

## **Minutes EFSR School Council No. 1**

**17/11/2023**

**Present:** Mr DE SEZE, Mr ABREU, Mrs CARCANAGUE, Mr LESTIENNE, Mrs MORANDI, Mrs DESCHASEAUX, Mr GROSJEAN, Mr RUSTIN, Mrs ROBERT, Mrs KEOTITH, Mrs KIELEMOES, Mr MIAUX

**Excused :**

The Counsellor for Cooperation and Cultural Action at the French Embassy, Mr VINCENT  
The French Cooperation Attaché, Ms WYNAR

The Honorary Consul, Ms Rika TAING

Mr CARIO, Delegate of the AEFZ Directorate, Head of the Asia sector

The National Education Inspector in residence in Hanoi, Mr VIAL

Mr BOHEME and Mr REMIGI, Councillors for French Nationals living abroad

The student representative, Sivline KANG

The parents' representatives, Mme BAND

**Session starts:** 5.30pm

1. **Introducing the members and the school :**

After the customary greetings and introductions, the Chairman of the Works Council asked for a secretary for the meeting: Mrs KIELEMOES

2. **Powers and composition of the School Council :**

The Chairman corrects and clarifies the composition and powers of the Works Council when a memo is issued to members (reference AEFZ circular no. 1033 of 01/07/2021).

3. **Back to school report: Ms KIELEMOES**

- a. New staff, all in post (7): Mrs ROBERT BCD/CDI, Mrs GARCIA PE, Mr GROSJEAN PE, Mrs SCHAEFER Primary English, Mr BOURLHONNE EPS, Mrs ZITOUN Mathématiques 6° et 5°, Mrs POUNOUSSAMY Lettres Modernes.

b. Enrolment: 30 staff and 109 pupils:

	Classes		Total	Principal teacher
Cycle 1	GST	3	17	MR GROSJEAN
	PS	5		
	MS	9		
	GS	12	12	MR GREATTI
Cycle 2	CP	7	14	MR HIRTZIG
	CE2	7		
	CE1	16	16	MR GARCIA
Cycle 3	CM1	6	16	MR LACAZE
	CM2	10		
	6°	10	10	MR DUMINY
Cycle 4	5°	6	6	MR POUNOUSSAMY
	4°	8	8	MR STETTEN
	3°	6	6	MR RUSTIN
	CNED 2ND	4	4	
			109	

c. The orders received and work scheduled for the summer have been completed.

4. Vote on internal regulations for primary and secondary schools

After consultation and presentation, the regulations were adopted unanimously.

Echelon of sanctions has been added.

The rules of procedure are valid for this year and until the first School Council meeting in 2024/2025.

5. Preparation of the school calendar: information for submission to the second School Council meeting on 08/03.

After a reminder of the rules governing the establishment of the school calendar (AEFE circular), a proposal was presented to the School Council members as a basis for their work. We must have 36 weeks of classes, respect the alternation of holidays (6 to 8 weeks of working weeks maximum between each holiday period) and respect local holidays. If possible, we are asked to harmonize calendars within the same country.

There is absolutely no requirement to adhere strictly to the LFRD timetable.

Presentation of a draft 2024-2025 timetable as a basis for reflection and work.

Please note: pupils have more class hours because of the longer language courses.

Parents' presentation:

Can't we have a full week for the Khmer New Year celebration like all the other schools in Cambodia? This would allow the children to take part in the activities on offer in Siem Reap during the holidays.

A practical question, how to get to school during the Khmer New Year. It could be complicated for some families because of the festivities.

We must avoid changing the timetable as we have done this autumn, as some parents were dissatisfied with the change.

Next term, it would be a good idea to hold a meeting specifically to draw up the calendar. We could hold it in the second week of January with two representatives from each college. The aim of the meeting would be to present a proposal with arguments. The head of the school will submit this proposal to the supervisory authorities for approval.

The deadline for finalizing the timetable is 8 March 2024.

6. The 2024/2027 school project, school building (PA), digital development (M. RUSTIN)

A new school project is currently under construction: it will define the school's educational policy. A special focus on well-being at school will be developed: an anonymous survey will be put online for pupils, parents and teachers to enable action sheets to be put in place to address the issue of school climate.

A school referent has been appointed, Mrs ROBERT, to coordinate any actions: all the teachers pay particular attention to pupils who make requests and can hear what pupils have to say.

The head of school asks the various representatives to publicize the survey so that it can be used effectively.

It is also considering a tool to enable parents to participate and reflect on the development of the EP, which will be presented to the last GB of the school year.

7. The EFSR's new systems and projects :

a. Pronote/Educartable (M. RUSTIN, M. MIAUX): essential tools for communication with the school. It is essential that all parents subscribe. A presentation was given on Educartable with the translation section. There is a communication component via these two platforms, sharing files, messages, photos of classroom activities, etc. There are still many parents who have not installed the application, and all parents should be on it. These platforms make it possible to have assessments based on official documents (LSU) that can be downloaded by parents. These tools are part of the accreditation criteria. A digital charter will be drawn up and made available to the school community.

b. BCD/CDI and STAFE (support for French associations abroad) (Mrs ROBERT, Mrs KIELEMOES)

STAFE: Grant that can be awarded to French schools and French associations. (The STAFE grant has enabled us to make a massive investment in the library, which is now operational and extremely busy.)

Mrs Robert presents the various tools and actions:

Open from 8.10am to 4.10pm, students have all-day access to the library. Guidance software has been made available to secondary school students. Each child has the right to borrow three documents per week if they return the books they have borrowed.

