



Minutes of the School Board meeting held on Wednesday 27th January 2021

Present members:

Mrs Elise BLAIZOT, representative of SCAC, French Embassy
Mr. David BALLIEU (Principal)
Ms Karine SAKO (Headmistress)
Mrs Delphine CASTRE (CPE)
Mr. Rémi SALOMON (representative of primary school teaching staff)
Mr. Paul GOZDEK (representative of primary school teaching staff)
Mrs Chrystel DELAIGUE (representative of secondary sch. teaching staff)
Mrs Maelle LONGUEVILLE (representative of secondary sch. teaching staff)
Mrs. Nathalie OCRAN-EDMUND (parents' representative)
Mrs Joan HADDAD (parents' representative)
Mrs Julie AYETEV (parents' representative)
Mrs Julie HELLEMANN and Mrs Alice COLES (Board members)

Absent members :

Miss Eva BOLAC (students' representative on the School Board)
Miss Zaya TOUMBOU (students' representative on the School Board)
Miss Jana GHANDOUR, Vice-President of the CVL

Agenda :

- Adoption of the minutes of 11 November 2020
- Adoption of the minutes of 2 December 2020
- Adoption of the school calendar 2021 2022
- Presentation of the 2021 budget
- Employment profiles for 2021-2022
- Saturday morning Baccalaureate-standard tests following the cancellation of the March elective exams.
- Other matters

A suggestion from Mrs Delaigue: could we envisage a closing time for the meeting?

Principal: 3 hours of school board meeting (beginning of the meeting at 3pm, so end of the meeting at 6pm).

1. Adoption of the minutes of 11 November 2020
Adopted unanimously

Adoption of the minutes of 2 December 2020
Adopted unanimously

2. Adoption of the school calendar 2021 2022

août-21	septembre-21	octobre-21	novembre-21	décembre-21	janvier-22	février-22	mars-22	avril-22	mai-22	juin-22	juillet-22	
1 di	1 me	1 ve	1 lu	1 me	1 sa	1 ma	1 ma	1 ve	1 di	1 me	1 ve	
2 lu	2 je	2 sa	2 ma	2 je	2 di	2 me	2 me	2 sa	2 lu	2 je	2 sa	
3 ma	3 ve	3 di	3 me	3 ve	3 lu	3 sa	3 je	3 di	3 ma	3 ve	3 di	
4 ma	4 sa	4 lu	4 to	4 sa	4 ma	4 ve	4 ve	4 sa	4 lu	4 me	4 lu	
5 je	5 di	5 ma	5 ve	5 di	5 me	5 sa	5 sa	5 me	5 je	5 sa	5 ma	
6 ve	6 sa	6 lu	6 me	6 sa	6 lu	6 di	6 di	6 me	6 ve	6 lu	6 me	
7 sa	7 ma	7 je	7 di	7 ma	7 sa	7 lu	7 lu	7 sa	7 je	7 sa	7 me	
8 di	8 me	8 ve	8 lu	8 me	8 sa	8 ma	8 ma	8 ve	8 di	8 me	8 ve	
9 lu	9 je	9 sa	9 ma	9 ve	9 di	9 me	9 me	9 sa	9 lu	9 je	9 sa	
10 ma	10 ve	10 di	10 me	10 ve	10 lu	10 sa	10 sa	10 me	10 je	10 sa	10 ma	
11 me	11 sa	11 lu	11 me	11 di	11 me	11 sa	11 sa	11 ve	11 lu	11 me	11 sa	
12 je	12 di	12 ma	12 ve	12 di	12 me	12 sa	12 sa	12 ve	12 lu	12 me	12 ma	
13 ve	13 lu	13 me	13 sa	13 lu	13 je	13 di	13 di	13 me	13 ve	13 lu	13 me	
14 sa	14 ma	14 je	14 di	14 ma	14 ve	14 lu	14 lu	14 sa	14 je	14 sa	14 me	
15 di	15 me	15 ve	15 lu	15 me	15 sa	15 ma	15 ma	15 ve	15 di	15 me	15 ve	
16 lu	16 je	16 sa	16 ma	16 ve	16 di	16 me	16 me	16 sa	16 lu	16 je	16 sa	
17 ma	17 ve	17 di	17 me	17 ve	17 lu	17 sa	17 sa	17 ve	17 lu	17 me	17 di	
18 me	18 sa	18 lu	18 je	18 sa	18 ma	18 ve	18 ve	18 sa	18 lu	18 me	18 sa	
19 je	19 di	19 ma	19 ve	19 di	19 me	19 sa	19 sa	19 me	19 je	19 sa	19 ma	
20 ve	20 lu	20 me	20 sa	20 lu	20 je	20 di	20 di	20 me	20 ve	20 lu	20 me	
21 sa	21 ma	21 je	21 di	21 ma	21 ve	21 lu	21 lu	21 sa	21 je	21 sa	21 me	
22 di	22 me	22 ve	22 lu	22 me	22 sa	22 ma	22 ma	22 ve	22 di	22 me	22 ve	
23 lu	23 je	23 sa	23 ma	23 ve	23 di	23 me	23 me	23 sa	23 lu	23 je	23 sa	
24 ma	24 ve	24 di	24 me	24 ve	24 lu	24 sa	24 sa	24 ve	24 lu	24 me	24 di	
25 me	25 sa	25 lu	25 je	25 sa	25 ma	25 ve	25 ve	25 sa	25 lu	25 me	25 lu	
26 je	26 di	26 ma	26 ve	26 di	26 me	26 sa	26 sa	26 me	26 je	26 di	26 ma	
27 ve	27 lu	27 me	27 sa	27 lu	27 je	27 di	27 di	27 me	27 ve	27 lu	27 me	
28 sa	28 ma	28 je	28 di	28 ma	28 ve	28 lu	28 lu	28 sa	28 je	28 sa	28 me	
29 di	29 me	29 ve	29 lu	29 me	29 sa	29 ma	29 ma	29 ve	29 di	29 me	29 ve	
30 lu	30 je	30 sa	30 ma	30 ve	30 di	30 me	30 me	30 sa	30 lu	30 je	30 sa	
31 ma	31 di		31 ve	31 lu				31 je	31 ma		31 di	
heures 0	heures 0	105 heures 22	heures 55 11	heures 110 22	heures 65 13	heures 105 21	heures 70 14	heures 95 19	heures 80 16	heures 85 17	heures 110 22	heures 20 4
nombre total d'heures de classe sur l'année :											900	
nombre total de jours de classe sur l'année :											181	

