

# **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

## **Minutes of the Meeting on November 7, 2024**

### **PARTICIPANTS**

Present at the meeting were :

- Ms Dalila MESSEGHEM, Headmistress,
- Ms Lise TALBOT BARRÉ, Counselor for Cooperation and Cultural Affairs (via videoconference),
- Mr. Isadore REAUD, School Manager,
- Mr. Blaise FENART, Primary School Director,
- Mr. Christophe MONIER, Director of Administration and Finance,
- Mr. Matthieu REYNAUD, President of APE Bureau,
- Ms. Nadia ALTAMIRANO-PANZANI, Treasurer of the APE Bureau,
- Mr. Pooripat PRUKSANUBAL, Member of the APE Bureau,
- Ms. Marisa PHIWKHAW, Member of the APE Bureau,
- Ms. Juthaporn COWAN, Member of the APE Bureau,
- Ms. Lalana SERMSUKSKULCHAI, Member of the APE Bureau (via videoconference),
- Mr. Olivier VILAÇA, Staff Representative,
- Mr. Axel GAUTHIER, Staff Representative.

Apologies from:

- Ms. Sirikorn MANEERIN, President of the FFE,
- Mr. Vincent ROUBINET, Vice President of the FFE,
- Mr. Therdsiddhi HOPRASARTSUK-PELLAUMAIL, Member of the APE Bureau
- Ms. Geneviève FAMY, Member of the APE Bureau.

The meeting minutes were taken by Ms. Chanikan BUAKAEW, assistant to the APE Bureau.

### **MEETING TIMELINE**

Start : 3.05 PM

End : 5.15 PM

### **AGENDA**

1. Adoption of the meeting agenda and the meeting introduction
2. Approval of the minutes from the October 3, 2024 meeting
3. Declaration of potential conflicts of interest by participants
4. Finance Commission
5. HR Commission
6. Canteen Commission
7. Constructions & Purchases Commission
8. Communication Commission
9. AES Commission
10. Transportation Commission

# **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

- 11. Following-up on the LFIB 2032 Project
- 12. Any other business
- 13. Date of the next Plenary Meeting with the APE Bureau

## **1. ADOPTION OF THE AGENDA AND INTRODUCTION OF THE MEETING STRUCTURE AND THE NEW APE BUREAU**

The meeting's agenda is unanimously adopted by the participants.

## **2. VALIDATION OF THE MINUTES FROM THE OCTOBER 3, 2024 MEETING**

The minutes from the October 3, 2024 meeting are unanimously approved.

## **3. DECLARATION OF POTENTIAL OF INTEREST**

No declarations of conflict of interest are made by the members.

## **4. FINANCES COMMISSION**

Mr. MONIER explains that following the adoption of the budget, a quarterly forecast breakdown is implemented to assess the execution of expenditures and revenues throughout the year. This system of financial management allows identifying potential under or over-consumption compared to projections. At the end of each quarter, the financial data is evaluated, and adjustments are made as needed to maintain budgetary equilibrium.

In cases where revenues fall short of expectations, measures can be taken, such as restricting specific purchases or deferring maintenance activities, to ensure a balanced budget by year-end. This monitoring is particularly important as the institution is under the supervision of OPEC, the organization responsible for international schools in Thailand. Persistent deficits could lead to increased oversight by the organization, a situation the team aims to avoid.

After nine months of budget execution, financial monitoring indicates that initial objectives have not only been met but slightly surpassed, despite some challenges at the start of the year. The DAF emphasized that the budget remains on a positive trajectory, barring unforeseen events.

### *Expenses*

Mr. MONIER emphasizes that the expenditure categories monitored align with those defined by AEFE, ensuring consistency between the institution's budget, the submitted documents, and the reports provided to AEFE. This standardized format also facilitates reviews conducted by AEFE.

## **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

For the expenditures chapter (including electricity, water, teaching expenses, supplies, and maintenance), an under-consumption of 5 million THB was observed at the end of the third quarter. This variance is due to pedagogical projects that were not implemented and a reduced number of participants in certain events. However, these credits should be fully utilized by year-end, particularly for LFIB's involvement in PROZAP activities.

In the subcontracting category, the budget execution rate reached 99%, aligning closely with initial projections. Expenses for leases, security, and maintenance contracts were managed within the allocated budget, ensuring smooth implementation without any deviations.

