



MINUTES OF MEETING: ORDINARY GENERAL ASSEMBLY (OGA)

Organized by the School Management Board

DATE: Thursday, December 17, 2020

TIME: 5PM

Location: Meeting room, LFA + Virtual Zoom room

ATTENDANCE LIST			
EX OFFICIO MEMBERS	PARTICIPANT	ELECTED MEMBERS	PARTICIPANT
		M Nadim GHANEM Chairman	Absent
M David BALLIEU Principal	Present	Ms Laurence ELONG MBASSI Vice-President	Present
Ms Karine SAKO Director	Present	Ms Sophie BAILLY BECHET Treasurer	Present
Ms Sylvie BOURGET DAF	Present	M Wissam RAAD Assistant Treasurer	Present
		Ms Beatrice MANIGAT Secretary of the session	Present
		Ms. Enam GBEKOR Member	Present
		Ms Julie HELLEMANN Member	Present
		Ms Alice COLES Member	Present
		M Krishan KAPOOR Member	Present
		Ms Emma Tarrant TAYOU Member	Present

Agenda:

1. Management and Administration activity report
2. Report on the implementation of 2018 Budget
3. Presentation and vote of the provisional budget 2021
4. Any Other Business



1. Management and Administration activity report	
SUBJECT	<ul style="list-style-type: none"> ➤ Opening of the LFA in September 2020 with 648 students (budget forecast = 710). Lower registrations in Kindergarten (distance education) but increase in Middle and High School. ➤ Difficulties to recruit due to the health situation; however, all classes were staffed in September. ➤ 2 teachers in the International Section not recruited; IS open in Primary school but not yet in Secondary school. ➤ Defection (4 days before the start of the school year) of an English teacher ➤ Resignation from the Flesco post in primary school ➤ Working conditions; face-to-face for some classes from October 5, awaiting the Ghanaian authorities' green light for full opening to all 648 students. The Sanitary Protocol has been validated by the French Embassy.
DISCUSSION	
CONCLUSION	

2. Report on the implementation of 2018 Budget	
SUBJECT	<ul style="list-style-type: none"> ➤ Revenue and expenditure differentials compared to actual: -7% in revenue and -9% in expenditure. ➤ Evolution of revenue (budget vs actual). ➤ Budgeted = 4M359,000 € / actual = 4M057.000 € ➤ Difference : -302K € ➤ Number of students: 710 budgeted, 648 actual ➤ Lower entry fees for tuition, re-registration and first registration and others (see slide 5) ➤ Expenditure ➤ Budgeted = 4M310,000 € / actual = 3M931.000 € ➤ See details on slides 7 and 8: lower electricity costs, teaching, programmer, contribution to the AEFE network. ➤ Increase in maintenance supplies linked to the health crisis, and in the amount of exemption from school fees (free of charge offered to children of staff in CL) not budgeted, granted to 26 students. ➤ Investment table: 200K Budget € for infrastructure works but 75K € actually spent (see slide 9) ➤ Decrease in expenditure on teaching materials and IT equipment (see slide 10)
DISCUSSION	How did the LFA solve the issue of families facing payment difficulties?

	<p>The AEFE provided some assistance to foreign families facing difficulties = 11,796 € to pay the unpaid tuition fees (3rd trimester 2019-2020).</p> <p>These families were also given the opportunity to defer payments on deadlines.</p> <p>For 2019-2020, 28,751 euros remain to be collected (i.e. 10 students, 6 families)</p> <p>For 2020-2021 (1st trimester), 51,400 euros remain to be recovered (i.e. 22 families, 32 students). Scheduled payments (total of 137K euros- concerning 50 families) were set up.</p> <p>Are the 11,796 euros a loan? No, they represent financial support from the AEFE</p> <p>How were these 2019-2020 debts accounted for and how were the funds recovered? The administration has met the parents concerned, the children were sometimes taken out of the distance learning system, until the debt was cleared.</p> <p>Are there late payments by employer companies? No there aren't.</p>
CONCLUSION	