Reminder of the criteria for the drafting of the calendar

Annual volume of days of class :180 days spread over 36 weeks

5 working periods of comparable length, separated by holiday periods, i.e. a rhythm of 7/2

A school day is 5 hours in primary school; the primary school volume is taken as a reference for calculating the hours of the calendar.

Weekly duration: 25 hrs. or 900 hrs. per year

Public holidays are not deducted from working days.

The school calendar cannot start before 1st September, because newly recruited resident teachers start their contract on that date.

The school calendar received a favorable opinion from the school board and the secondary school council.

A parent suggests taking off the 4 days of July and therefore shortening mid-term vacations. Mrs. AYETEY, parent of an English-speaking student, says that 15 days of vacation is too long. The Principal explains that it takes a week for a child to break his/her school rhythm and that the second week allows the necessary rest for a resumption under favorable conditions. He is not in favor of this request.

We remind that this calendar is proposed by the IEN (Inspector of National Education) of Lomé to all the countries in the region.

Vote for the adoption of the 2021-2022 school calendar:

YES: 12

NO: 0

ABSTAIN: 0

Calendar adopted

3. Presentation of 2021 budget

Mrs. BOURGET, DAF, presented the 2021 budget and recalled in the preamble the main budgetary principles

The 2021 budget is presented to the Board of directors in the form of a Power Point.

- 2020/2021 budget trend: + 10% in income and + 11% in expenditure.
The 2021 budget is based on a student population of 680, i.e. +32 (2020).
- Comparison between the fees of LFIA and the fees of other international schools in Accra
It is noted that the fees of other international schools are much higher.

Tariff modification:

- 2.5% increase in tuition fees, ie on average 147 € / year / child.
- First time registration fees maintained: € 3,000

Evolution of revenue:

- Related to the number of students expected in September 2021 (+32)
- Impact of the fee increase (2.5%)
- Linked to the number of 1st time registration and re-registration (+145)

Expenditure pattern: considering the year 2020 as "exceptional" in connection with the health crisis, the increase in certain expenses for 2021 may be linked to a resumption of normal activity (face-to-face learning of students):

- Energy expenditure
- Educational expenses

The forecast of maintenance expenditure related to the health crisis is increasing (+ 20K).

Staff expenditure (salaries / employment related costs) are increasing (+ 157K) linked to the creation of new positions and forecast of renewals following departures (including + 32K).

