



ÉTABLISSEMENT
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Minutes of the School Board meeting **Thursday 2nd February 2023 at 18:10**

Present:

Mr. Julien Lecas, COCAC
Mrs. Catherine Dauer, Principal
Mr Cédric Barbeau, Headmaster
Mr. Mohamed Sidibe, DAF
Ms Christelle Tchivagnon, CPE
Mr. Rachid Ashkar, elected member of the School Board
Mrs. Giulia Tavolato Feghali, elected member of the School Board
Mrs. Margareth Duroseau-Alexis, elected member of the School Board
Mr. Krishan Kapoor, Member of the Board of Directors
Mrs. Maëlle Longueville, elected representative – Secondary School
Ms. Sofia Sanchez, elected representative – Secondary School
Mrs. Morgan Gachon, elected representative – Primary School
Mr. Hamid Jaber, student representative
Mr. David Abelé, student representative
Ms. Leticia Tanefo-Diakité, student representative

1/ ADOPTION OF THE MINUTES OF THE SCHOOL BOARD MEETING OF 16 NOV 2022 **ADOPTED APPROVED UNANIMOUSLY WITH 14 VOTES**

2/ DEBRIEFING BY THE HEAD OF ZONE

POSITIVE POINTS

- A dynamic school with a good reputation
- Good overall level of students with very good exam results
- Reasonable tuition fees
- Financial strength of the school is good even though not all the information is known from previous situations.

RECOMMENDATIONS PROPOSED BY THE HEAD OF ZONE AND HIS DEPUTY:

- **From an administrative point of view**
 - Update the statutes of the APE and the APE/AEFE
 - Specify the responsibilities of each person
 - Continue updating local law contracts

Mrs. Dauer informed the members of the Pedagogical Council that the questionnaire recently sent to the staff as well as the future meetings planned are in line with this recommendation.



- Give priority to direct communication between the primary head teacher and teachers to avoid misinterpretation of emails. It is also recommended that principal/primary head teacher 'check-ins' be organized in primary school spaces to maintain the relationship.

Mrs. Dauer said that the management is determined to make time available for this. Certainly, members of the administration are also available to welcome staff for any questions.

- Put an end to the use of lunch boxes or at least ensure that they are kept at 4°C.

Mrs. Dauer put forth several options:

She said that a solution should be found that would suit the majority of families in terms of cost and the school in terms of responsibility, management and logistics. She proposed that all the staff be contacted in the near future.

****Canteen compulsory for all, except for day pupils (those who do not eat at the canteen): The teachers present insisted on the fact that the price of the canteen meal is not accessible to all and that it is, therefore, imperative to give families the choice to prepare lunch boxes.***

**** The use of microwaves has been abolished, but it is possible to bring in lunch boxes that will not be reheated***

**** The acquisition of fridges by the school is unthinkable, because of the proliferation of bacteria, management and logistics problems.***

- **From a pedagogical point of view:**

- Rapidly organize a mission for the zone's Inspector of Education (IEN) to the school to accompany the headmaster in implementing the necessary changes in primary school practices and legitimize them. **The Inspector of Education's visit dates are Monday, 27th and Tuesday, 28th March, 2023.**

- Improve the presentation of the educational programme to parents and pupils (presentation meetings, interventions in classes, student testimonies, etc.) to increase enrolment in elective courses, particularly for the international section at the senior high school level.

Mrs. Dauer pointed out that after discussions with her counterparts at the Ronsard school, the opportunity to join an association of some sixty schools would be make it possible to create a network of partners and, for example, to make grouped purchases to limit costs.

- Intensify communication on French tertiary education and the admission of foreign students to France.
- In terms of the school's building project, the institution must find financial leeway. Two levers could be used:
 - Optimise the educational structure without sacrificing the quality of teaching. Points for discussion in the various bodies:
 - closure of class or option (2 Math students in *Terminale* (12th grade/Year 13), 4 Languages of Classical Antiquity (LCA) students in *Seconde* (10th grade/ Year 11)
 - introduction of a minimum number of students required to open an option or a specialty
 - introduction of an additional fee to participate in a low enrolment option.



- Review school fees. Ideas for discussion in the various bodies:
 - increase in fees
 - introduction of a new fee structure, higher fee for companies that pay tuition fees.

Promote the school to increase the student population through all the existing actions and consider:

Setting up a module "DISCOVERY AND INTRODUCTION TO THE FRENCH LANGUAGE" in the morning (from 8:30am to 11:30am) on Monday 24th and Tuesday 25th April during the school holidays for all children from 3 to 7 years old. Distribution of flyers to crèches, Ghanaian schools, partners and social networks. Fees for this module may be up to GHC150. The members of the school council feel that the proposed fee is not high enough. The parents' representatives will canvass their circle of friends to find out which fee would be the most appropriate and we will communicate it later, bearing in mind that the suggested range is between GHC500 and GHC1000.

The facilitators will be Horokia Bako, Martin Amaglo, a volunteer ASEM and some high school students.

- To improve the level of the French language:
 - reduce the number of hours spent on English lessons gradually, starting from kindergarten
 - offer advanced modules in French for new students in other classes.
- Creating work groups to develop the school project with actions to be implemented in order to achieve the objectives set according to the axes of the school project.

