



Information Meeting

Presentation

1. The AEFÉ network and its schools.
2. Hoffet, an AEFÉ accredited school.
3. The Parents' Association.
4. The Management Committee.
5. The Primary School Council.
6. The School Council.
7. The Class Council.

1. The French Agency for Education Abroad, the AEFE

- ✓ The AEFE is a public establishment placed under the tutelage of the French Ministry of European and Foreign Affairs.
- ✓ Its main mission is to manage French schools abroad.
- ✓ This education network is comprised of 493 schools with almost 350,000 students in 137 countries, from kindergarten to graduation.
- ✓ This network is unique.

1. What is an AEFA network school?

- ✓ An accredited school.
- ✓ The French State is an active participant in the school via the AEFE.
- ✓ There are three possible statutes for an AEFE school: direct management, under contract or partnership.
- ✓ Families must pay school fees.
- ✓ It has a Parents' Association.
- ✓ The Primary and Secondary schools are often part of the same establishment.
- ✓ An international staff.
- ✓ A multilingual et multicultural environment.
- ✓ Exam scores are usually higher than the national average.

1 An establishment which is accredited by the French Ministry of National Education

- ✓ Accreditation is delivered by the French Ministry of Education.
- ✓ The accreditation ensures that programmes, teaching objectives and organisation are in conformity with the requirements of the French education system. This includes teaching quality, ensuring staff are qualified and preparing students for French exams and diplomas.
- ✓ All students from an accredited establishment can continue their studies in any other French school with no further entrance exam.
- ✓ All students of French nationality can apply for a scholarship.
- ✓ These schools are periodically visited by National Education inspectors.
- ✓ Parents are involved in decision making through their elected representatives to the Primary and Secondary School councils.

1. Three types of French schools abroad

1. Direct management schools (directly operated)

These are public schools whose budgets are approved annually by the AEFÉ. The Agency gives them subventions and pays the staff.

2 Schools under contract (jointly operated)

These are private French or foreign association operated schools, which have signed a pedagogic, financial and administrative contract with the AEFÉ. This contract touches notably on the hiring and paying of National Education employees and subsidies.

3. Partnership schools

These schools are also managed by private French or foreign associations, which have signed a partnership agreement with the AEFÉ. This agreement defines their financial relationship with the AEFÉ as well as the services they can expect to receive from it such as professional teacher training, inspection, pedagogical direction as well as governing and management advice, scholastic orientation, service use, etc.

