**ECOLE FRANCAISE JULES VERNE**

**SUMMARY OF THE MINUTES OF THE BOARD MEETING OF DECEMBER 14th 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, November 3rd were approved. The ad hoc meeting of November 21st about the covid-19 situation at school did not necessitate a report.

**3. HR & admin update: registrations, recruitments & other**

Pupils:

3 pupils are leaving the school at the end of December (1 CM2, 1CP, 1 CE1), may be one more in CE1.

4 new pupils are arriving in January; 2 CM2, 1 PS and 1 GS.

2 pupils are also returning in March after a few month abroad. (total 122 pupils in March)

We might have pupils arriving in the spring. We had inquiries but nothing definite yet.

PS-MS staff: Augustine Peny had agreed to replace Ellen Mesfin until December, from January Lucas Fernandez (who has been with the class for lunches for 2 month) will substitute as long as needed. The teacher has agreed to this and Lucas already spent 2 whole days in the classrooms to get familiar with the organization and routines.

**4. Budget 2021**

The budget 2021 is approved.

**5. Giving up a classroom to Norssi, starting from autumn 2021**

The Board was approached by the landlord to negotiate we give up the library as Norssi needs one more class next school year.

The proposal is to give up the class A313 (45, 1 m2) were CE2-CM1 are currently.

Norssi asked that the class be freed by mid-June as they have to refurbish it.

**6. Renewed cooperation agreement with the Helsinki French-Finnish School (LFF)**

Florence has been working on it with Outi, Anne-Laure and Stéphane and before that with Marie-Laure and Gaëlle. It was supposed to be renewed at the end of August, but there were delays because of the covid-19 situation and the recruitment of the new headmaster in LFF.

In the new agreement, ~~it is specified that~~ the Finnish-French school ~~will take only~~ guarantees a place in their class 5 for three pupils from the CM2–class of Jules Verne School. More places can be reserved if pupils leave from LFF classes 3 or 4, and more than three Jules Verne pupils have registered at the end of JV’s CE2-class.

They have 3 classes per level, usually of 24 pupils and they will have a maximum of 25 pupils per class.

Parents have to register by the end of CE2.

We have 12 to 14 pupils wishing to go to the European School and Mrs Siimes is happy to welcome them. There will be a special introduction meeting for the CM2 parents in January.

**7. New premises/ information session to parents**

Krista and Juho had a meeting with the owners. They are happy to do the presentation for the parents. It will be Wednesday December 16th at 17:00. An history of the building and pictures will be presented.

The plan is to move in on August 1st 2022. It case the works of permits are late, there is a building to house us.

**8. Marketing: open doors, new premises**

Open doors: we could advertise a booking of private visits on Facebook. It is already what Florence has been doing since September.

It is discussed how to use the previous advertisement to make a new one and post-it on Facebook.

The meeting finishes at 19:30 pm