Proposal for a half-day meeting on the afternoon of Monday, 13th February, after the presentation of the state of LFIA's finances, clarification of the procedures and an update on the building project.

3/ PROPOSED SCHOOL CALENDAR 2023-2024:

Mrs. Dauer said that the proposed calendar is perfectly balanced. Between each holiday period there are 7 weeks of classes, except for the last period which has 8 weeks. All holidays fall between Friday evening and Monday morning except for the return from the Christmas holidays when the school will reopen on Tuesday, 9th January, 2024, as a result of Monday, 8th January being a public holiday.

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4/ UPDATE ON SIB - BFI TIMETABLE

TIMETABLE WITH THE CREATION OF THE BFI IN *PREMIERE* (11th GRADE/YEAR 12)

FOR ENGLISH

SUBJECT	CURRENT STATUS	STATUS AS AT SEPTEMBER 2022	DIFFERENCE
ENGLISH CORE SUBJECT	2hr	2hr	+ 0hr
CULTURE AND LITERATURE	0hr FOR BFI	2hr FOR BFI	+ 2hr
INFORMATION ABOUT THE WORLD	0hr	2hr	+ 2hr
TOTAL			+ 4hr

FOR HISTORY-GEOGRAPHY IN ENGLISH:

SUBJECT	CURRENT STATUS	STATUS AS AT SEPTEMBER 2022	DIFFERENCE
HIST-GEO CORE SUBJECT in French	3hr in French	3hr FOR NON BFI 2hr FOR BFI	- 1hr
HIST-GEO in English	0hr FOR BFI	2hr FOR BFI	+ 2hr
TOTAL			+ 1hr HIST-GEO in English

NUMBER OF HOURS TO BE ADDED TO THE 11th GRADE BFI TIMETABLE: 5hr

The BFI is open to young students entering the 11th grade/Year 12 class even if they are not from the international section, as long as they have passed the admission tests organised by the foreign language teachers. The BFI will enable students to stand out from the crowd and add value to their diploma. This makes it much easier for them to gain admission to British, American and Canadian schools.

60% of the baccalaureate can already be obtained by taking the BFI exams and the marks obtained in continuous assessment.



5/ ORGANISATION OF THE FRANCOPHONIE WEEK

Mrs. Dauer said that an inter-school " spelling contest " coordinated by the francophone association, "ON Y VA", in conjunction with the French Embassy would be organised with the CM2 (5th grade/Year 6) pupils of the LFIA (on the morning of Thursday, 23rd March). Debates on themes suggested by this same association are proposed for the *Troisièmes* (9th graders/Year 10 pupils). Mrs. Dauer therefore proposed that the secondary school teachers should approach Seth Kwame, whose contact details she would send by e-mail, to see what could be organised, as he was the contact person for the "ON Y VA" association.

6/ PHOTO PROJECT Anne-Laure Guéret

A parent who is a professional photographer, proposes to take black and white pictures of about fifty students, to have them printed in large format in France and then to offer them to the LFIA for exhibition in and/or around the school. This project is part of the activities carried out by the association INSIDE OUT PROJECT EDUCATION. Mrs Dauer suggested that the portraits of the volunteer students, whose parents must have signed the authorisation to use their image, could also be displayed temporarily at the Embassy, the Alliance Française, etc. If these portraits are displayed on the outside railings of the school, it will show passers-by the diversity and cultural richness of our school. This project was approved by the members of the School Council.

7/ MODIFICATION OF THE CANTEEN AREA AND USE OF THE PLATFORM

The first floor of the platform should be accessible in the first week of March. This space will be able to accommodate occasional teacher-led courses and/or presentations. This will make it possible to dispatch students eating in the canteen to avoid bottlenecks.

8/ PPMS (SECURITY GUIDELINES)

A "natural catastrophe lockdown" drill will take place on Wednesday, 15th February. At the time of the sounding of a discontinuous alarm, it will be a simulation of an earthquake during which the community will have to confine itself and move away from doors and windows and from any object likely to fall. In the second phase, a continuous tone will be sounded to evacuate and gather at the sports field.

9/ OTHER MATTERS

- **ORGANISATION OF AN IMPORTANT EVENT BEFORE THE SUMMER HOLIDAYS**

Finally, the parents wish to postpone this organisation in view of the various deadlines to come.

- **TRAFFIC PROBLEMS IN THE AREA SURROUNDING THE SCHOOL**

A lot of incivility, disrespect for the traffic flow and double-parked vehicles were noted by all the members of the School Council. Mrs. Dauer proposed to send an e-mail to parents so that they would make their drivers aware of the insecurity and disturbances on the public highway generated by this inappropriate driving behaviour. If parents wish, they can send Mrs. Dauer photos of the non-compliant vehicles. She will send the pictures to the families of the drivers concerned.



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• **ADDENDUM TO THE MINUTES OF THE LAST BOARD MEETING:**

The parents wished to add an addendum to the minutes of the school Board meeting which had been circulated in order to clarify a point concerning the choice of the canteen service provider. Mrs. Dauer said that this communiqué had just been published on the school's website at the request of the members of the APE school Board.

End of the meeting at 21:00

The secretary of the meeting:

Mohamed SIDIBE

