



SCHOOL COUNCIL REPORT - JUNE 17, 2020

Attending members :

M David BALLIEU (Principal)
Ms Karine SAKO (Director)
Ms Sylvie BOURGET (DAF)
Ms Delphine CASTRE (CPE)
Ms Elise BLAIZOT (French Embassy)
Ms Maëlle LONGUEVILLE (representative secondary school teachers)
M Pierre MONBEIG (representative secondary school teachers)
Ms Cécile JUHEL (representative of primary schoolteachers)
M Rémi SALOMON (representative of primary school teachers)
Ms Peggy PIAT (parent elected to the governing board)
M Krishan KAPOOR (parent elected to the management board)
Ms Julie HELLEMANN (parent elected to the management board)
Ms Joan HADDAD (parent elected to the governing board, replacing Mme Dessi)
M Nathalie OCRAN (parent elected to the governing board)
Miss Adelaïde VAN DER AUWERA (student elected to the governing board)

Session secretary: Ms Delphine CASTRE
Proofreading: Ms Maëlle LONGUEVILLE

1) Approval of the modifications of the Secondary School Internal Regulations to take the ISB into account starting this academic year 2020 - modification of the lesson schedules.

The international section comes with an additional number of 6 teaching hours in secondary school. We therefore must schedule some courses on Wednesday afternoons.

M Ballieu would like the school regulations to be modified to authorize the opening of such courses on Wednesdays.

However:

- The international section in secondary school will not be opening this academic year 2020-2021 because we have not been able to recruit enough teachers.
- No provision in the School Regulations opposes opening Wednesday afternoons to lessons.

M Ballieu would like some lessons to be allowed after 5.30 p.m. (e.g. 3h theater option in High School, including 2h of theatrical practice with an actor).

Ms Ocran: Why can't the international section be opened?

M Ballieu: We did not have many applications and the hiring process was not finalized. Are we considering the attractiveness of the position? Salaries etc... because no teacher responded favorably to our offer. We did not manage to hire a History / Geography teacher. The current context (Coronavirus health crisis) has not made things easier.

M Ballieu indicates that the suggested salary was about the same as in France.

However, Ms Longueville recalls that withholding tax corresponds to a quarter of gross wages in our host country, Ghana.

Ms Ocran: Must the teachers in the international section be English nationals or have worked in England?

M Ballieu: In English literature and in history / geography, we recommend having a British teacher. However, abroad, recruiting a British professor is not mandatory; a teacher who has lived, taught, or studied in England can have the desired profile.



M Ballieu indicates that the LFA this year hired Ms. Nicole Acquah who worked in England and could have given the English literature course. In addition, Ms Laurie Lalama, a resident teacher in History / Geography can teach that very DNL (non-language subject) subject in English.

Unfortunately, we did not get to recruit a History / Geography teacher in French. We therefore were lacking a History / Geography teacher.

Since it was not possible to find such teacher, the IS cannot be opened.

The Plastic Arts teacher is also retiring in September 2020. This position could not be filled:

- Mme DELAIGUE in 3^{ème} will be able to teach Arts History.
- The pupils in 6^{ème}, 5^{ème} and 4^{ème} will have 2 hours of music per week with M Gunn instead of one hour of music and one hour of plastic arts.

Request to modify the Internal Regulations :

"The courses of specific teaching (English literature and history geography) of the British international section as well as the theater lessons can take place from 5.40 pm to 6.40 pm".

VOTE: Yes, unanimously.

2) Reminder: creation of the section council and approval of the charter of the International Section

We have approved the Section Charter which stipulates the creation of a section council.

The first meeting will take place at the end of September for primary school. This section will approve the international section projects as well as partnerships with other international sections (for the moment, contacts with London and Pondicherry) and with British schools.

A second meeting will take place at the end of the school year to take stock of the first year of primary school.

This board can also issue opinions on the selection criteria for students eligible for the international section.

Ms Blaizot: how to implement partnerships?

M Ballieu: We have ties with GIS (Ghana International School) - with Lincoln, things are somewhat more difficult. And this has been so, without the international section even being opened.

Ms Sako: We have already developed class projects this year with a British school on the knowledge of certain English-speaking countries. There were exchanges between pupils from a school in England and our children.

Ms Blaizot asks how will partnerships be considered?

