



ÉTABLISSEMENT  
CONVENTIONNÉ



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Agence pour  
l'enseignement français  
à l'étranger

**MINUTES OF EXTRA ORDINARY GENERAL ASSEMBLY (OGA) OF LYCÉE FRANCAIS  
INTERNATIONAL JACQUES PRÉVERT D'ACCRA LBG**

DATE: Tuesday, Dec 14, 2021

TIME: 5:00 p.m.

Venue: Meeting Room, LFIA + Virtual Zoom Room

**ELECTED MEMBERS/DIRECTORS PRESENTS**

Mme Sophie BAILLYBECHET	-	President
Mme Nachula WILSON	-	Treasurer
Mme Enyonam DAGADU	-	Assistant Treasurer
Mme Emma TARRANT	-	Member/Director
M Krishan K Kapoor	-	Member/Director - Recorder of the Session

**EX OFFICIO MEMBERS/DIRECTORS PRESENTS**

M David BALLIEU - Principal	-	Member/Head of school
Mme Karine SAKO – Head mistress	-	Member/Director
Mme Sylvie BOURGET - Finance and Administrative Manager	-	Member/Director

**SUPPORT STAFF PRESENTS**

M Sanoj Anand MK - Chief Accountant	-	For Logistical support only
M Max ASHITEY - Accountant	-	For Logistical support only
M Ahmed KONE - IT Officer / Communication Officer	-	For Logistical support only

**Agenda:**

1. Activity report of the Board of Directors
2. Approval of the 2022 Budget Proposal.
3. Approval of new Board members
4. Presentation of the auditor of the 2021 accounts
5. Miscellaneous

When quorum was reached, the President/Chairperson declared the meeting as open and to be treated as an **EXTRAORDINARY GENERAL ASSEMBLY (EGM) to comply with the Companies Act of Ghana, 2019, Act 992.**

**1. Activity report of the Board of Directors**

- a. Enrolment: 724 pupils in September, 735 in December, an increase of +11% compared to the previous year.
- b. Reports by HR and Infrastructure Committees  
President/Chairperson read reports of both Committees and responded to the questions.



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## HR

All positions were filled at the beginning of the school year, however:

- Resignation of the professor of history-geo of the international section for the junior high school. Still vacant .
- Vote for the implementation of the new employee policies at the last board of directors

## INFRASTRUCTURE

Projects undertaken by Infrastructure Committee from Sept to Dec 2021

- Repair of Fence/Boundary Walls and its Coping.
- Steel Drain Cover in the internal parking lot for staff.
- Repair of 2 main swinging automatic gates.
- New sliding door beside the multi-sports court.
- Laying of new data cables, conduits below ground - senior secondary school.
- Using some salvage wood from multi-storey building to construct tables and benches.
- Aluminium/Plexiglas sliding doors and roof to cover/protect the knowledge tree near Students SAS.
- 2 new metal canopies (near CDI and behind IT room).

## COMMUNICATION

Emma Tarrant read reports of communication committee

- Conduct a survey of parents on communication at school
- Virtual open day due to the Covid situation
- Development of job description for a full-time communication officer
- Creation of a communication tree using the class WhatsApp groups in order to cascade important information

## 2. Approval of the 2022 Budget (electronic vote)

Nachula Wilson the Treasurer presented

### a. Budget is for 2 locations

- Decision was made at the general assembly held in 2019 that the school needs to expand rather urgently.
- Terms of expansion: either the entire school moves, or we move part of the school (the kindergarten) to a new location with proximity to the current school location.
- Covid barring progress last year, this year, board and admin have made some progress in identifying locations that meet the requirements set out.
- A few locations have been identified and are being explored.
- Assessments are being made on the viability of each, cost of bringing them to standard French international school requirements, etc
- We are working with multiple parties to identify an ideal location and prepare it for use before the start of the next academic year.



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- We are hopeful that processes can be completed before the start of the 2022 academic year, and so, would like to start to prepare from a budget perspective, for this occurrence.
- Our most likely outcome is relocation of the kindergarten and maintenance of the current location for the rest of the students/classes.
- The budget being presented therefore, is for the instance of 2 locations - main location and kindergarten.
- We are working on a creation of a master plan for how to develop the main location once the kindergarten moves (this is a longer-term plan and will be executed over the next few years).
- This work is ongoing, but we have sufficient initial estimates to start to prepare from the financial point of view

#### b. Some Key Numbers

- The number of students at the main location is expected to be around 800. at the start of the 2022 academic year (Sept). We expect to grow into this number as time goes by.
- The kindergarten currently has 140 students. The intention is to grow that number up to 160 for Sept 2022 entry at the new location.
- Note 200k in the budget for development of the masterplan (capital)
- Note that there are no capital costs per se factored into the main location for next year (aside from masterplan development), only cost of maintaining the space and utilizing what remains empty once kindergarten moves
- This is because we are awaiting details of the masterplan in order to factor capital costs of rehabilitation
- Note that there is a 700k euros capital expense budgeted for de kindergarten relocation. This is our best estimate, considering the options that we have already looked into, (Note that these numbers are estimations).
- Amounts relating to operational costs at the new location are estimated based on number of students, teachers, classes, etc

#### c. Propositions for Parents to Consider

- Increase of school fees by 7% for upcoming academic year
- Increase of registration fee of +500 euros per child (3500euros)
- Increase of re-registration of 2,100 euros (60% of registration fees)

#### d. Rationale:

- *We have multiple areas of performance to improve on. The most immediate is the relocation/space for comfortable learning (think of number of teachers per class, class size, etc..)*
- There are other areas such as improving teacher retention rates (hiring an HR manager is a start)
- Overall, we seek to improve the learning experiences of our students, but as you can see from the budget, this is difficult with the current receipts/income.
- Increasing and improving quality of supplemental offerings (languages, more extracurriculars, etc)



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- To aid funding the expansion and masterplan over the next few years, more support is needed.

**The 2022 provisional budget was adopted by electronic vote and taking into account the powers/proxy transmitted to the management of the institution, by 80 votes FOR (79%) and 21 AGAINST (21%).**

### **3. Approval of new Board members**

Mr. Cyrille Lemee and Mrs. Nadine Colin were elected representatives of the parents of students on the Board of Directors by electronic vote.

Minimum requirement being 7 (seven), with 2 (two) newly elected members/directors, strength of the current Boards now increases to 8 (eight).

### **4. Presentation of the auditor of the 2021 accounts**

Auditors serve maximum for 3 years. Appointment of new auditor, PenielStephens Firm, has been appointed for the next 3 years year starting from 2021.

### **5. Miscellaneous**

After responding to the questions, President/Chairperson thanked and wished Merry Christmas to all the participants and declared the meeting closed at 7:30pm

Secretary

President/Chairperson  
(APE)