

Vientiane, 22 November 2021

Annual General Meeting APE Hoffet

Miss, representing the French Embassy; Mr Bessou, French Consul; Miss Justin, the Headmaster

Dear Parents,

I am very pleased to welcome you all tonight, face to face. The Annual General Meeting is an essential moment of our Association and our school.

We are living in difficult times, that test our capacity of adaptation, our patience, and our solidarity values.

However, for more than 7 months now, our children evolve, adapt and show some resilience, we, parents, shall get inspiration.

The last 12 months have been stressful for the Board. You, parents, have elected us to represent you and we took some decisions as a Board. These decisions have been sometimes difficult, often misunderstood, but we have always taken with the general interest of the school and our children at heart.

I hope that tonight, through discussion and debate while respecting each other, we will continue to work our school a better place for our children/

Thank you gain for your presence.

Have a Good meeting.

Mathieu Chatenet

President of the Parent Association and the Board

Agenda :

- Welcome note by Président
- Note by Headmaster
- Financial report by CFO and Treasurer
- Report by Président
- Introduction of candidates
- Questions/Discussion
- Elections

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MORAL REPORT 2020-2021

Dear parents, dear members,

On behalf of the Parents Association Board, thank you for being here this evening. Please find below the President's report.

This year highlights include:

- The continuation of the **renovation of the Thadeua site** for a total of more than \$260,000 over the 2020-2021 period (sewage, insulation, air conditioning, yard). The renovation of Thadeua is now almost complete. A total of \$389,000 has been spent to renovate this site that was left to itself for many years.
- Strengthening our capacities in terms of site maintenances: creation of an Infrastructures and Maintenance manager along the recruitment of technical staff.
- **Technical audit of Thadeua and Hatxaykhao sites by an external engineer firm.** The results will be used by the Investment and Infrastructures Committee to plan long term maintenance and improvement plan for both sites.
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- **The school transport service** that has been in place for the past 3 years is continuing to be successful despite the Covid crisis. A 3rd bus has been acquired and that will help to keep the fares as low as possible. Develop a broader offer in terms of transport shall be a target for the next board.
- **Discount on tuition fees for the May-June 2021 period:** Following the first discount in June 2020, the Board has voted a second reduction (representing more than \$70,000) to be claimed on the 2021-2022 fees:
 - o 30% for Kindergarten,
 - o 15% for Elementary
 - o 10% for the Collège and Lycee
- **The 2% tuition fee increase for the year 2021-2022, has been voted in the Budget in December 2020, and has been maintained.**
- **Exceptional aid for non-French pupils** was granted following a grant from the AEFE as per previous assistance from AEFE
- **A staggering of payments** from 2020-2021 has been put in place until December 2021 for some families.

- The Board and the Accounting Department closely work to assist families with difficulties. It is not an easy matter and could sometimes create misunderstanding. **The payment of the tuition fees is paramount for the perpetuity of the school.**
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- **The members of the CoGes are on duty every first Friday of the month** in Thadeau but it has limited success. All parents are welcome to raise their concern. Parents who wish to do so can also contact the PA, the President at the following emails: ape.lfiv@gmail.com ; president@lfiv.org.
- **From an HR point of view**, the Board continue to support the school project and the pedagogic team through recruitment of new teacher for French and other languages.

Finally, despite the Covid crisis, our number of pupils is stable, but the future is uncertain. Laos has been lately impacted by Covid compared to other countries in the region. Les real challenges are head of us:

- Overcome distance learning challenges
- Maintain number of students between 600 & 650
- Maintain and strengthen the teacher community and its quality
- Reasonable tuition fees

Mathieu CHATENET

President of the LFIV PA

A brief presentation of the Parents' Association, the Management Committee and the Board of Directors of the Lycée Français International de Vientiane (LFIV).

The LFIVV is an establishment with Parental Management - approved by the Agency for French Education Abroad (AEFE).

The Management Committee is entrusted with the mission of managing the LFIV by the Parents' Association (APE), which elects 8 of its members at the annual Ordinary General Meeting, all of whom are volunteer parents.

The LFIV is a parent-run establishment, approved by the AEFE. What does that mean?

These are approved establishments managed by French or foreign private law associations which decide to sign an agreement with the Agency for French Education Abroad on the conditions of assignment and remuneration of permanent teachers or supervisory staff, the allocation of grants and the payment of school scholarships for French pupils.

Who are the members of the Management Committee and what do they do?

All parents of pupils who have paid their school fees are active members of the Association and as such they elect the Association's board, called in the statutes the Management Committee, which is made up of 8 volunteer parents, each with one vote. The terms of office of the members of the Management Committee are 2 years and half of the members are renewed every year.

The missions of the Management Committee are set out in the Association's articles of association. Its field of intervention thus covers the following areas:

- **Budgetary and financial decisions** related to the smooth running of the institution;
- **Recruitment validations** and HR strategies put in place for staff on local contracts;
- The **preservation of the legal and statutory interests** of the Institution ;
- More generally, **all decisions relating to the preservation of the proper functioning of the institution from a financial, administrative, technical or legal point of view.**

The Management Committee meets at least every two months as a Board of Directors to approve and vote on all of these items.

In accordance with the statutes, the school makes available to the members of the Association a summary of the minutes of the Board of Directors. They are available on the Lycée's website and are posted on the boards of both sites.

The Board of Directors is also made up of ex officio members with a consultative voice: the Consul, the Counsellor for Cooperation and Cultural Action, the Provisor, the Primary School Director, the Administrative and Financial Director and the Representative of the locally recruited staff.

The members of the Management Committee work on the different aspects of the life of the Establishment and in direct link with the management of the establishment. The members are

involved according to their skills in order to ensure that the interests of the Institution are professionally taken care of.

For more information on the functioning of the Management Committee and the Board of Directors, you can consult the APE statutes (available on the Lycée website).

Who are the current members of the Management Committee?

President : Mathieu CHATENET

Members : Viengmala SIHAPANYA

Treasurer: Nicolas KINZELIN

Mathieu VASSAL

Secretary: Olivier POUVREAU

Romain ARCIZET

Elisa BUZI

How can parents find out about the work carried out by the Management Committee?

Two Ordinary General Meetings are convened every year:

- In December, the provisional budget and the tuition fee proposal for the following year are presented,
- The June AGM is the opportunity to present the Moral and Financial Report to the EPA members. At the end of this presentation, the validation of these reports is requested from the participants. The vote for the election of new members opens at the end of the General Assembly in June.
- The statutes of the Association define, among other things, a certain number of cases for the holding of an Extraordinary General Meeting.

All LFIV parents are invited to the General Assemblies.

The General Assembly is an opportunity to ask questions on the functioning of parental management and to learn, through the presentation of the moral report, the financial report and the various management measures that have been put in place in the interest of the pupils.

When do the elections take place?

Elections are held once a year following the Ordinary General Assembly in June. This year, following the Covid crisis, this Assembly and the elections have been postponed to October (today).

The candidate for today's vote are :

M Romain ARCIZET

M Alessandro ISELLA

M Franck CAUSSIN

M Nicolas KINZELIN

M Alain DUFES

M Michael PERRIER

M Paul GALICY

M Mathieu VASSAL