Other external services (catering, maintenance, training actions, and communications) show a 6% under-consumption. Notably, the canteen convention accounts for a significant share at 60% of the total budget allocated to this section. The under-consumption is attributed to postponed communication expenses, particularly due to issues related to school transport challenges.

Regarding taxes and levies, including work permits and a specific contribution for the non-employment of disabled individuals, stipulated by Thai legislation. The execution rate for this category reached 98.51%, aligning closely with initial projections.

Personnel costs, a major expense category, achieved a 100% budget execution rate. A slight overrun in overtime expenses was balanced by under-utilization in insurance and social security contributions.

Other regular management expenses, which cover scholarships, family discounts for large families, and social aid, report an execution rate of 98.25%. These expenditures are expected to fully align with the budget by year-end, once the final invoices from AEFE are received.

As for exceptional charges, currency exchange differences caused by a strengthening Thai baht against the euro created a deficit, which can be offset by a foreign exchange loss provision included in the accounts.

Depreciation and provisions will be calculated at the end of the fiscal year, which is why they are recorded as zero in the budget table.

Currently, a saving of 8,237,929 THB has been noted, mainly due to under-consumption in purchases. Budget execution on expenditures remains in line with established projections.

# PLENARY MEETING WITH THE APE BUREAU

## – SCHOOL YEAR 2024-2025

Nature de charges	1ER SEMESTRE PREVU	1ER SEMESTRE Exécuté	Ecart semestre	3EME TRIMESTRE PREVU	3EME TRIMESTRE REALISE	Ecart 3ème trimestre	Ecart total depuis le 1er janvier 2024	Taux d'exécution
<b>Achats</b>								
<b>TOTAL</b>	27 485 000,00	24 353 250,01	3 131 749,99	4 771 000,00	2 889 918,20	1 881 081,80	5 012 831,79	84,46 %
<b>Sous traitance et services extérieurs</b>								
<b>TOTAL</b>	13 979 624,00	13 878 225,87	101 398,13	1 845 450,00	1 808 920,70	36 529,30	137 927,43	99,13 %
<b>Autres services extérieurs</b>								
<b>TOTAL</b>	17 239 709,70	16 547 332,02	692 377,68	6 706 432,20	5 888 220,46	818 211,74	1 510 589,42	93,69 %
<b>Impôts et taxes et versement assimilés</b>								
<b>TOTAL</b>	1 042 000,00	1 118 408,69	-76 408,69	220 000,00	124 806,00	95 194,00	18 785,31	98,51 %
<b>Charges de personnel (contrats locaux)</b>								
<b>TOTAL</b>	90 360 701,50	91 743 195,84	-1 382 494,34	44 006 277,75	42 743 141,31	1 263 136,44	-119 357,90	100,09 %
<b>Autres Charges de gestion courante</b>								
<b>TOTAL</b>	67 618 977,10	69 312 614,87	-1 693 637,77	17 737 528,00	14 551 828,50	3 185 699,50	1 492 061,73	98,25 %
<b>Charges financières</b>								
<b>TOTAL</b>	160 500,00	55134,61	105 365,39	0,00				
<b>Charges exceptionnelles</b>								
<b>TOTAL</b>	0,00	-290 636,86	290 636,86	0,00	210 910,78	-210 910,78	79 726,08	#DIV/0 !
<b>Dotations aux amortissements et provisions</b>								
<b>TOTAL</b>				0,00			0,00	
<b>TOTAL GENERAL</b>	217 886 512,30	216 717 525,05	1 168 987,25	75 286 687,95	68 217 745,95	7 068 942,00	8 237 929,25	97,19 %

### Revenues

The overall revenues for the third quarter show a slight gap compared to projections, with 157,207,971 THB forecasted but 155,591,359 THB achieved. This difference is primarily due to a decline in new enrollments, with 11 fewer students than in previous years, leading to a reduction in DPI of 935,000 THB. However, the total number of students remains stable due to an increase in re-enrollments. Additionally, fewer enrollments were recorded in AES programs, partially attributed to a reduced number of school operating days. To address these challenges, communication initiatives will be launched in January to attract new students.

Revenues from ancillary activities (parking rentals and Prozap events) generated a surplus of 1,258,682 THB for the institution, mainly due to contributions from third-party establishments for their participation in Prozap events organized by LFIB.