M Ballieu: Through joint projects: exchange of letters, work, immersion school trips and welcoming students.

3) Presentation of the 2019 2020 Educational Operation Report

Once again, there have been many diverse projects this 2019 2020 school year.

M Ballieu specified that Ms Sako (for elementary school), Ms Castre, (for the Vie Scolaire office), Ms Longueville (for the CCC) and himself (for secondary school) were ready to answer any questions the governing board may have.

He wishes to listen to the council's input before sending the document.



Ms Hellemann stated that as far as she knew, only the report in English was available.

Ms Juhel recalled that we received a first version in French, then, in a separate email, in English.

Ms Ocran: How does the closing of the school impact academic orientation? Did this influence the students' choices?

M Ballieu: No, there were no repercussions. Academic orientation is a long-term process, in 3^{ème}, 2^{de}, 1^{re} and Tle. The academic orientation choices were formulated in the first trimester, or even in the second one. When the school closed, the choices had already been made.

Ms Violleau and the head teachers remained in touch with the students throughout the confinement period. We have had very good feedback on the orientations of our students.

No bad surprises and no negative impact.

Conversely, M Ballieu informs that many projects and trips have been canceled. In CM2, the Lomé students could not come to our school, the geology trip of the TS was canceled, the final of the AEH in Cameroon was canceled, etc.

The confinement had a heavy impact on the dynamics of the school from an educational point of view.

Ms Ocran: Does the trip to Paris have an impact on the choices for higher education?

M Ballieu: Our staff is reduced. Evaluating the impact on small numbers is complicated.

This cannot be the only assessment criteria. This trip allows pupils in 1^{ère} to better grasp what higher education is like in France.

M Ballieu does not know if there is an immediate impact but it remains an interesting experience for our students.

Ms Longueville (one of the organizers of this 1^{ère} trip to Paris) clarified that the work had been carried out in the first trimester to help students define their choice of orientation and to try to stick to these professional choices. It also opened up other university streams, career paths, which they may not have considered.

Ms Longueville also mentioned the importance of the cultural aspect: they went on numerous educational and cultural visits.

There was a lot of enthusiasm on the part of the students but it is hard to quantify this aspect.

M Ballieu: The students were able to discover new realities, the weather in France can be a shock for our students. They also visited university restaurants, university residences, etc.

For example, two years ago, one of our students was admitted to Sciences Po Paris (in Reims); it was also a discovery of the weather, human relations, learning to live independently, etc.

M Monbeig (who participated in the organization of this same trip the previous year) added that the shock can also be felt when it comes to students' supervision. They were very sensitive to the fact that in certain structures they were going to be autonomous (University) or more supervised (BTS). This can be key to their decision.

In previous years, there had been an impact on students who then changed their choices after this trip to Paris.

Ms Longueville adds that this trip allows students to ask questions to professionals (teachers).

4) Presentation of the progress report on the 2018-2021 school project

Assessment of the School Project. We are moving in the right direction. First important assessment next year before updating it for the 2022-2025 period.

Comments? Questions?



Assessment unanimously approved

5) Minutes of the meetings of the Educational Council (April 9 and May 12)

6) Assessment of June 2020 academic orientation

This year, in agreement with the families, two students are repeating their year in 2^{de}. The parents did not appeal the decision, so there will be no appeal board this year.

All students in all levels - except in 2^{de}- are to pass into the next grade, i.e. a 94.12% rate.

7) 2020 back-to-school staff forecast

Figures subject to change given the current situation.

M Ballieu explained that the school welcomes many children of expatriate staff so there is a great student turnover. The current context is upsetting these forecasts even more.

Current estimate of 703 students at the beginning of the September 2020 academic year.

Expected structure for this 2020/2021 academic year

1 class of PS / MS
1 MS class
1 MS / GS class
3 CP classes
3 CE1 classes
3 CE2 classes
2 CM1 classes
2 CM2 classes
3 6^{ème} classes
2 5^{ème} classes
2 4^{ème} classes
2 3^{ème} classes
2 2nde classes
2 1^{ère} classes
2 Tle classes

M Ballieu reminds that we will have to keep the kindergaten relocation in mind. Some levels have experienced a serious increase in number of students.

Starting September, we can resume our discussions about this real estate extension strategy and relocate the kindergaten.

