



## MINUTES OF MEETING: BOARD MEETING

Organized by the President of the School Management Board

### MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF LYCÉE FRANÇAIS INTERNATIONAL JACQUES PRÉVERT D'ACCRA

DATE: Thursday November 26, 2020

TIME: 5PM

Location: Meeting room, LFA + Virtual Zoom room

ATTENDANCE LIST			
EX OFFICIO MEMBERS/DIRECTORS	PARTICIPANT	ELECTED MEMBERS/DIRECTORS	PARTICIPANT
M Alexandre FOULON COCAC	Present	Mr Nadim GHANEM Chairman	Absent
Mr 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	Mr Wissam RAAD Under Treasurer	Present
		Ms Beatrice MANIGAT Secretary of the session	Present
		Ms Enam GBEKOR Member	Present
<b>STAFF REPRESENTATIVES</b>		Ms Julie HELLEMANN Member	Present
Ms Aurélie SERVE Teacher	Present	Ms Alice COLES Member	Present
Ms Laurie LALAMA	Present	Mr Krishan KAPOOR Member	Present
		Ms Emma Tarrant TAYOU Member	Present

#### Agenda:

1. Presentation of 2021 Budget with two hypotheses
2. Miscellaneous



## 1. Presentation of the 2021 Budget (two hypotheses)

### SUBJECT

In view of the uncertainties weighing on year 2021 and in order to preserve the momentum launched with the relocation project to accommodate more students, two budgets are presented:

- Option 1: 680 students
- Option 2: 710 students.

The projection with 710 students will be studied in March.

In both cases: Proposal of a 2.5% discount for the second half of 2020-2021, i.e. 46,000 euros

#### A) Option with 680 students - early September 2021 school year

- Construction assumptions: 660 students from January to June / 680 from September to December.
- 2.5% tuition increase (impact over 4 months in 2021, from September-December)
- 2.5% discount on tuition fees for the 2<sup>nd</sup> semester 2020-21
- First registration fees: 140 students + 3 children of non-paying staff
- Re-enrolment fees
- No new class creation

#### Expenses

- Assumption of 8% inflation on purchases in GhCedis
- Increase in the costs of cleaning products (43,000 euros instead of ordinary 23,000 euros) for the reception of students in the current health context.
- Support for COVID tests: fruitful negotiations with a local laboratory - 250 GhC (38 euros) for the test; payment upon receipt of the invoice. Families can also benefit from this rate (at their own expense). 5,000 euros have been earmarked for 130 tests.
- Job creation: Communications Officer, Speech-Language Therapist, ½ Expatriate position discharge (Primary School trainer), 1.5 positions for the International Section (1 in English, ½ in History & Geography), ½ position in Arabic.
- Departure of 8 Local Contracts
- 4 local recruitments outside Ghana
- Residents: earmarking of 3 replacements out of 4 possible departures (including installation premium, salary coverage for first months)
- Grade change for CL and Residents
- Repayment of AEFE share (calculation made on grade and index)
- Replacements :
- 1 maternity leave, 3 canteen supervisors + 3 canteen cleaning agents (starting January 2021).
- Resident participation (APPR): 2 cases at 100% rate and the rest at 38% rate
- Increase of the salary of resident teachers - 300 euros / year
- ISVL: 6.7% (rate voted in October 2020)



	<ul style="list-style-type: none"><li>• Lower expenses for educational projects and swimming pool activities</li></ul> <p><b>Investments</b></p> <ul style="list-style-type: none"><li>• IT, educational, works.</li><li>• Urgent work, under the supervision of M Kapoor: improvement of security, control of Covid 19 (preparation) by Air Filtration/Ventilation , HEAT Sensing Cameras and improvement of electrical wiring and lighting. (Was not discussed as part of IC item) Total amount = around 200,000 euros &lt; (it is a provisional amount only and was fixed by Madam Sylvie – list and amount to be revised in Jan-21 to meet the actual requirements).</li><li>• Creation of budget line International Section</li><li>• Encrypted hardware (primary school tablets)</li><li>• Primary school furniture renewal</li></ul> <p>B) Budget 710 students: presented but will be detailed in March</p>
<p><b>DISCUSSION</b></p>	<ul style="list-style-type: none"><li>• Notice Opening of Communication Officer position with call closing date in April 2021 but this position is already budgeted for January 2021. If the post is filled beforehand, support is already provided for in the budget. The ad will then be closed.</li><li>• Are the tests mandatory? No, only contact persons will be tested.</li></ul> <p><b>Works</b></p> <ul style="list-style-type: none"><li>• The extent and the amount will depend on the evolution of the situation from the start of the January 2021 school year, as well as the decision to be taken in relation to the relocation of the Kindergarten or not.</li></ul> <p><b><u>Primary school class distribution</u></b> : 5 Kindergarten classes and 13 Elementary classes planned. Shouldn't we instead focus on opening Kindergarten classes as part of the relocation plan to attract more families (therefore 6 Kindergarten classes and 12 Elementary classes)?</p> <p><b><u>The investment sheet</u></b> is the same for both budgets, but it must be differentiated to take into account the adaptations to be made in the event of the opening of a delocalized Kindergarten.</p> <p><b>The budget is calculated on the basis of 100% face-to-face opening.</b> What happens in case of hybrid education? Will the budget have to be adjusted?</p> <p><b><u>2.5% reduction on tuition fees</u></b> : should the Kindergarten classes be prioritized (since distance education has not been possible for these classes) when actually all levels have been affected?</p>