Investment expenses: € 335,719

- The planned infrastructure works are mainly safety-related: € 200,000
- Purchase of collections / books (BCD / CCC): € 11,000
- Textbooks on loan: € 9,740
- IT and audiovisual equipment: € 48,809
- Furniture / various teaching materials: € 64,840

Questions & Answers :

Mrs. Delaigue: + 300 000 for the year 2021 if we achieve this forecast it would be very good in view of the current situation.

Principal: it may be ambitious but if we succeed, it will be a good result.

Ms. Longueville: Are there any new registrations?

Principal: Yes, in PS but also in other kindergarten and elementary classes with pupils coming from other international schools which have not reopened like LINCOLN.

-Why APPLE tablets in primary school?

Headmistress: Better quality for regular practice with children in primary school.

Mr. SALOMON thinks that a less expensive computer equipment could be purchased.

During the discussion on the purchase of the tablets, Ms. Longueville was surprised at the reduction in the CCC budget for next year and stressed the fact that the purchase of the tablets seemed very consequential, especially when taking inventory of the CCC and the BCD. These two areas would have to be extensively renovated and a large budget would have to be allocated. The decision to purchase such expensive tablets for such a young audience should perhaps be re-discussed, especially at a time when children have spent a lot of time behind a screen.

Mr. Ballieu then points out that a few years ago discussions had taken place with secondary school teachers regarding the advantage of gradually equipping the CDI with a stock of tablets (or e-readers).

Ms. Longueville also added that it seems important to renovate the BCD and the CCC significantly.

4. Employment profile for the start of 2021 academic year

Approval of the creation of a secondary school P.E. teacher resident position (RES2 EPS) for the start of 2021 academic year

Request adopted by all 12 voters

2018 - EEMCP2 English position - job cut

- RES1 job cut - RES2 creation of English position

2019 - job cut of RES2 PE position and creation of DAF position (Director for Finance & Administration)

2020 - job cut of EEMCP2 French and Mathematics positions

- Creation of RES2 French and Mathematics positions
- Creation RES1 position

2021 - Job cut of RES1 position replaced by the creation of EMFE position

Mrs. Ocran-Edmund: There are no more EEMCP2 (secondary school teacher trainers)?

Principal: they are regrouped in Lomé and will have a training mission throughout the Central African region

Mr. Salomon: this redistribution is made internationally

5. Baccalaureate standard tests on Saturday morning following the cancellation of the March specialty exams.

The Minister of National Education has abolished the coefficient 16 specialty exams. A scaling will be proposed to teachers. We have to give meaning to the assessments for a baccalaureate of quality with 4hrs tests for another 3 Saturday mornings in the coming months.

Ms. Longueville: Can these Saturdays take place later in the year?

The Principal: We will develop it with the teachers

Mrs. Ocran: Will there be coefficients in continuous assessment?

The principal: Yes, the scales are maintained

The principle of Saturday morning tests for the coming months is adopted.

6. Other matters

* Parents' lateness at closing times

In kindergarten, school closes at 11h20 and at 14h20. The extra-curricular activities at 15h30 and at 16h30

From these times onwards, after 10 minutes, parents will be charged penalties. Parents who record 3 lateness in a month will be billed with all moments recorded in the book.

En maternelle/Kindergarten :	En élémentaire/Elementary
-de/from 11h30 à 12h30 = 50 ghc	-de/from 11h40 à 12h40 = 50 ghc
-de/from 14h30 à 15h30 = 50 ghc	-de/from 14h40 à 15h40 = 50 ghc
-de/from 15h30 à 16h30 = 50 ghc	-de/from 15h40 à 16h40 = 50 ghc
-de/from 16h30 à 17h30 = 50 ghc	-de/from 16h40 à 17h40 = 50 ghc
-de/from 17h30 à 18h30 = 50 ghc	-de/from 17h40 à 18h40 = 50 ghc

To be put in place after the February break.

The parent representatives on the GB were opposed to the immediate application of this measure without prior information/awareness of the consequences of parents' lateness and the possibility of applying these penalties if such lateness persisted. They would like this measure to be implemented if no improvement was noted despite this reminder. One of the teachers shared the parents' opinion on the immediate application of the measure, given the period and the need to remind parents of these delays.

YES: 11

NO: 0

ABSTAIN: 1

***Is it possible to ensure that all teachers are informed of the PAPs and are doing their best to implement them?**

In terms of the PAPs, perhaps Mrs. COTTET's intervention with teachers when dealing with children with speech and language therapy needs could help to give them resources to implement the PAP.