3. Presentation and vote of the provisional budget 2021	
SUBJECT	<p>Provisional budget 2021 compared to the actual 2020 (slide 12):</p> <ul style="list-style-type: none"> ➤ Increase in revenue by 10% and expenditure by 11% due to the planned increase in the number of pupils (+32). However, this increase does not cover expenses, hence a necessary increase in tuition fees of 2.5% (= 110K euros) which allows to generate a profit of 70K euros to replenish reserves and deal with unforeseen events. ➤ This 2.5% increase is estimated at 147 euros per family on average. ➤ The LFA remains the most competitive and affordable international high school, compared to other local schools (Al Rayan, GIS, Lincoln - see slide 13) <p>Revenues</p> <ul style="list-style-type: none"> ➤ Increase 32 students = 192K euros ➤ 27 new registrations and 5 re-registrations ➤ Fees 1st registration and re-registration = 88K euros ➤ + 2.5% tuition fees = 47K euros <p>Expenses (see slides 18-19)</p> <ul style="list-style-type: none"> ➤ 4M373,000 euros in 2021 vs 3M931,000 euros in 2020, an increase of 441K euros ➤ Increase in electricity costs, educational expenses ➤ ISVL increase, salaries teaching and administrative staff



	<ul style="list-style-type: none"> ➤ AEFÉ contribution increase (linked to the increase in the number of students) ➤ Creation of different positions: Communication, Speech therapist, Arabic (half-time), Finance secretary (half-post), ➤ Programmist salary <p>Investment plan 2020-2021 (slides 20-21)</p> <ul style="list-style-type: none"> ➤ Infrastructure expenditure = 200K euros, purchase of books, rental of books, IT, other materials for equipment, software, furniture = 135.719K euros ➤ Kindergarten relocation project
<p>DISCUSSION</p>	<p>Are there direct grants from the AEFÉ to the LFA? There is no outstanding loan. In the Covid context, there is some financial support. An application for support to bear the health crisis-related costs was presented to the AEFÉ by the Lycée (amount of 30K euros), we are awaiting validation. Financial assistance from the AEFÉ is reflected in the PRR (Participation in the Remuneration of Residents) with a participation of the school up to 38 or 100%, the transformation of a Resident position into an Expatriate position for the start of the 2021 school year (100% reimbursed by the AEFÉ - Primary school teacher trainer). Last year, our grant application was not accepted (criteria not fully met).</p> <p>Increase in tuition fees: is it feasible given the current difficulties families have to face? It is necessary because it barely covers current inflation in Ghana and to replenish the school reserves. A possible discount on the tuition fees of the 2nd 2020-2021 semester is under study; however, it is still necessary to collect the bad debts to put the finances in order and to see how to help the parents who need it most. The increase per family is not substantial and allows the LFA to remain competitive on tuition fees compared to other schools. The 2021 budget allows us to be optimistic with the hope of registration growth (new arrivals).</p> <p>Can we distinguish nationalities and preferably increase the lowest tuition fees (French nationals) and thus reduce the overall increase? It is possible to differentiate by nationality but throughout the AEFÉ network, the common practice is to increase all costs and not to increase according to nationality.</p> <p>What does the budget look like without an increase? This was not considered. The increase takes into account - and barely covers - inflation, which is much higher in Ghana.</p>
<p>CONCLUSION</p>	<p>Budget vote: approved (78% yes, 13% no, 9% abstention)</p>



4. Any Other Business	
TOPIC + DISCUSSION	<p>Change of name approved by the Management Board “Lycée Français International Jacques Prévert d’Accra”. The addition of the term “international” enables us to specify that the school offers an international section course and an increased number of hours for teaching English at the primary school level and then other modern languages at the secondary school level.</p> <p>What is the French Embassy doing in relation to the reopening? It has stepped up interventions for early opening but we must wait for the green light from the authorities before any reopening.</p> <p>How many proxies were there for this vote? 41 What is the total number of voters? 54 (proxies are extra)</p> <p>The relocation project: how will the GA be informed? An extraordinary GA will be convened when the budget has been worked out according to the evolution of the start of the January school year.</p> <p>How to ensure social distancing at the start of the school year? Once the date of reopening is known, the protocol, validated by all the authorities, will be communicated to the parents</p>

END OF SESSION: 7:05 p.m.

Accra, December 17, 2020

The President of the APE
Nadim GHANEM

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Vice-President