Additionally, AEFE also contributed to funding Prozap activities, with €1,500 for Prozap Volleyball, €11,500 for national and regional Rugby events, and €2,800 for an interzone life skills initiative. These grants positively impacted revenue.

Au total, les recettes sont globalement en ligne avec les objectifs, avec un léger excédent de 3 659 477 THB. Néanmoins, une vigilance particulière reste nécessaire quant au niveau des inscriptions et des AES, afin de garantir durablement une stabilité financière à l'établissement.

## PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025

Financial products amounted to 2,800 THB as of the third quarter. However, additional interest income from treasury placements for the real estate project is expected by year-end, which will likely increase this figure.

Overall, revenues are generally aligned with objectives, with a slight surplus of 3,659,477 THB. Despite this positive outcome, close monitoring of enrollments and AES participation remains essential to ensure the institution's long-term financial stability.

Nature des recettes	1ER SEMESTRE PREVU	1ER SEMESTRE Exécuté	Ecart semestre	3EME TRIMESTRE PREVU	3EME TRIMESTRE REALISE	Ecart 3ème trimestre	Ecart total depuis le 1er janvier 2024	Taux d'Exécution
<b>Prestations de services</b>								
<b>TOTAL</b>	236 103 723,60	239 155 840,79	3 052 117,19	157 207 971,40	155 591 359,46	-1 616 611,94	1 435 505,25	100,36 %
<b>Autres produits des activités annexes</b>								
<b>TOTAL</b>	4 980 000,00	6 134 482,20	1 154 482,20	10 000,00	114 200,40	104 200,40	1 258 682,60	125,22 %
<b>Subventions et dons</b>								
<b>TOTAL</b>	11 404 252,00	12 019 485,56	615 233,56	7 737 528,00	7 737 528,00		615 233,56	103,21 %
<b>Produits financiers</b>								
<b>TOTAL</b>	350 000,00	700 055,85	350 055,85	0,00	2 794,62		350 055,85	2,01
<b>Produits exceptionnels</b>								
<b>TOTAL</b>								#DIV/0 !
<b>Reprises sur provisions pour risques et charges</b>								
<b>TOTAL</b>								
<b>TOTAL GENERAL</b>	252 837 975,60	258 009 864,40	5 171 888,79	164 955 499,40	163 445 882,48	163 445 882,48	3 659 477,26	100,88 %

### Investments

Investments for the third quarter were largely completed, with an execution rate of 94% compared to the allocated budget.

A significant portion of investment expenses is dedicated to acquiring IT equipment as part of a three-year project (2024–2026) aimed at modernizing and upgrading teaching tools, including purchases of projectors, interactive whiteboards, iPads, and laptops. Additionally, the creation of a new website was incorporated into the program, further increasing expenditure execution. Overall, the budgetary execution for this section is on track to reach 100% by year-end.

Regarding construction projects, three major initiatives were completed. The first involved building covered pathways between buildings. The initial estimate for this project was 1,300,000 THB, but the final cost increased to 2,279,318 THB. The second project, the renovation of primary school toilets, was completed within the planned budget. The third project focused on reconfiguring certain spaces: an additional classroom was created to meet growing educational needs, alongside a dedicated FLSCO office for secondary and a space for the IEN. However, this last initiative was limited to minor adjustments, such as painting and replacing air conditioning, reducing the total cost to 806,544 THB, significantly lowering the initial budget of 1,900,000 THB.

# PLENARY MEETING WITH THE APE BUREAU

## – SCHOOL YEAR 2024-2025

Overall, of the total budget of 10,846,000 THB, 10,165,673 THB has been spent, representing an execution rate of 94%. The investment program is progressing as planned, despite some budget adjustments for certain projects, and is on track to meet its annual objectives.