2. The Hoffet School, under contract to the AEFÉ

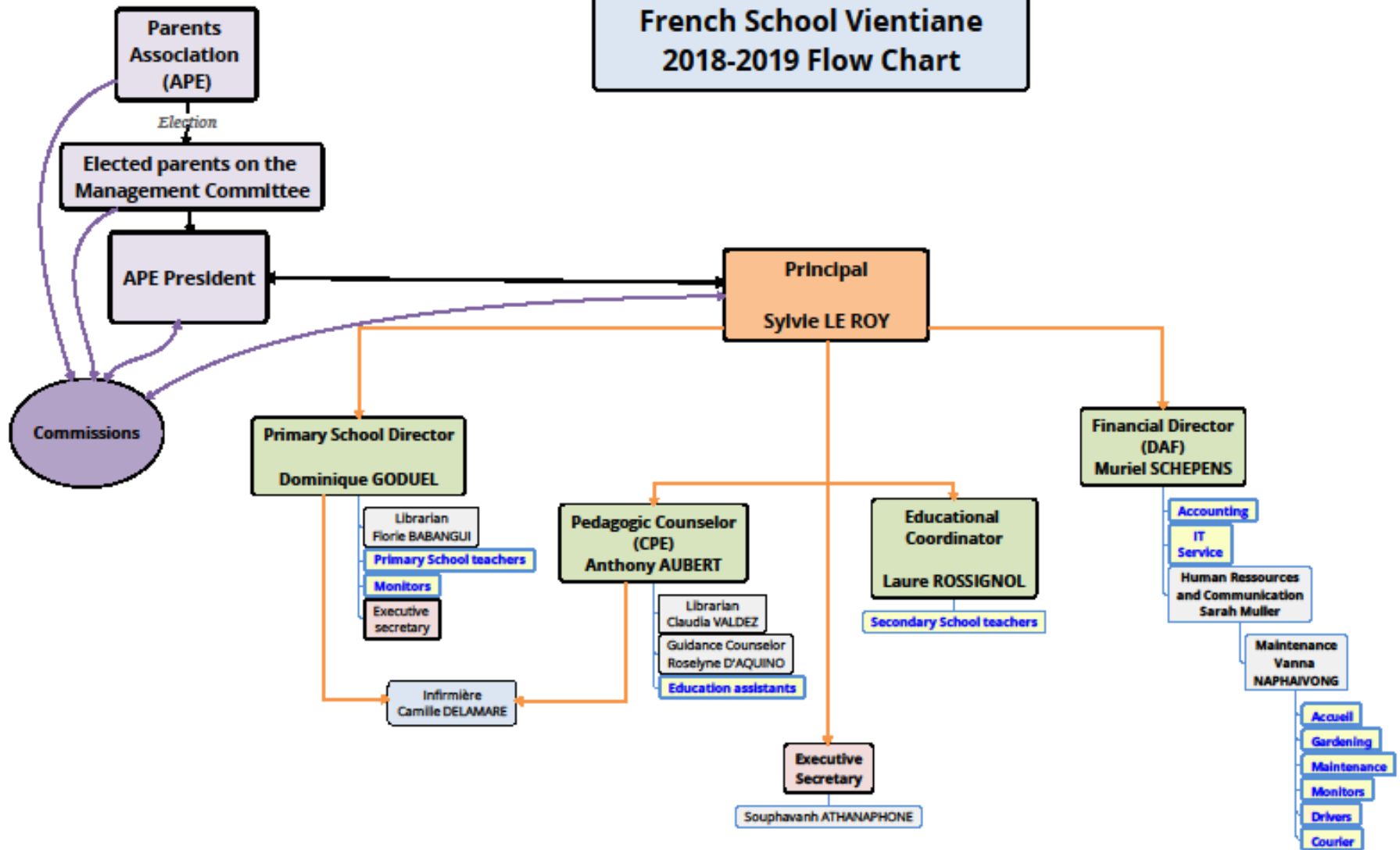
The Principal is appointed and paid by the AEFÉ, and:

- ✓ is fully responsible for the organisation and pedagogical operation of the school, as well as all school activities.
- ✓ ensures, along with Agency inspectors, that teaching conforms to attribution rules.
- ✓ is the highest authority over personnel

3 categories of personnel:

- ✓ **Expatriates** (4) hired by the AEFÉ.
- ✓ **Residents** (12) hired by the CCPL, a joint administration/union commission presided over by an Embassy official.
- ✓ **Local recruits** (90) hired by the CGPL. A list of candidates is given by the Principal, this is rated by the commission and validated by the President of the Management Committee who will sign the work contract.

Josué HOFFET International French School Vientiane 2018-2019 Flow Chart



2. Parent representatives

Parents are present in the following cases:

1. They elect their representatives to the Primary and Secondary School Councils.
 - ✓ The Conseil d'école, or Primary School Council, has a consultative role.
 - ✓ The Conseil d'établissement, or Secondary School Council is a decision making body for the entire establishment.
2. Parents elect a Management Committee (the COGES), which deals with financial matters.
3. Other than the COGES, parents can be requested to take part in commissions.
4. Parents take part in class councils (2 representatives per class).

3. Parents' Association (APE)

The APE is a not-for-profit association, falling under the law of July 1st, 1901.

It is comprised of:

1. Active members: all parents, one vote per family.
2. De jure members (consultative vote):
 - ✓ The French Ambassador, honorary president.
 - ✓ The Cultural Affairs and Cooperation Counsellor of the French Embassy.
 - ✓ The French Consul.
 - ✓ The Principal.
 - ✓ The Primary School director.
3. Donors (consultative vote).

3. Parents' Association(APE) Mission

The Association has a General Assembly:

1. At the 1st trimester:

- ✓ receives reports from the Management Committee President and the Principal.
- ✓ examines the budget proposal for the following calendar year.

2. At the 3rd trimester:

- ✓ hears and gives its opinion on the annual report and financial report concerning the previous calendar year.
- ✓ votes for new Management Committee members.
- ✓ examines all questions concerning the school's operation and development.

