

**MINUTES OF THE ANNUAL GENERAL MEETING  
HELD AT THE ECOLE FRANCAISE DE BRISTOL (EFB)  
ON MONDAY 7 MAY 2017 AT 7.30 PM  
AT THE FONTHILL CENTRE**

**Present:**

**Committee:** A Burnside (Chairperson), M Constantin, G Fraisse, M Gorham, N Hatton, L Hooper, M Parrott (also a member of staff),  
(Apologies: S Cren, M Deuchars, A Lewis, I Richards)

**Staff:** L Jackson, F Lumb, M Monnet, M Parrott, M Pellois, E Tenant  
(Apologies: A Clarisse)

**Members (families):** Roul Wise, Ferrari-Vaughan, Devergne, Bea-Morizot, Battiss Taïbi, Pride, Monteiro Arlett, Abrahams, Bissell Aroca,

**1- Introduction**

Members were welcomed to the meeting by the Chairperson, A Burnside. She explained that this AGM marks another milestone with the announcement of Monique's retirement. Monique is leaving the School at a time when it has finally found very suitable premises, it is in a sound financial position and its teaching practices are recognised. Teaching staff are working in harmony and there is no doubt that this will continue. The School relies on the whole team for continuity. Monique has kindly offered to help her successor for a good transition. Directors are involved in the recruitment of a new Headteacher; this is under way.

Monique thanked Parents, the Committee, colleagues and the Friends of the EFB for their support over 14 years especially during the time at Henbury Village Hall. The burden of being a Headteacher is increasing. She has considered her decision carefully but is leaving for personal reasons, having chosen a time when she knows the the school is in a good position so there are no worries about the future. There is a good team, good premises, healthy finances and lots of trust and support. Parents must now trust and support the new Headteacher.

**2- Presentation of the Committee**

Directors present introduced themselves. Guillaume Fraisse will soon be appointed Director.

Committee members present introduced themselves.

Annie Burnside introduced the Directors and Committee members who were unable to attend.

Directors / Committee members are:

Annie Burnside	Co-founder, Director and Chairperson
Matthieu Constantin	Parent
Serge Cren	Parent
Marlène Deuchars	Parent
Guillaume Fraisse	Parent
Mike Gorham	Parent
Nicolas Hatton	Parent and Director
Laurence Hooper	Parent
Annie Lewis	Co-founder, Director
Mélina Parrott	Parent and Member of Staff
Isabelle Richards	Parent
Monique Pellois	Member of staff / Head Teacher and Nursery Teacher
Estelle Tenant	Member of staff / School Business Manager

Members of the Friends of the EFB present at the meeting were introduced: Rachid Battiss, Xavier Morizot and Géraldine Roul.

Staff members introduced themselves or were introduced in their absence:

Monique Pellois	Nursery Class teacher and Headteacher
Mathilde Monnet	Teachers Grande Section and CP and the Saturday Morning Class

Laurence Jackson	Teacher CE1, CE2, CM1, CM2, French as a Foreign Language, Monday evening class and GCSE class (2015-2016)
Fanny Lumb	Nursery Assistant
Méline Parrott	Classroom Assistant
Amélie Clarisse	Classroom Assistant
Pat Kendall	English Teacher

### **3- Election of the Committee**

All electable members wished to stand for re-election. **They were re-elected.** There will be some departures at the end of the school year.

### **4- Classes 2015-2016 – 2016/2017 / Accounts for the year to 31 August 2016**

The Ecole offers the following classes:

- Nursery for children aged 3 to 5. It opened 5 days in 2015-2016 (4 days previously).
- Day release (primary) classes for bilingual children aged 4 to 11: 5 classes.
- Monday After-school French as an additional language class for children aged 4 to 6 (support with French speaking skills)
- Saturday Club: French as an additional language for children aged 4 to 6 (support with French speaking skills). Numbers are going up in 2016-2017.
- After-school French as a Foreign Language for children aged 4 to 11 (one class for the intermediate level).
- GCSE revision
- Some holiday clubs. The October one had to be cancelled due to work on the premises. It requires a lot of training time for new staff, regarding policies and procedures and recruitment can be difficult.

The accounts/financial statements for the 2015-2016 financial year were presented. It was the school's first full financial year in the new premises. The accounts show a surplus of c. £15,500.

There is a reserves policy in place to ensure that we set aside one year's budget (around £240,000): there can be fluctuations in pupil numbers, changes in registration conditions, we have a lease for the building. Although we do not anticipate problems in renewing the lease in 8 years' time, we have to be prudent.