### Nature des Investissements

<b>mobilier</b>	<b>Budget</b>	<b>Réalisé</b>	<b>Ecart</b>
mobilier classe secondaire		770 400,00	
Autres mobiliers		124 409,98	
<b>Total</b>	<b>1 000 000,00</b>	<b>894 809,98</b>	<b>105 190,02</b>

<b>matériel informatique</b>	<b>Budget</b>	<b>Réalisé</b>	<b>Ecart</b>
matériel informatique	3 786 000,00		
site internet du LFIB		519 480,00	
licence informatique		96 300,00	
Réseau sans fil centralisé		179 225,00	
ordinateurs portables		245 031,42	
video projecteurs		476 364,00	
renouvellement des IPADS		523 650,00	
renouvellement des postes fixes		1 413 074,10	
remplacement commutateur defectueux, ou mise en place de nouveaux		306 020,00	
<b>Total</b>	<b>3 786 000,00</b>	<b>3 759 144,52</b>	<b>26 855,48</b>

<b>TRAVAUX</b>	<b>Budget</b>	<b>Réalisé</b>	<b>Ecart</b>
Création de passages couverts interconnectés entre chaque bâtiments pour éviter la pluie	1 300 000,00	2 279 318,28	
Nouvel aménagement de bureaux/ salle de classe dans le cadre de la venue de l' IEN puis du CPAIEN	1 900 000,00	806 544,60	
Rénovation toilette de l'école primaire	1 000 000,00	1 067 860,00	
Changement gouttières defectueuses	200 000,00		
Remplacement de pompes à l'école maternellet et à l'école primaire	380 000,00		
<b>Total</b>	<b>4 780 000,00</b>	<b>4 153 722,88</b>	<b>626 277,12</b>

<b>Investissements travaux non définis</b>	<b>Budget</b>	<b>Réalisé</b>	<b>Ecart</b>
Travaux non définis	455 000,00		
Création d'un espace protégé pour isoler les pdts chimiques		121 552,00	
Aménagement des portes d'entrée espace d'accueil		20 000,00	
<b>Total</b>	<b>455 000,00</b>	<b>141 552,00</b>	<b>313 448,00</b>

<b>matériels ou autres non définis</b>	<b>Budget</b>	<b>Réalisé</b>	<b>Ecart</b>
matériels non définis	700 000,00		
matériels incendie	125 000,00		
matériels pédagogiques (robot, panneaux de basket,piano)		488 530,05	
remplacement système audio alorme confinement+extension sonnerie alarme anti intrusion		345 994,00	
Installation fontaines à eau, climatiseurs		381 920,00	
<b>Total</b>	<b>825 000,00</b>	<b>1 216 444,05</b>	<b>-391 444,05</b>

# PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025

## Unpaid situations

Mr. MONIER emphasizes that outstanding payments remain an important issue for the school community due to their direct impact on the institution's financial management. Over recent years, the rate of unpaid fees has significantly decreased, from 7% to about 1%. However, a slight increase was observed compared to last year, when the rate was 0.55%. This rise is mainly attributed to complex situations, particularly for families whose scholarship applications were either rejected or reduced.

The rejection criteria, based on asset thresholds, can put these families in a difficult financial situation, as they may be unable to liquidate assets to cover tuition fees. As a result, for the 2023–2024 school year, outstanding payments totaled 3,552,267 THB, up from 1,938,646 THB during the same period in 2022–2023. Although this figure exceeds last year's, it remains below the initial forecast of 4,000,000 THB.

To mitigate these situations, strict measures have been implemented. Three students were not readmitted this year due to unpaid fees. Additionally, intensive recovery efforts, in collaboration with a lawyer, have been undertaken to pursue necessary actions and reduce unresolved debts.

### Situation au 3em TR 2023 au 05-09-2024

Impayés antérieurs à l'année scolaire 2023-2024 (élèves non admis)	1 938 646,03	Budget
Impayés sur l'année scolaire 2023-2024 (élèves non scolarisés)	3 552 267,08	2 600 000
En attente de paiement DPI année 2024-2025, petits reliquats (élèves scolarisés)	2 676 836,15	4 000 000
<b>TOTAL</b>	<b>8 167 749,26</b>	

Montant facturé 2023-2024	359,83	Millions de THB
Montant encaissé 2023-2024	356,28	Millions de THB
Différence	3,55	Millions de THB

taux d'impayé 0,99%

### Situation au 3ème Tr 2023 situation au 05-09-2023

Impayés antérieurs à l'année scolaire 2022-2023 (élèves non admis)	1 786 493,07
Impayés sur l'année scolaire 2022-2023 (élèves non admis ou partis définitivement)	1 801 188,13
Impayés sur l'année scolaire 2022-2023 (élèves présents ou en cours d'inscription 2023-2024 DPI facturés non encaissés)	737 762,54
<b>sous total année scolaire 2022-2023</b>	<b>2 538 950,67</b>
<b>TOTAL</b>	<b>4 325 443,74</b>

Taux d'impayés (élèves partis ou non admis) scolarité 2022-2023 0,55%

The next meeting of the Finance Commission is scheduled for Tuesday, November 28, at 2:00 PM.

