10 min**

The plan is to have the next open doors late January 2021. Private visits could be organized with parents reserving a time slot. Prospective parents could also receive the information about new premises during the visit.