M Ballieu and Ms Sako could put some registration requests on hold : those who could not be taken in due to lack of space and insufficient reception capacity.

Ms Hellemann: Which families have already paid? Mainly in PS.

M Ballieu: Out of 106 registration files, so far 44 families have paid. However for some children, we know that payments will be made later (eg children of parents holding diplomatic posts, children of staff, etc.).

Ms Hellemann: For the PS: If there was a high demand in this level, could we open a class?

M Ballieu: No, we have no more space



Ms Sako said that the Sports teacher sent an update of the space available for primary school classes once high school courses were booked. Next year, there will be even less space than in previous years (3 classes of 6^{ème}). With 18 classes in elementary school it was already complicated so it would not be possible with 19 classes.

(Reminder: sports facilities are shared between kindergarten, primary and secondary schools).

M Ballieu expresses his wish to see the school grow, and an international education provided but also insists on quality of welcoming at the school.

There is a demand but there must be enough buildings, recreational spaces and sports pitches.

Ms Hellemann regrets the fact PS and MS pupils are mixed.

Ms Sako agrees. She adds that for the moment, there are only 13 registrations and 6 families have paid in PS.

M Ballieu thinks that they may have to refuse PS registrations during the summer.

With the border closings, families may arrive later but we will no longer be able to accommodate PS.

8) Presentation of the 2020 academic year employment profile

Reminder:

This year we are losing two EEMCP2 positions (expatriate staff), in French and in Mathematics. Creation of two resident positions that have been filled in French and Mathematics: the teachers have had their secondments.

We have also recruited:

- an Economics resident teacher
- a Primary School resident teacher

Regarding local recruitments and additional services:

- Mathematics: additional service
- P.E.: additional service
- English: Mme Longueville: additional service
- English: full time hiring
- 2 Primary School teachers

The vacancies, as mentioned above, are as follows:

- Half-time Plastic Arts: it will be replaced by two hours of music instead of one for pupils in 6^{ème}, 5^{ème} and 4^{ème}. For pupils in 3^{ème}, History of the Arts, taught by Mme Delaigue, will replace that hour.

Ms Sako: In elementary school, we had our 18 teachers, 2 of whom were recruited Primary school teachers, one obtained his secondment and the other did not.

The person whose secondment has not been accepted does not want to appeal the decision.

M Ballieu reassures that here is no reason to worry because Ms GOUY could take up the job as a resident or under local contract.

To open the International Section in secondary school, a double recruitment is needed:

- History / Geography
- English



To date M Ballieu argues that the recruitment procedure seems to be over for next year and a new campaign will be launched at the beginning of the year to ensure the opening of the ISB in secondary school in 2021.

9) Presentation of IMP 2020 2021

- Culture referent: Mme Delaigue: 0,5
- Digital educational resource and use: ??? new teachers to be consulted to see if any of them are interested
- Magisterium Referent: M. Agbenyeke: 0.5
- Referent: ADN- AEFÉ: Ms Ballieu: 0.5
- IGCSE referent: Ms Amarteifio: 1
- DELF referent: Ms Baroux 0,5
- Accompanying Referents: Maths: Ms Hess 1
- Laboratory Managers
 - o SPC: Ms Felgines 0.5
 - o Biology: M Boukougou 0.5

10) Presentation of the 2019 Financial Account

Ms Bourget: we based the 2019 budget on the assumption of student growth.

In September 2019, the forecast was of 650 students. In actual facts, we had a little more, hence a budget surplus.

2019 BUDGET IMPLEMENTATION			
TOTAL REVENUE: 3,906,380.00 €			
			Comments
SCHOOL FEES	2019 Budget	2019 Budget implementation	
			Tuition Costs: +40k
			* 2.5% increase + educational increase
			* 661 students in September 2019 vs 650 students planned
Tuition			in 2019 budget.
<i>Tuition fees</i>	3,210,135.00	3,250,360.00	
1st registration fees			1st registrations: -10,750k
<i>Registration</i>	462,500.00	451,750.00	* 177 new students (174 chargeable, 3 staff children
Re-registration fees			exempt, 10 re-registrations)
<i>Re-registration</i>	7,500.00	1,500.00	Budget forecast 2019: 185 new registrations
Insurance for schoolchildren			
<i>School Insurance</i>	25,350.00	26,286.00	
Exam fees			DNB, DELE, APTIS, IGCSE, DELF