# **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

## **5. HR COMMISSION**

Two recruitment processes are currently underway following recent staff departures: one for a nurse position and two for part-time positions in Vie Scolaire.

Ms. MESSEGHEM explains that a resignation was recently received for a 20-hour part-time position intended to support the Vie Scolaire team. Recruitment is therefore underway to replace the staff who left. Additionally, for the 2025 budget, an additional 20-hour part-time position will be created to ensure better coverage during peak times, such as early morning, when managing student flows is particularly demanding. This preference for two part-time positions rather than one full-time position allows for increased flexibility by concentrating human resources during critical periods of the day.

Regarding the recent departures of two employees, the nurse and the Vie Scolaire monitor left their positions without respecting the contractual notice period. Management is considering filing with the labor court for abandonment of position. Mr. REYNAUD expressed concern about this decision, questioning whether discussions had taken place to consider the potential consequences of this approach, particularly about the obligations and rights of employers in the local context, as well as the risks of possible legal action taken by employees. Mr. REAUD assures that this approach had been discussed within the management team and that the decision was made with due consideration.

Regarding recruitment for the positions to be filled, three candidates were invited to interviews for the position of nurse. Two interviews will be held on Monday, November 13, with another date to be scheduled for the third candidate. For Vie Scolaire, only one candidate has applied so far. Recruitment has been challenging, particularly in finding bilingual Thai profiles. The interview for this position is scheduled for November 11.

## **6. CANTEEN COMMISSION**

The Canteen Committee met on October 10, 2024, to discuss the operating mode and various topics relating to the school canteen and Café Di Maria.

Regarding the school canteen, the feedback remains broadly positive. Access to the committee's Google Drive has been set up, and Committee members now have access to the committee's Google Drive, which includes menus and other relevant documents. The committee has also set the date for Canteen Presentation Event to interested families for Thursday, November 14, and an invitation has been sent and a reminder will follow early next week to finalize registrations, which are limited to 50 participants. This event will provide parents with an opportunity to meet the canteen team, discover the organization, talk with the chef, and visit the canteen. Participants will also be able to taste the dishes offered as a buffet. This event could reduce queries sent to the school about the canteen.

The renovation of the canteen area is planned for this summer. A meeting is therefore scheduled for November 14 to specify the renovation needs and establish the project



## **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

description. This will then be communicated to the Constructions Committee, responsible for preparing the specifications for future implementation.

Mr. REYNAUD suggests combining meetings of the Canteen and Constructions committees to accelerate the project. It is also discussed that the expectations of the Epicure company, the catering manager, must be considered, particularly in terms of equipment renovation. Mr. MONIER specifies that Epicure, according to the statements of the canteen manager, believes that the current equipment is functional for the next ten years, which allows it to concentrate on improving the space and furniture.

Mr. REYNAUD proposes involving an educational perspective, by integrating ideas from the students, so that they participate in the design of their catering space.

Regarding Café di Maria, a meeting between the school management, a biology teacher and Café Di Maria's manager on October 10, allowed us to discuss various aspects and focused on enhancing environmental practices. This meeting aims to advance the ecological practices of Café Di Maria, for example, eliminating plastic straws and cutlery starting January 2024. The management wants to allow students to participate in this reflection and to take ownership of this transition project in order to raise their awareness and engage them in concrete actions for the protection of the environment.

The Canteen Committee also initiated discussions with Café Di Maria on issues relating to hygiene and the choice of products offered to students. The members insist on compliance with hygiene standards by Café Di Maria staff, particularly wearing gloves when preparing food, as well as ensuring proper storage of product to guarantee their quality. The management believes that the service provider will need to be closely supported to enable improvements. Regarding the choice of products, a working document is being drafted to establish clear guidelines for food selection for sale, particularly at the kiosk inside the school, to ensure that they meet appropriate hygiene and quality criteria.

Mr. REYNAUD raises the issue about rumours of possible subcontracting of Café Di Maria. Some parents have expressed concern about staff turnover and changes in the menus, fueling rumours about a possible change of manager. Ms. PANZANI recommends that the school request the owner's presence for certain important meetings. The management will clarify this point with the service provider to clarify any ambiguity.

