



LYCEE FRANCAIS INTERNATIONAL JACQUES PREVERT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 3RD FEBRUARY 2022 AT ROOM 304, LYCEE FRANCAIS, ACCRA

In attendance:

1. Mrs. Sophie Bailly-Bechet, Chairperson
2. Mr Wissam Raad, Vice-President
3. Mrs. Nachula Wilson, Treasurer of the Board
4. Mr Cyrille Lemee, Member
5. Mrs. Nadine Colin-Boumsong, Member
6. Mr. Krishan Kapoor, Member

Also in attendance:

1. Mr. David Ballieu, Principal
2. Mrs Karine Sako, Head Mistress
3. Mrs Sylvie Bourget, Finance Director
7. Mr. Alexandre Foulon, Counsellor for Cooperation and Cultural Action, French Embassy, Accra
8. Mr. Stephane Saulais, Head of Consular Section, French Embassy, Accra
9. Mrs. Aurelie Serve, Staff Representative
4. Ms. Valerie Felgines, Alternate Staff Representative
5. Mr. Hassan Ghazal, Architect
6. Mr. Babacar Barry, Company Secretary Representative, and Legal Counsel

In attendance via videoconference:

1. Ms. Enyonam Dagadu, Vice-Treasurer of the Board
2. Mrs. Emma Tarrant, Member

The meeting was held in a combination of in-person and video conferencing. All participants by videoconference participated without any communication problems.

Opening: At 5:05 pm GMT, the meeting was called to order by the Chairperson. There being no objection, the agenda was adopted. The Chairperson introduced Mr. Babacar Barry as the Company Secretary representative and legal counsel to Lycée Français International Jacques Prévert of Accra LBG(LFIA).

Resolution 01

The Directors resolved that the School confirm the appointment of Babacar Barry Esq to replace Bobby Banson Esq as the Company Secretary and legal counsel.



1. **Kindergarten relocation update:** Mr. Cyrille Lemee reported to the Board that under the mandate given to the real estate committee to investigate and inspect four buildings for the relocation of the kindergarten, a site inspection was carried out following a written commitment with the landlord in December 2021. The services of Bureau Veritas Ghana were obtained and a report from the latter was received in French on 2nd February 2022. Mr. Hassan Ghazal presenting the summary of findings informed the Board that Bureau Veritas Ghana has conducted a three-day in-person inspection on one of the buildings. It concluded that the building was not suitable for use of the school because the structure was not in conformity with the drawings and plans submitted by the landlord. He informed the Board that Bureau Veritas concluded that the columns and concrete works of the building could not bear the weight of occupation. On inquiry from Mr. Foulon, Mr. Ghazal informed the Board that although correction works could be carried out at an approximate cost of US\$50-US\$60 per square metre, the area to be repaired was of four floors of 186 square metres each. Further, the projected repairs covered only visible defects and did not take into account additional costs associated with possible invisible defects, including the foundations of the building.

The Board agreed with the committee's conclusions. In considering the report of Bureau Veritas, the Board concluded that no further action should be taken regarding the acquisition of the said building.

The Chairperson pointed out that, in this context, the remaining options for an extension of the school for the start of 2022/2023 academic were as follows:

- (a) Engage in discussions with the same owner regarding the possible acquisition of a piece of vacant land of 40 x 80 metres identified in September 2021, which would require the construction of a building;
- (b) Search for another property through real estate agents and Board networks;
- (c) Use diplomatic channels to discuss with the land Commission to identify public buildings or land. Regarding the latter, the Chairperson met with H.E. Mrs. Anne Sophie Avé, Ambassador of France to Ghana on 2 February 2022. Mr. Foulon informed the Board that the Ambassador had agreed to support these efforts.

Mr. Kapoor noted for the record his dissension to the approach adopted by the Board given the negative outcome of the inspection and pointed out that this was the second time the issue of the relocation site had arisen before the Board. He contended that the earlier decision by the Board to not consider the construction of a building on the 80 x 40-metre piece of land within the school compound was erroneous as it would have allowed for a building built to specifications without having to relocate any person off the premises. In the circumstances, Mr. Kapoor withdrew from the meeting appointing Mr. Raad as his proxy instead.



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In conclusion, the Board asked the Chairperson to further review the options presented and debrief for further discussions. The report of Bureau Veritas Ghana is attached to these minutes.