Around 4,100 documents (although an inventory will have to be drawn up) are available to students.

A boardgames library has also been built.

Pronote has a library tab that lets you consult the documents available in the library; secondary school pupils can also reserve books via the website.

Staff and students have access to the "culturethèque", which provides access to the press, films, teaching resources, etc., thanks to the Institut Français du Cambodge in Phnom Penh.

c. Canteen (Mrs KEOTITH) :

A service provider, Newrest, works at the EFSR to provide school meals. Enrolments are increasing steadily. Some families continue to bring their own lunchboxes, but fewer and fewer are doing so.

The separation of the lunchbox/Newrest children is a response to a request from Newrest for questions of legal responsibility with regard to hygiene and to be able to clear any doubt and any responsibility in the event of food poisoning. The canteen is open to parents on Fridays.

d. Supervised studies (M. GROSJEAN) :

It takes place 4 times a week, from 3.15pm to 4.15pm, and aims to help children with their homework and lessons with the help of a teacher.

Supervised study is not the equivalent of tutoring.

To this end, we are offering APC (free of charge, unlike the previous scheme) on Tuesdays for children who need it. Parents must give their permission.

e. Homework (M. RUSTIN)

Compulsory scheme for the 6° class for one hour a week supervised by secondary school teachers.

We offer this scheme free of charge to all other pupils at the school (5°, 4°, 3°).

f. Language options available:

- i. The "reinforced French pathway" option: now operational with 4 pupils in MS and CP, also open to the outside world. We can accommodate a maximum of 8 pupils. Enrolment is by period and costs \$6.
- ii. Khmer language and culture option: starting in January after recalibration: cycle 2; 3 hours / week, Monday, Thursday, Friday at a cost of \$250 with a commitment until the end of the year. The number of hours and the price have been reduced.
- iii. The Mandarin option: a survey of classes, from CP to adults, 2 hours per week, commitment per period at the rate of 6\$ per session. A free 30-minute trial lesson will be offered. These classes will be offered on Wednesday afternoons and Fridays after school.

- g. School psychologist: an online service for voluntary families in need will be offered by a specialist in expatriate children based in France.
- h. Support for pupils with special needs: the team pays particular attention to this issue, providing an in-depth review each term. The parents whose children are concerned will all be met regularly by a member of the team in order to take stock of developments in the pupils' progress and the support measures put in place.
- i. Cinétoiles": Mrs ROBERT

The school organizes an open-air cinema two Tuesdays a month. We will be showing French films with English subtitles. This is a free activity.

8. 3° and CNED (Mr RUSTIN):

- a. Organization of 3rd year: certification year. We encountered the following problem: our school is not yet approved for 3e class. Pupils are therefore able to sit the brevet but as independent candidates and do not benefit from continuous assessment.  
We therefore offered parents who so wished the possibility of enrolling their children with the CNED in order to benefit from continuous assessment.

9. Extra-curricular activities (Mrs ROBERT) :

- a. Zumba and the photo club are the only two activities that got off the ground in the first term. The others have been cancelled due to lack of enrolment.

10. Class/cycle projects: circus, field trip, etc.

Circus project: inter-cycle. Before the end-of-calendar-year holidays, we plan to go and see a show at the PHARE circus (parents welcome!). The primary team is working on the circus theme and will put on a circus show at the end of period 3 (February 2024).

Nursery schools: planned outing to the botanical gardens, creating an album: from writing the story to designing it.

A more comprehensive list of projects will be presented at the second School Council meeting.

Middle school and cycle 3: we hosted a Hollywood writer/screenwriter.

Pottery project with the EFEO and possibly with Mr Rega (Khmer ceramics).

11. Information on cycle 4 certifications extensions and cycle 1, 2 and 3 certifications renewals

- a. Applications submitted on 10/10, inspections to be carried out by the MENJS to ensure compliance, and meetings with all stakeholders in the school community.

12. Calendar of forthcoming meetings :

- a. CE2 school calendar 08/03: it would be desirable for consultations to take place beforehand in order to validate the proposal that will be submitted to our supervisory authorities.
- b. CE3 presentation of the 2024/2027 school project 14/06, the final document will be communicated in advance of the CE in order to finalise the document, which will be widely distributed.

13. Miscellaneous information

- a. Submission of assessments and individual meetings with teacher's week of 18/12 to 20/12,
- b. End of first term on Thursday 21/12 after lessons and resumption on Monday 08/01/2024, local public holidays 27 and 28/11 (reminder: water festival)

14. Other business

M. MIAUX points out that this is an intense school year with the building project, the application for approval for classes 5-4-3ème and the renewal of approval for the primary school. We will therefore be receiving inspectors.

One parent recognized the value of offering several languages at the school in order to make it more "international", but it would be interesting to offer more support for pupils to achieve a perfect command of the French language.

It would be good to include these new language course proposals in the extra-curricular activities program. Does the community understand the difference between education at the Alliance Française and the EFSR? Our school offers a very good education, we accept all students and we do everything we can to help students succeed.

We are going to reorganize our services and try to rearrange the timetables so that the children can take part in the activities on offer. The idea is for the school to be a place of

cultural life.

Some parents stressed the need to improve the organization of the various activities: this known problem is currently being addressed by the administration and the APE, which will propose a solution for the start of the 2024/2025 school year.

Session ends at 8.55pm.

Chairman of the meeting,  
MR MIAUX

  


Secretary of the meeting,  
Mrs KIELEMOES