### **7. CONSTRUCTIONS COMMISSION**

The Constructions Commission has not yet held a meeting this month. However, to anticipate the needs raised during the Canteen Commission, it is suggested to schedule a next meeting after November, 14. Mr. REAUD states that a representative of the Constructions Commission would be invited to participate in the meeting of the canteen commission on November, 14.

## **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

### **8. COMMUNICATION COMMISSION**

The communication commission did not meet this month, but a future meeting will be scheduled to discuss important topics, such as managing communications to the Thai public and school's website analysis.

Mr REYNAUD highlighted the need to clarify the roles of the APE Bureau, the Governing Board, the School Council and other bodies as many parents are confused about their respective functions. A detailed organizational chart is presented on the website, however, the idea of a simpler explanatory document is suggested to help parents, particularly newcomers, better understand the governance and responsibilities of the different entities.

To facilitate the understanding of the roles and attributions of the various bodies, Mrs. MESSEGHEM proposes that, at the beginning of the year, a clear and structured presentation be shown during the back-to-school meetings for better transparency. While this information is available online, such a format could help to clear up any confusion among parents and improve their understanding of the respective roles of the school's authorities.

Ms. PANZANI inquires whether the embassy was involved in the communication strategies. In response, Mrs. MESSEGHEM confirms that a direct partnership with the Embassy is being developed to promote the Lycée Français International de Bangkok (LFIB) and its initiatives. The Communications manager, Alice Chambon, actively works on communication, in particular by creating content on social networks, news reports and publications on Instagram, and collaborates with the Embassy's communications officer. communications officer. The Headmistress emphasizes the importance of providing communications in three languages (French, English, Thai) to attract a wider audience and include the Thai community.

Mrs. PANZANI expresses concerns about the importance of communication with parents, praising the effectiveness of the primary school's newsletter, which made it possible to improve the transmission of clear and concise information. She suggests adopting a similar communication model, especially to support marketing efforts. She believes that more targeted communication, via the school's website, could highlight the school's activities and contribute to its promotion.

Mr. MONIER explains that a communication plan is in place for the year, providing for promotional actions at strategic times, particularly in January and February since this is the period that coincides with the beginning of new registrations at LFIB. He also mentioned the school's participation in the International Schools Fair in March, which helps reinforce its visibility in the local community.

Mr. Gauthier expresses his interest in contributing to the reflections of the communication commission's work, and confirmed his availability, particularly for the Open House Day.

# **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

## **9. AES COMMISSION**

The AES Commission met on October 17 to discuss abouts the registration process and the organization of the football competition which takes place from 3 p.m. to 5 p.m. Regarding the accessibility of the activities, Mr. Reynaud raised concerns about difficulties some students face in participating in activities due to scheduling conflicts with the Thai Renforcé Program in the early afternoon. This situation has raised concerns among parents, with some perceiving unequal access to activities. To resolve this, it is suggested that hourly billing should be allowed for students who can only partially participate in activities, to make activities more accessible and reduce the sense of inequality..

Mr. FENART explains that the planning of organizing activities remained complex due to time constraints, the coaches' and a stadium's availability.

Regarding parent survey results for reasons why some children don't re-enroll from one semester to the next, the main reasons identified include the end of a cycle of interest in the child, conflicting schedules, and some feedback on certain coaches. Three activities requiring special follow-up have been identified, and efforts will be made to improve their quality.

The AES team also plans to set up regular children surveys, to collect immediate feedback, without waiting for the end of each semester.

Ms. PANZANI suggests increasing students' participation in sports competitions, such as those of PROZAP, highlighting the positive impact observed with the women's football team. Mr. FENART adds that now the school organizes competitions for several sports, rugby, basketball and football, by dividing the teams by level. This project allows students to participate in adapted tournaments, such as the GBAC or other local competitions.

To boost the visibility of these events, Ms. PANZANI suggests using the school's social networks, such as Instagram and Facebook live, to capture the student's and parent's interest. She mentions the possibility of involving children in educational projects where they act as reporters or team ambassadors to document and promote their teams.