	<ul style="list-style-type: none"> <li>• The 46,000 euros discount corresponds to 50% of the annual rent for kindergarten as part of the relocation project. Is it reasonable to offer this discount at this time when we wonder about the possibility of carrying out the relocation project?</li> <li>• The 2.5% discount is a gesture towards families, considering the unachieved investments, especially since the results for the year are positive (150,000 euros in revenue) while school fees have increased by 2.5% to finance the work.</li> <li>• This being said, the LFA had to pay back 1.5 M USD two years ago (litigation) and to date 100 families have not paid the costs of the first semester 2020-2021 (i.e. 1/6 of all schooling fees), not to mention the still unpaid debts of families for 2019-2020; hence, the remittance can compromise the good financial health of the school.</li> <li>• Should we not provide differentiated assistance, prioritize Kindergarten and identify families whose school fees are paid for and would not need a discount? To date, 191 children's school fees are paid for by the parents' employer.</li> </ul> <p><b>Why have the tuition fees increased in both scenarios (680 and 710 students?)</b> If we do not increase the fees, this will impact the 6 months of the following year and we must take into account a minimum inflation of 2.5%.</p> <p>Have <b>the HR Commission's suggestions</b> for improving working conditions and attractiveness been taken into account in the budget? <b>Yes. In both versions.</b></p>
<p><b>CONCLUSION</b></p>	<ul style="list-style-type: none"> <li>• Vote for the 680 students Budget: YES</li> <li>• The 710-student budget will be studied in March - April to take into account the evolution of the situation between now and then.</li> <li>• Mr. Kapoor and Ms. Bailly-Bechet will have to refine the investment budget (works) for the budget for 680 students to revise the list and the amount of 200,000 euros</li> <li>• Budget for 680 students: Lines 35 to 37 of the investment budget to be withdrawn (reflect the needs of the budget for 710 students)</li> <li>• Plan to adjust the health budget if all the students do not return</li> <li>• Primary school: work on a different distribution of classes</li> <li>• Identify families whose school fees are supported by the company to assess the scope</li> <li>• Principle of tuition fee reduction voted; implementation subject to a vote on modalities</li> </ul>



## 2. Miscellaneous

<p><b>SUBJECT</b></p>	<p>1 - <b>Leaks concerning teachers' remuneration by board members</b> - in all probability. Proposal to have a non-disclosure agreement signed by all board members and committee parents. In the event of a violation of this clause, the person may be dismissed from the Board or the Commission (modalities to be further detailed).</p> <p>2 - <b>Change of the name of the school.</b> The resolution has been approved by the Board; it must now be approved by the General Assembly.</p> <p>3 - <b>Information from teachers' representatives:</b> the proofreading and proposed amendment of the RIT have been carried out and will soon be sent to the HR Commission.</p> <p>4 - <b>Question on the reimbursement of fees for extracurricular activities for the last quarter of 2019-2020.</b> What is the current situation?</p> <p>5 - <b>HR proposal: positioning of Ms Constance Ogba,</b> the Principal's secretary, at salary grade 6, and offer of a one month's salary bonus in recognition of her exceptional work during the summer of 2020 in the difficult circumstances linked to the pandemic (permanence, reception of new arrivals, etc.).</p> <p>6 - <b>Request for change of status of Mr. Nicolas HUC :</b> former Resident Teacher 2013-2016, returned in February 2019 as a Local Contract to provide sessions (swimming lessons) at primary school level. Since September 2019 he has been employed on part-time, on local contract as a Substitute Teacher for Primary school. He asks to be considered as CL staff recruited outside Ghana.</p> <p>7 - <b>Can teachers give private lessons outside of their official LFA teaching hours?</b> The question was raised during the last SB and submitted to the HR commission for advice, to then be decided by the CA.</p>
<p><b>DISCUSSION</b></p>	<p>1 - Some members are subject to a duty of confidentiality by virtue of their position and would not have to sign a new document on this very matter (Messrs Foulon and Ballieu, Ms Sako). Need to better define the notion of "confidentiality" in our context.</p> <p>4 - The financial service is working on the reimbursement for all beneficiaries</p> <p>5 - Doesn't this bonus create a precedent? No, it does not. When proposed by the administration, the Board can grant this kind of compensation.</p> <p>6 - The HR commission decides on a refusal of the request because in September 2019, Mr. HUC was living in Ghana and not abroad.</p> <p>7 - The HR commission decides in favour of this right for teachers to give private lessons as long as this does not interfere with their work for the LFA. The "Employee Guide" gives an answer to this question: no outside employment without notifying the employer. No employment that is detrimental to the school's image</p>





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**CONCLUSION**

- 1 - Mr. Kapoor will email a draft of a Non-Circumvention, Non-Disclosure, and Confidentiality Agreement which will better define confidentiality.
- 5 - Vote on proposal to move to grade 6 and month Bonus for Ms. Ogba: granted
- 6 - The Board follows the advice of the HR Commission and does not grant a favourable response to Mr. HUC's request.
- 7 - The "Employee's Guide" will be more fully consulted and the question settled. No paragraph on this subject to be added to the RIT. Specify that teachers cannot give private lessons to their own students.

END OF SESSION: 9:15 pm

Accra, November 26, 2020

The Chairman of the meeting  
Nadim GHANEM

*plc ~~GH~~  
Vice-President*

The Secretary of the meeting

*[Signature]*  
*Sophie Bally-Fischer*