Surplus funds will be reinvested (ICT resources, further playground development with a play structure, colour photocopier, work on the building -side door-, workshops, subscriptions to magazines etc.). The accounts include a provision (based on previous years' invoicing figures provided by Fonthill School) for utilities as we do not have the bill yet from Bristol City Council for the period from April 2016.

The surplus is due to:

- Very good pupil numbers (17 in the nursery for the full-time average, 82 in the 5 day release classes).
- Very little was spent on advertising as main classes were quite full

Income

- Most of the income is derived from fees.
- The school also benefits from the Nursery Education Grant which funds 15 hours of nursery education per week for 3 and 4 year olds (Free Early Years Entitlement). It will fund 30 hours in 2017-2018 for eligible families.
- The School received investment income on savings accounts.
- The school has benefited from parliamentary grants

Expenditure

- The cost of cleaning is higher in the new premises
- A new category for transport and meetings has been created (meetings linked to the accreditation etc. and for events)
- Part of the biomass energy bill has been waived due to problems with invoicing from the supplier this year and reliability of service
- Some investments will be postponed to 2016-2017 but 2015-2016 investments include
  - Playground markings

- ICT resources (purchased thanks to grants): whiteboard projectors, tablets. The School spent part of the parliamentary grants obtained from Ms Garriaud-Maylam (French Senator) who is a regular supporter of the Ecole, Ms Lemaire and Mr Prémat, French MPs for Northern Europe who also provided valuable support.
- The School has a dedicated fundraising account

#### Future expenditure

- More ICT resources and a maintenance budget for training, updates and website management
- More playground resources
- A3 colour copier
- Staff training
- Improvements to the premises (replacement of the side door) and security (intercom for side door)
- Workshops (Music, art etc)
- Books and materials to renew stocks
- Some staff costs are changing as restructuring will be required to offer improved conditions and attract/retain suitably qualified and experienced staff
- Purchase of a washing machine and dryer to do the laundry in house
- Advertising material

#### Future financial outlook

- Changes brought about by the 30 “free” hours scheme in the nursery – with the majority of our nursery hours offered on a fixed grant income – will have a significant impact on budgeting, together with inflation going up while the nursery grant is being frozen
- Increase in staff costs
- Employment allowance of up to £3,000 per year at present – may be a temporary measure
- Auto-enrolment pension costs going up
- Any changes in regulations could have an impact, particularly on day release classes

### 5- **Activity Reports / Projects**

Future priorities for the classes include:

- Improving playground provision
- Developing networking with headteachers for day release classes: we have good feedback from visits and it is important that the school is well-known locally.
- Developing after-school / holiday clubs
- Developing ICT

#### News

- The French inspection report from 2014 is very good. We have an accreditation for the nursery (homologation). We had an accreditation check in June last year to ensure that we meet the conditions of the scheme
- We are working on the Bristol Standard.
- Events at Christmas and in June were very successful last year
- The playground is being improved further (planting etc.)
- The garden has raised beds for the children to use
- The children enjoyed percussion workshops organised with Bristol Plays Music

#### Day release classes projects

- Sketches written and performed by the pupils
- Performance and workshop from/with a folk group (Djaami)
- Chinese New Year celebrations and workshops
- Carnival celebrations
- Projects on the theme of discovering Bristol including work with a local artist (Air balloons etc.)
- Correspondence with a class in Québec
- Dance workshop with a professional dancer
- Trips to the Bristol Old Vic, ferry boats/SS Great Britain etc.

Thank you to Mélina and Amélie our assistants.

### Nursery Class curriculum and projects

- Pre-reading, maths, art, PE etc. and traditional cultural themes and events
- Letters and Sounds with Pat
- CDs to listen to at home
- Science workshop, art projects, science (water theme), class trips etc.
- Events with parents

Thank you to Fanny and Amélie our assistants.

### Other classes

- We have successful classes on a Saturday: GCSE revision with Emilie this year and French Club with Mathilde.
- Laurence runs the after-school Monday Class (support in oral French) and the Thursday French as a Foreign Language class.

### 6- **Activity Reports / Projects**

- Open Days are very successful.
- We need support from an ICT technician to update the website (blogs etc.)
- The fundraising team needs more members to help run our very popular events. There is usually just one meeting prior to events
- The format of the newsletter will be changed with a version available on subscription via the website and more regularly.
- We will take part in the Southmead Festival on 1<sup>st</sup> July, to be more involved in the local community.