The Open House days will be organized in December to allow parents to discover and observe the activities before registrations for the second semester. Mr. FENART specifies that re-registrations for the activities will open from mid-January. Activities with available places will also be reopened on this occasion. The decision for other activities will be considered later.

## **10. TRANSPORTATION COMMISSION**

Mr. REAUD highlights the regular monitoring of the contract established with Montri, the school transport provider, noting that complaints or issues reported via email have significantly decreased since the beginning of the year.

## **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

Mr. REYNAUD notes that parent's feedback regarding the Montri service has been generally positive, despite the persistence of certain concerns related to GPS and the application. Mr. REAUD adds that, following this, Montri's customer service responsiveness to families seems to have improved. However, concerns about reimbursement policies for families withdrawing from the service during the semester have been raised. Mr. REYNAUD proposes to follow up on this point to ensure that Montri's procedures are properly applied.

Mr. REAUD also informs that all verification documents (criminal records and medical certificates) for all Montri staff have been checked to ensure their compliance. Furthermore, a programme of spot checks on vehicles, including inspections of safety equipment such as cameras and window breakers, will be implemented shortly following the next meeting of the transport committee. Mr. REYNAUD expresses interest to participate in these inspections, to which Mr REAUD replied that members of the APE would be invited.

Regarding traffic around the school, Mr. REYNAUD asked whether a meeting had taken place with the police and the concerned parties, including SISB. Mr. REAUD reports that a meeting with SISB and Montri had been held to assess traffic flow, although the police were unable to attend. A new meeting would be scheduled once SISB resumes its activities to adjust the traffic arrangements.

### **11. FOLLOW-UP : LFIB 2032 PROJECT WORKING GROUP**

Mr. REAUD informs that a meeting is scheduled for November 25 to discuss the landowners' continued lack of clear response to make progress on this project.

Mr. MONIER suggests formalizing the process with a written formal letter addressed to the owners to officially request negotiations and set a reasonable deadline for a response. Ms. PANZANI supports this idea and emphasizes the need to provide an official framework for the discussions, particularly by consulting a lawyer to ensure that the owners' request for a response complies with the contract and is formulated appropriately. Legal advice would help structure the communication and create a record of the school's actions, a measure for protecting the school community in the upcoming stages.

Mr. REAUD expresses some reservations about involving legal support at this stage, specifying that the current contract is valid until 2032, and that the current objective is to be able to unblock discussions on a possible renewal or termination of the lease. Nevertheless, he agrees to include the issue on the agenda for the next working group meeting.

Mr. REYNAUD and Mr. MONIER insist on the importance of anticipating and promptly clarifying the owners' intentions to avoid being unprepared in the event of a non-renewal, which would necessitate seeking alternative land.

Mr. VILACA asked for clarification on the contract clauses, particularly those addressing non-responses from the owners. He considers that the contractual conditions, such as tacit

## **PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2024-2025**

renewal clauses or other commitments linked to the lease, could influence the negotiation strategy.

### **12. ANY OTHERS BUSINESS**

Ms. COWAN raises an issue regarding the contracts with AES providers, noting the absence of terms of reference specifying the commitments and responsibilities of the coaches. These terms of reference (TOR) are mentioned in the contracts, but it seems that no detailed document accompanies them to clarify these requirements. This makes it difficult to assess the quality of services and complicates potential termination in case of non-compliance.

Mr. MONIER explains that the school's approach involves signing contracts with companies or sports clubs rather than with individual providers. This way, if a coach is unavailable or does not meet expectations, the club is required to provide a replacement without interrupting the service.

Mr. REAUD and Mr. FENART are considering verifying and formalizing these terms of reference promptly.

Ms. PANZANI inquires whether checks were conducted to ensure the safety of children within AES and other activities, particularly regarding criminal record checks for providers. Ms. MESSEGHEM confirms that all necessary verifications are carried out for each external provider, in compliance with child protection requirements, and emphasizes that this practice also applies to teachers and staff. Mr. REAUD added that the same standards are upheld for all service companies (transport, security, etc.), which are required to provide criminal record checks and specific training certificates (e.g., security guard training, food handling for catering).

Ms. PANZANI suggested communicating these safety efforts to the school community to ensure complete transparency about the measures in place.

### **13. NEXT PLENARY MEETING WITH THE APE BUREAU**

The next Plenary Meeting with the APE Bureau is scheduled for Monday, December 16, at 13.30 P.M.