ÉTABLISSEMENT
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<i>Exams</i>		6,106.00	
TOTAL	3,705,485.00	3,736,002.00	Tuition fees: + 40k
			* impact of 2.5% increase
			* 661 students in September 2019 vs 650 students planned
			in budget 19.
			<i>First Registration fees: -10,750k</i>
			* 177 new students (174 chargeable, 3 staffchildren
			exempt, 10 re-registrations)
			Budgeted for 185 in 2019

2019 BUDGET IMPLEMENTATION

INVESTMENT EXPENDITURE	2019 Budget	2019 Execution	Comments
<i>Total investment expenses</i>	790,857.00	684,338.00	
Of which :			
Constructions, development			Construction 5 classes
	519,097.00	439,760.00	Various works: see investment / infrastructure table
Machinery and equipment			<i>Construction 5 classes</i>
installation	60,000.00	13,939.00	<i>Various works: see investment / infrastructure table</i>
Installations, interior design	22,900.00	43,825.00	
IT hardware	33,970.00	34,974.00	
Audio-visual materials.	9,100.00	20,902.00	
Furniture	55,911.00	68,355.00	See table of furniture and equipment acquisition
			<i>See table of furniture and equipment acquisition</i>



ÉTABLISSEMENT
CONVENTIONNÉ



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Various teaching materials (24k €)	23,540.00	36,739.00
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2019 BUDGET IMPLEMENTATION			
TOTAL EXPENSES 2019: 3,732,098.00 €			
STAFF EXPENDITURE	2019 Budget	Implemented 2019 budget	Comments
Teachers' salary			
<i>Teachers' personal remuneration</i>	782,265.00	838,385.00	(+ 56k) Increase in the coverage of an administrative salary
Personal service compensation			and teacher + bonuses
<i>Personal service remuneration</i>	135,385.00	136,723.00	1 resident Admin position, 1/2 FLESCO position
Administrative staff remuneration			Increase of hourly shares
<i>Administrative staff remuneration</i>	92,835.00	94,933.00	(+ 15k) replacements for sick leave, maternity on the increase
Temporary workers			(-10k) on settling-in grant: replacements provided for in the budget of
<i>Temporary staff workers</i>	24,010.00	39,440.00	3 resident teachers positions not filled
Indemnity (13th month)			(+ 56k) Increase in the administration of an administrative staff salary
<i>Indemnity (13th month)</i>	26,905.00	20,527.00	and teacher + bonuses
Settling-in grant			(+ 15k) 1 Admin support, New hiring of 1/2 Flesco teacher
<i>Settling-in packages</i>	89,195.00	99,336.00	(+ 7k) Increase in volume of hours vs budget
Tax contributions			(+ 17k) Substitution of long term illness
<i>Tax contributions</i>	250,786.00	241,396.00	(-10k) budgeted substitution of 3 new Resident teachers did not happen
Retirement bonus			
<i>Retirement bonus</i>	-	39,544.00	
Various professional costs			
<i>Various professional costs</i>	35,600.00	26,924.00	
Pay and tax contributions	1,436,981.00	1,537,208.00	
<i>Remuneration and tax contributions</i>			
Taxes on remuneration	314,824.00	294,869.00	
<i>Taxes and fees on remuneration</i>			



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Contribution	262,095.00	230,071.00	Reduction in the amount of network contribution / 7.5% budgeted for
<i>AEFE Contribution</i>			2018 number of students
Contribution to Resident remuneration	673,600.00	669,476.00	<i>Contribution to Resident remuneration</i>