4. The Management Committee (COGES)

The Management Committee is made up of:

- ✓ 5 to 8 elected members chosen during the 3rd trimester General Assembly.
- ✓ They are elected for a mandate of 2 years

1	President	Mathieu CHATENET	
2	Treasurer	Alain DUFES	
3	Secretary	Olivier POUVREAU	
4	Member	Nicolas KINZELIN	
5	Member	Mathieu VASSAL	
6	Member	Romain ARCIZET	
7	Member	Viengmala SIHAPANYA	

4. The Administrative Council (CA)

The Administrative Council is comprised of:

- ✓ 7 members of the COGES (deliberative votes)
- ✓ 6 de jure members (consultative votes)
 - ✓ The Cultural Affairs and Cooperation Counsellor (COCAC).
 - ✓ The Head of the Embassy's Consular Section.
 - ✓ The Principal.
 - ✓ The Financial and Administrative Director (DAF).
 - ✓ The Primary School Director
 - ✓ 1 permanent elected personnel representative.

Président	Mathieu CHATENET	COCAC	Patrick COHEN
Treasurer	Alain DUFES	Consul	Pierre DEROUBAIX
Secretary	Olivier POUVREAU	Cheffe établissement	Sylvie LE ROY
Member	Nicolas KINZELIN	DAF	Muriel SCHEPENS
Member	Mathieu VASSAL	Directeur du primaire	Choukri EL GAZZAH
Member	Romain ARCIZET	Représentant des personnels	Laurent AMSELEM
Member	Viengmala SIHAPANYA		

4. Administrative Council functions

The Council manages the school's finances:

- ✓ It approves and signs the budget drafted jointly with the Principal.
- ✓ Signs the contracts of locally hired personnel.
- ✓ Establishes registration and school fees.
- ✓ Decides on questions of investment, building and maintenance of buildings and materials.

The President of the Management Committee (COGES):

- ✓ is the Association's legal representative in all civil aspects.
- ✓ establishes the Council's agenda and runs its meetings.
- ✓ sits on the Local Personnel Management Commission as well as the Consular Scholarship Commission.

5. The Primary School Council

The Council is presided over by the Primary School Director

Voting members:

- ✓ The Primary School Director.
- ✓ The teachers.
- ✓ One parent representative per class, 16 in total.

Members having a consulting role:

- ✓ The Principal.
- ✓ The Financial and Administrative Director.
- ✓ The National Education Inspector in residence.
- ✓ Any other person whose opinion is judged useful.

5. Primary School Council functions

1. It adopts school regulations as proposed by the Director.
2. It is required to give its opinion on all questions relating to school operation.

6. The School Council

A tripartite council presided by the Principal:

Members with voting rights:

- ✓ 1/3 : de jure members
- ✓ 1/3 : staff representatives
- ✓ 1/3 : parents and students

Consulting members:

- ✓ The French Consul.
- ✓ The Consular Counsellor.
- ✓ Two representatives from the Management Committee.
- ✓ The President of the Alumni Association.

6. Voting members of the School Council

De jure membres	Staff representatives		Students and parents	
	incumbents	substitutes	incumbents	substitutes
Patrick COHEN				
Sylvie LE ROY				
Choukri EL GAZZAH				
Muriel SCHEPENS				
Anthony AUBERT				

6. School Council consulting members

- ✓ Pierre DEROUBAIX, Vice Consul of France.
- ✓ Consular Counsellor.
- ✓ President of the Alumni Association.
- ✓ , representative of the Management Committee.
- ✓ Mathieu CHATENET, representative of the Management Committee.

6. School Council missions

The School Council deliberates on all pedagogical questions.

1. It adopts :

- ✓ the school project ;
- ✓ the house rules ;
- ✓ class times and school year calendar ;
- ✓ the yearly education and orientation plan ;
- ✓ teacher training programmes.

2. It votes on :

- ✓ Employment ;
- ✓ the evolution of pedagogical structures ;
- ✓ the programme of the Sports Association and extra-curricular activities ;
- ✓ questions of hygiene and safety ;
- ✓ questions of staff working conditions ;
- ✓ questions relating to communication with parents ;
- ✓ programming and financing school trips ;
- ✓ organising the life of the school ;
- ✓ helping physically challenged students ;
- ✓ the school canteen.

7. The Class Council

Presided by the Principal or her representative.

It is comprised of :

- ✓ the home teacher ;
- ✓ all teachers of that class ;
- ✓ the Pedagogic Counsellor (CPE) ;
- ✓ 2 student representatives ;
- ✓ 2 parent representatives ;
- ✓ the school nurse (if needed) and the Guidance Counsellor are also invited to attend.



Thank you for your attention.