

MINUTES OF ADMINISTRATIVE COUNCIL

Thursday 20 May 2010

Clonskeagh at 6pm

Present: P. Debut, A. Harvet, P. Cassan, M. Gallais, Y. Mathiot, C. Ross, S. Jolyet-Cunningham, M. Renelle, D. Potter, C. Cinq-Mars, B. Puech, M. Berthe, M. Ramadan, M. Lefebvre. P. Moore (en début de séance).

Before starting on the agenda there was a presentation by M.P. MOORE of the DVD made of the exchange between St. Kilian's, LFI Dublin and the lycée E. d'Orves (Nice).

Request for budget to continue this project in 2010/11: **AC favourable**, preparation for this project will be finalised at the start of the next school year.

1. **Approval of the minutes of the last council's meeting of 4/3/10:** Approved with correction to the dates of the Christmas holidays.
2. **Preparations for 2010:**
 - Amendments to the primary and secondary school's codes of behaviour.

Primary:

Primary school council of the 6th May finalised the update to the code of behaviour proposing the following amendments:

- a. Clarification of start and end of class times.
- b. Introduction of a **school/parents liaison book** including recording and following up on lateness for sanctions.
- c. **Addition of paragraph on the library,**
- d. **Anti-bullying measures included.**
- e. **Add a request for a certificate of non-contagion after illness** "a medical document stipulating that the child can rejoin his or her class will be requested"
- f. Additions to be made to the list of councils and their role in school life: 2nd Degree Council, Board of management, also add a preamble recalling the status of the organisation and the role of the board of management, as in the secondary school code of behaviour
- g. Addition of an appendix acknowledging receipt and awareness of the code of behaviour by parents

The question of not handing over school reports when school fees aren't paid will be reviewed at the start of the next school year.

The code of behaviour will have to be reviewed at the first primary school council of 2010/11 and can be amended then.

Secondary:

The 2nd Degree Council of 10th May 2010 finalised the update to the code of behaviour, proposing the following amendments.

- **Lateness and permission to leave premises:** 4th and 5th year authorised to leave the school grounds (same as for 6th year) during morning break and lunch time – The school will see if the insurance covers this Pupils have asked for the study hall to be made available for the 5th years as well in the morning before class.
 - a. **New paragraphs** 4.1.11, 4.1.12, 4.2.4, 4.3, 4.4.3 becomes 4.4: add here existence of CCTV system, 5.1.
 - b. Preamble: change "German school" and "DSD" to St Kilian's

It is asked to differentiate the two codes of behaviour Foxrock and Clonskeagh by their titles.

- New personnel:
Ms Morvan, new headmistress and Ms Magadoux, new principal.
A commission to recruit for the vacant local contract posts for 2010/2011 was held on 12 May. The members were Mr. Purser (Chair of Board of Management), Mr. Debut (cultural attaché) and Mr. Harvet (Proviseur).

Primary School:

- Ms Acacie's post to be given to Ms Jocelyne Caillet
- The part time shared with Stephanie Pouleau will be covered by Ms Gwenola de Grimaudet.

Secondary School:

- Ms Costello will take a year off (2010-2011). Her hours will be covered by two teachers:
 - Ms Viviane Larras: English for non-integrated 6th class and 4th year. Geography for 1st and 2nd year Eurocampus
 - Ms Nicola Reeves: English for 1st and 2nd year Eurocampus
- Ms Philippe, Spanish teacher, will be on parental leave for the year 2010-2011, will be replaced by Ms. Cristina Gonzales, already in place.
- Library and History-Geography in Junior Cycle will be done by Mr Vincent Daniau
- Biology/science: Ms Agnès Hermet

The notes of the recruitment commission will be enclosed with the minutes of the council meeting.

- **Provisional numbers for 2010/2011**

Kindergarten: 146 and junior school classes: 169, i.e. a total in primary of 310 / 315 pupils
Junior cycle: around 20 per class and senior cycle: 29 in 4th year, 27 in 5th year & 32 in 6th year, excluding the grant scholarship pupils from the French Ministry of Education, i.e. a total of 167 / 170 pupils

- **Pedagogical structure**

Junior Cycle: The "history of art" will be introduced as a subject for the DNB, session 2011. It would be taught by various teachers using some of their current teaching time.

Senior cycle: reform in 4th year with the introduction of applied and personalised teaching.

The LFI will offer modules of applied teaching in:

- Economic and social science (for all pupils)
- Literature and society or scientific methods and practice (one module to be chosen)

Personalised teaching involving all the pupils of 4th year will be organised alternating one week out of two a "Humanities" module (support or improvement in French, English and History-Geography) and a "Science" module (support or improvement in Physics, Biology or Mathematics).

International section project (OIB) is being examined by MEN. It could be open for 4th year in 2010.

The European section is kept on. The international section means more English classes in human sciences, languages and literature. Two access modes are envisaged: by right (choice without testing) for pupils coming out of the Junior Certificate & by selection (written or oral exam) for others. ment if a trial period is authorized. The extra hours of English will not replace other subjects.