2. **2022 Budget update:**

Ms. Sylvie Bourget, Finance Director presented the update on the utilisation of the budget for the 2021/22 academic year to the Board. She reported in summary that the utilization of the budget was by budgetary provisions. The delays in tuition payments were due to the second-semester payment deadline of 15 February 2022. In response to a question from Mr. Lemée as to whether there were any shortfalls in anticipated income, Ms. Sylvie Bourget, Finance Director, noted that more than 90% of expected payments had been received and that the shortfalls currently observed at the time of the Board meeting should be cleared by payments from companies that pay for the schooling of their employees' children. These companies usually make their payments at the beginning of the financial year and not the beginning of the school year. These late payments were therefore normal and taken into account by the school in its budget plan.

Mr. Stéphane Saulais pointed out that AEFÉ scholarships were available for French families in difficult situations. He noted that for the 2021/22 academic year an amount of €132,362 had been awarded in scholarships to 26 students, an increase of €77,770 over the previous year due to the pandemic and its effects on families. He asked the school administration to inform parents qualified for these scholarships to submit their applications, specifying that applications had to be received by February 7, 2022, for consideration by the consular section of the French embassy.

3. **Recruitment update:** Mr. David Ballieu reported that the school anticipated several vacancies for the opening of the new academic year in September 2022. They included 2 in the primary cycle level and six for the secondary level teachers. These expected vacancies were occasioned by usual departures due to professional reasons, retirement, or for reasons of relocation from Ghana. He noted that due to the 11% increase in the number of students at the school, the AEFÉ was considering the appointment of a Finance and Administrative Director which would mean that this post would no longer be borne by the school.

It was observed by Mrs. Felgines that finding four local or resident teachers could be a challenge for the school if they were to replace the teachers hired by the AEFÉ.

Mr. Ballieu informed the Board that he had convened a meeting of the School Council to address this issue. He also informed the Board that the Local Joint Advisory Committee (CCPL) would meet within the next two weeks and thereafter the school would be informed of the AEFÉ's position on this matter. He is unable to give any further information pending these meetings and if the AEFÉ does not take over the



recruitment of teachers, a publication of these positions will be made. Therefore, Mr. Ballieu asked for time to revert to the Board of Directors.

The Board considered the recruitment of a Human Resource person. They considered what profile of the person to appoint considering that the school had no further physical space to accommodate a full-time person. Mr. Raad proposed that instead of the employment of a full-time person, the Board should consider the appointment of a consultant with a mandate to set in place the human resource structure and thereafter appoint a full-time employee when office spacing requirements for the person would have been resolved.

The Board on the suggestion of Mr. Lemee considered whether some employees could work remotely as many companies are doing as a result of the pandemic. Noting that this arrangement would not be optimal, the Board recognized the pressing need to identify possible offsite locations for the housing of the Human Resource person and other administrative staff which it agreed would be preferable to have on-site or near the school to effectively discharge their duties.

Resolution 01/2022

The Directors unanimously resolved that Lycée Français International Jacques Prévert recruit a consultant to establish a human resources system within the school. To that object, the Board delegated and authorised the Human Resources Committee to issue a tender and make recommendations thereafter to the Board.

Resolution 02/2022

The Directors unanimously resolved and authorised the Real Estate Committee to search for offsite premises suitable for the location of administrative staff not required to be on-site and make recommendations thereafter to the Board. The Board further authorised Mr. Ballieu, the Principal, to begin discussions with the neighbouring school about the possibility of renting premises temporarily, and to enquire whether Dr. Sarpong would agree to the use of one of his four buildings for office use only.

4. **Any other business:** Mrs. Serve noted that following the last General Assembly held by videoconference, several parents had observed that they found the medium to be unsatisfactory as they were unable to hear. She suggested that the next General Assembly should be held in person whilst observing all COVID-19 protocols.



On enquiry from Mr. Lemee, Mr. Ballieu informed the Board that from his experience, there had been difficulties in attaining the necessary quorum for the holding of in-person meetings which had resulted in lengthy waiting times for deliberations to begin, which was not the case with the online meetings. After deliberation, the Board adopted a resolution to hold the next General Assembly in a hybrid online and physical format, provided that clear rules were established for the conduct of this meeting.

Resolution 02/2022

The Directors unanimously resolved that the General Assembly of Lycée Français International Jacques Prévert scheduled to be held in May 2022 be held in a hybrid format allowing parents to participate both physically and through videoconferencing. The Board resolved to develop rules for the participation of parents at such General Meeting.

Date of next meeting: The next Board meeting is scheduled for 7th April 2022.

There being no further business, the meeting was adjourned at 7:06 pm.



Sophie Bailly-Béchet
President of the Board



Company Secretary