



MINUTES OF BOARD OF DIRECTORS MEETING OF LYCEE FRANCAIS  
JACQUES PREVERT D'ACCRA HELD ON NOVEMBER 24, 2021 ON SCHOOL  
PREMISES ROOM 304, ACCRA AT 5:00PM.  
PRESENT

Mime Sophie Bailly-Béchet	President
M Wissam Raad	Vice President
M Krishan Kapoor	Member
Mime Emma Tarrant	Translator/Member
David Ballieu	Principal
Karine Sako	Headmistress Primary School
Sylvie BOURGET	CFO
Nachula Wilson	Treasurer
Enyonam Dagadu	Vice Treasurer
Armelle Allard	Member
Laurie Lalama	Staff representative
Aurelie Serve	Staff representative

GUEST FOR TOPICS PRESENTATION

M. Cheron - Programmiste  
Alice Coles - ancien membre

IN ATTENDANCE

Bobby Banson Esq. - Company Secretary

1) OPENING OF MEETING

Meeting commenced at 4:15 pm and ends at 7:40 p.m.  
The President/Chairperson opened the meeting by indicating that all the documents which will be presented had already been distributed to the members for ease of reference and to facilitate the efficiency of the meeting.

AGENDA

1. PRESENTATION OF PLANS FOR RENOVATION OF KINDERGARTEN BLOCK

The President introduced Mr. Cheron to make a presentation on the renovations to the building which has been identified to be used for the kindergarten. He submitted to the board the various ways by which the renovations may be done in the most efficient and effective matter. He submitted that the design options took into consideration the parking lots, planting and gardening, space for pick up and drop up for kids, safety during evacuation in times of emergency.



He anticipates that the renovation will be completed by June 2022 to enable the kindergarten class be hosted in the renovated building in September 2022.

However, because we do not have the original building plans/permits, the proposed design may be altered to suit the prior approved building permits/plans.

He submitted that an Architect needs to be appointed before a Building Contractor is appointed to complete the pre-construction works.

## 2. PRESENTATION OF BUDGET FOR NEW CONSTRUCTION WORKS

The budget for the new construction activities was presented. However, after a lot of the questions asked were not answered to the satisfaction of the board especially about the budget for the kindergarten relocation, it was resolved that a lot more work has to be done on it and the budget must be represented for approval for the Board the following week. It was agreed that Mr. Cheron may be contacted for assistance to fine-tune the budget especially concerning the masterplan, even if it means that he has to be paid for it.

Mr. Kapoor stressed that the existing Campus Expansion should also start by September 2022 and construction of the sail type canopies, to cover the green artificial turf playgrounds, may be completed in the summer of 2022 for the primary and secondary schools.

Mr. Kapoor assigned his proxy to Mr. Raad (Vice President), and after obtaining approval of the Chairperson, left the meeting

## 3. PRESENTATION ON EMPLOYEE CONTRACT AND POLICY DOCUMENT (STAFF HANDBOOK)

The chairman let Mrs. Alice Coles enter.

There was the presentation on the new document which has been developed to govern the contract of employment and relationship between the School and the Teachers. The document was prepared with input of all stakeholders and touches on the compensation packages and responsibilities of Teachers.

After the presentation, a vote was taken leading to the approval of this document.

A presentation of proposed new employee benefits was also presented. After discussion, some benefits were increased. The members approved these benefits by a vote.



#### 4. ANY OTHER BUSINESS

4.1 All amounts owed by Parents should be retrieved by the school as a matter of urgency.

4.2 Management will communicate a date to meet with the teachers for discussions towards salary grid.

4.3 Management will ensure that temporary arrangements are made, including shared offices, for Teachers to have office to work from with wi-fi when they are not in classroom.

4.4 A meeting with a representative of the company of cleaners was held.. Comparisons were made with the salaries of employees of the same category and it was decided to increase the salary of the cleaners by 70% starting January 1, the date of renewal of the contract. It is understood that 63% of the increase will be paid to the cleaners.

4.5 Regarding Glico, the increase in services requested has been estimated and requires an additional budget of 40,000 euros, which is double the current cost. It was decided that this option was not retained.

It was added that it would be necessary to see with GLICO if an intermediate package less expensive than the ultimate exist.

Bobby Banson  
Company Secretary

Sophie Bailly-Bèche  
President of the Board of Directors