Answer ;

Not all PAPs are the sole responsibility of Mrs. COTTET.

Mrs. OCRAN-EDMUND: giving more time for evaluation, one instruction per question, reading aloud, not sanctioning spelling mistakes are examples of recommendations that are sometimes not respected by teachers.

Principal: do not hesitate to contact teachers in a constructive talk.

- **students' school bags are really very heavy (10 kg on average) would it be possible for teachers to anticipate taking the textbooks, or not? For example. The default rule could be that students only bring their textbooks if the teacher asks them to do so in the previous lesson. Especially since they do not use them systematically and can project the page they are studying if necessary.**

As far as heavy school bags are concerned. Last year the proposed solution was the use of lockers. I do not know if the students still have access to the lockers this year. I guess not with the current health restrictions.

Answer;

At the moment the students do not move from one room to another.

Lockers are available to students except during the COVID period.

Mrs. Delaigue is against the digital schoolbag.

Mrs. AYETÉY asks if it is possible to know which books the children need? Contact the teachers

***Evaluation/Assessment of the reopening**

The AEFÉ, at the request of the diplomatic post, asked for the reopening of Lycée Français International d'Accra.

Mrs. OCRAN-EDMUND said that the parents on the School Board and also a large number of parents are very pleased with the organisation for this reopening. They extend their congratulations for the organization put in place by the administration, management and are grateful to all the staff for their commitment.

The elected parents relay the complaints and suggestions of 20 parents who responded to the call for various questions on the agenda.

The headmaster would like all opinions to be relayed whether positive or negative.

The protocol was written for a reopening as soon as there is an opportunity to do so.

The headmaster reminds us that it is for the good of the children to be in the classroom.

Everything has been carried out and the vigilance of all the staff ensures that all the children are welcome at school.

Our mission is to make this school year successful and all the staff is working to achieve this.

We send collective messages, reports, you must read these documents carefully. The vast majority of the questions we are asked very frequently are often questions that we have already answered.

***proposal for the reorganisation of school rhythms for the primary level as a result of COVID 19**

The school rhythms have been thought through at length by the management, teaching and administrative staff to ensure maximum efficiency, taking into account all the daily constraints from the point of view of the children, teachers and parents.

***Maintaining educational continuity for students affected directly or indirectly by COVID 19**

The teachers, who have resumed face-to-face teaching, will not be able to ensure distance learning at the same time, this is not possible.

*** What about the quarterly assessment of students absent for an extended period of time due to COVID 19**

there will be no repetition, but we must be aware of the difficulties students will face next year if they are absent from school for too long.

Communication on the current health context. How best to communicate to maintain an atmosphere of trust?

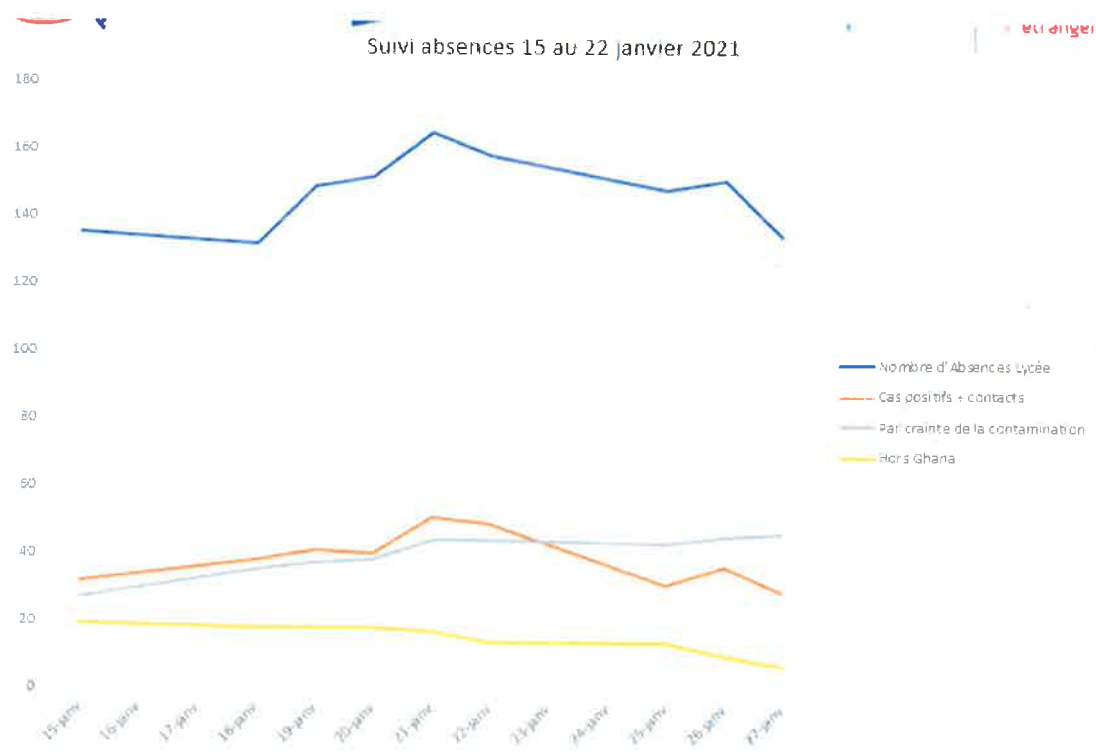
Closure of the school in mid-March 2020 - implementation of distance learning for all class levels from PS to Terminale,