- **First day of class :**

Foxrock: The first day back will be 30/08/2010. As in previous years the PS and MS will have two half days until 11.30am without after school care or activities.

After-school care and activities will start on Wednesday 01/09/10.

Clonskeagh: 6th class and 1st year will have a pre-start with the new St. Kilian's pupils on 27/08/10. The host family pupils will have a meeting on Saturday 28/8.
Pre start for teachers is on 27/8/10.
Classes will start on Monday 30/08/10.

3. School matters, pedagogical projects, building works

- **Works planned in Foxrock** during the summer: replacement of the library windows and of two classes, change of water tank, insulation of ceiling in some classes, improving the lighting, installation of blinds in primary classes, painting work and repair of velux windows. A cupboard for the microwaves is envisaged.
- **Works planned in Clonskeagh**:
 - installation of an internet network in the new building.
 - Renovation of the library, an agreement has been reached on the furniture – movable doors between the study and reading spaces – still few points to agree on. An agreement is ready to be signed between the two boards; we hope to have the works done during summer.
 - Request for repair of the whiteboard which is being held up by a chair in the laboratories. Mr. Harvet points out that upkeep of the laboratories is St. Kilian's responsibility therefore the request has to be made to them by the teachers who use the specialised rooms.
- **Pedagogical projects**:
 - **Request to renew the Dublin/Nice project.** Common hours between the two schools are planned for next year in 4th year. Financing similar to 09/10: 2/3 St Kilian's and 1/3 LFI. Envisaged cost for LFI of around €300. **The AC approved the continuation of this project.**
 - **Participation in "The incorruptibles literature prize"**: in 3rd year. Financing by the APE and CDI credits. **The AC approved the continuation of this project.**

4. AOB

Parents:

- **Question about the absence of a teacher and supervision on 11th May for 6th class**
The parents were informed of a secondary school teachers' meeting on 11th May. All the Eurocampus classes took place except Irish where the teacher could take the class. For the 6th class Irish class it was an error.
- **Question on frequent changes of timetable and possibility of coordinating teacher meetings and parents/teachers meetings on the Eurocampus site**: the timetables in secondary school are updated daily by the CPE to take account of absences, it is planned to coordinate the terms between St. Kilian's and LFI next year.
- **Question on difference between Primary and Secondary school calendars next year**: Halloween half-term will indeed start on 20th October for the primary school pupils because 21st and 22nd October 2010 will be in service days, as approved by IEN and AEFÉ.
- **Question on organisation of compulsory Irish teaching**: is it included in the timetables for in 1st, 2nd and 3rd year next year. Will these times be coordinated with those of St. Kilian's? Will the pupils who do Irish be able to take LV2 courses (German or Spanish)? The teaching of Irish will be coordinated with the St. Kilian's classes for 1st, 2nd and 3rd year in parallel with Latin and the pupils in these years will have access to the St. Kilian's Irish classes. Unfortunately, in 6th class, St. Kilian's refused this integration of classes. The 6th class pupils will therefore have specific Irish classes. It will be possible for all junior cycle pupils to take modern languages 2 (Spanish or German).

- **Question on keeping the library going:** current hours will be maintained and the renovation project should soon be realised.
 - **Question on 3rd year pupils' preparation for the Junior Cert maths exam:** Mathematics are not part of the integrated teaching in the Eurocampus junior cycle. The LFI is therefore not obliged to give maths classes in English. Nevertheless, since the Junior Cert / DNB double curriculum was put in place, the 3rd year maths teachers have had two classes a week specifically to prepare the pupils for the Higher Level and Ordinary Level Junior Cert exams. The maths teachers insist that the difficulty is not linguistic but methodological. If necessary, the preparation will begin before 3rd year. An information note prepared by the teacher has been sent to the parents of the 3rd year pupils.
 - **Question on Eurocampus Junior Cycle English classes:** Will they be given by English speaking teachers? Answer: yes.
 - **Question on pas results of Bac and DNB which do not appear on the website any more.** They will be put back online.
 - **Question on distribution of leaflets given to children or sent by e-mail:** The use of e-mail address lists will be forbidden to non-authorised persons.
 - **Question about adding parents' authorisation for the APE to use their details to the pupils' form:** It will be added to the pupils' form.
 - **Question on request to organise coordination meetings for administrative personnel:** because of the absence of some personnel and departure of others these meeting cannot take place at the moment.
 - **Question of Soline Sindoni's replacement in the secondary school office** whose departure takes place on 04/06/10: an answer will be given at the beginning of June.
 - **Question on guarantee that administrative personnel's holiday dates will not be affected by the change of administrative personnel.** The priority will be to ensure administrative cover until 9th July and from 16th August 2010 when administrative services reopen on the two sites.
- Question by pupils on the school paying transport costs of pupils who have to re-sit oral exams for the Bac in Brussels:** The schools in London and The Hague pay the travel cost of the pupils. Is it possible at the LFI? The board advises a written request but the answer is likely to be negative.

The meeting ended at 9.10 pm.