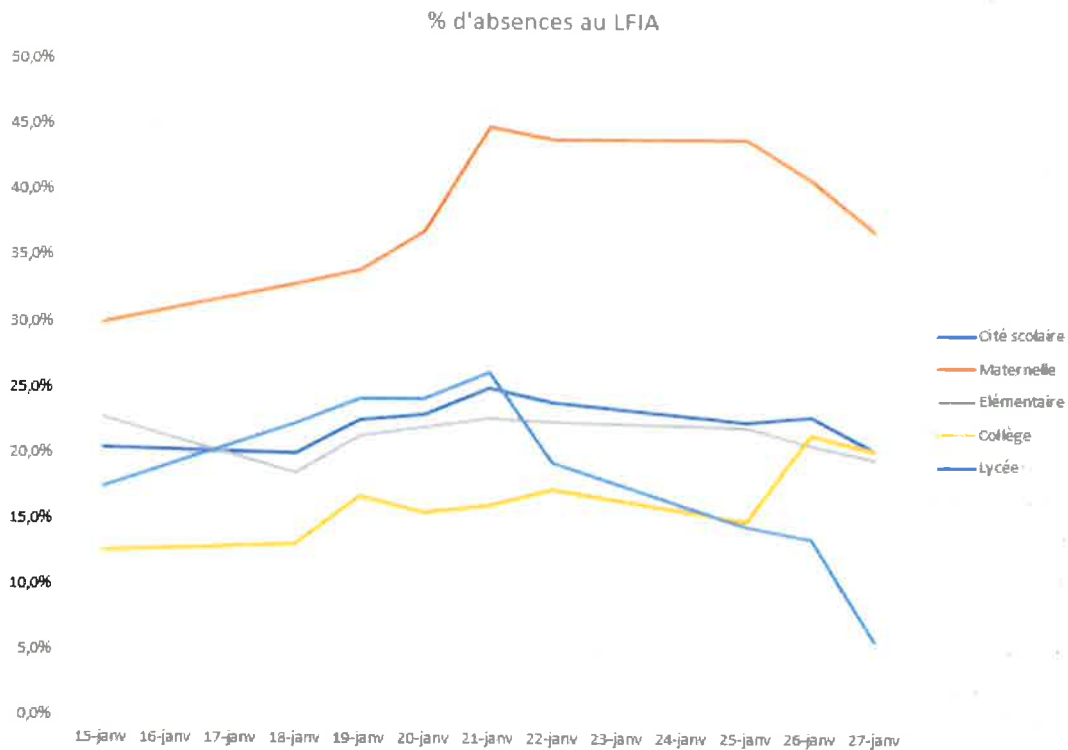
Reopening to examination classes on 5 October 2020

Validation of the reopening protocol by the School Board after consultation with the CHSCT, the Pedagogical Council, the teachers' council and the approval of the French Ambassador,

We do not have the right to declare a COVID staff to all parents. We follow the protocol, parents must trust the whole LFIA team. We manage COVID cases, contact cases, evictions and student returns carefully on a day-to-day basis. This is in everyone's interest.

There has been no contamination within the school.





***Convening of the CHSCT and CHS**

We will discuss air conditioners at the next CHSCT to determine how best to use it for the good of all.

Meeting Secretariat

Co-secretariat

Mrs Karine Sako

Mrs Maelle Longueville