2019 BUDGET IMPLEMENTATION			
OPERATING EXPENSES	2019 Budget	2019 Execution	Comments
Non-stocked supply purchases			
Total	262,115.00	275,314.00	<i>(-11k vs 2018) Significant decrease</i>
Of which :			<i>(+ 2k vs 2018) increase due number of students</i>
<i>Electricity /Electricity</i>	71,435.00	69,918.00	(-11k vs 2018) Significant decrease
<i>Water</i>	21,075.00	15,930.00	(+ 2k vs 2018) Increase related to the number of students
Teaching expenses			
<i>Teaching expenses</i>	49,200.00	35,753.00	(+ 7k) Increase in swimming pool expenses: increase in prices + transportation
Purchase of resold school supplies			<i>(+ 7k) Increase in swimming pool expenses: increase in prices + transport</i>
<i>Purchase of resold school supplies</i>	49,615.00	71,217.00	(+ 14k vs 2018)
Purchase of resold textbooks			<i>Increase of enrollment</i>
<i>Purchase of resold textbooks</i>	11,250.00	24,304.00	(+ 4k vs 2018)
Ecole des Loisirs Subscription			<i>Increase of enrollment</i>
<i>Ecole des Loisirs Subscription</i>	6,000.00	7,430.00	
Works, Services, External charges			Works, Services, External charges
Total	409,224.00	409,055.00	
Of which :			
Property maintenance	36,620.00	58,357.00	<i>Property maintenance</i>
Computer hardware maintenance	17,756.00	17,520.00	<i>Computer hardware maintenance</i>
Maintenance / service contracts	48,825.00	46,741.00	<i>Maintenance / service contracts</i>
Security service contract	26,400.00	29,597.00	<i>Security service contract</i>
Personal insurance contract	69,770.00	50,817.00	<i>Personal insurance contract</i>
External communication costs	22,890.00	28,246.00	<i>External communication costs</i>



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Office equipment rental	8,830.00	16,932.00	Office equipment rental: Increase number of photocopiers 5 to 7 /equipment increase
Intermediate / fees	12,000.00	36,978.00	Intermediate / fees:
			E&Y fraud audit / Audi Forensic / Interim accounting 5 months /Accounting interim 5 months
Staff continuing education	20,834.00	20,220.00	Staff continuing education

2019 BUDGET IMPLEMENTATION			
INVESTMENT EXPENDITURE	2019 Budget	2019 Execution	Comments
Total investment expenses	790,857.00	684,338.00	
Of which :			
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	519,097.00	439,760.00	Various works: see investment / infrastructure table
Machinery and equipment			Construction 5 classes
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			See table of furniture and equipment acquisition
Various teaching materials (24k €)	23,540.00	36,739.00	

Mr. Salomon finds that there is very little difference with the difference in number of different students, just 1% difference. He congratulates the work of the financial service.

Ms Bourget: Yes, we always anticipate a possible variation.

Ms Bourget asks whether the council members have any questions.



Ms Ocran: are there any works planned this summer?

Ms Bourget reminds that they have not yet been validated. Ms Bourget is awaiting for validation from the management board.

M Ballieu lists the works to be done this summer:

- Make premises secure
- Water drainage
- Electrical grid

M Salomon: We had major damage following the storm at the school restaurant (collapse of the straw hut). Does this have an impact on our finances or is it covered by insurance.

D. Ballieu replies that we are no longer insured (the insurance was for 1 year). M Kapoor is working on opening a new catering service.

D. Ballieu thanks Ms Bourget for her presentation.

This draft must be validated by the management board and the Parents' assembly;

Approval of the change of name of the LFA to Lycée Français International Jacques Prévert d'Accra

M Ballieu suggests a name change for our school as advertising strategy for the opening of the international section.

He wants the approval of the governing board before making a request to the AEFÉ.

Ms Longeville: Have all the schools with international section changed their names?

M Ballieu: Yes for communication purposes

Ms Juhel thinks that "Accra" makes the name of the school longer.

Ms Castre thinks the city name is important to remind us that we are in Ghana. It is a source of pride to open an international section in our school.

M Salomon adds that many high schools are named LFI + something. Ex LFIS: French International School of Singapore.

Ms Blaizot: the APE statutes must be modified accordingly.

M Ballieu: of course, if this name is approved, the statutes will have to be modified?

Ms Blaizot specifies that the French Embassy supports this name change. The fact that our school is International can attract more Ghanaians and more international students.

Ms Ocran asks whether this move is not a bit rushed because the international section is not yet to open in high school.

M Ballieu explains that the international section will be operational in September in Primary School. Opening IS for the 3 levels at once, from CP to Tle, is rather rare.

This is the first phase, we still have at least a year to go before the name change. We already have the usually most difficult human resources to obtain: English and History / Geography in English.

Voting :



Lycée Français International Jacques Prévert d'Accra: Yes unanimously

11) Other business

M Monbeig asks whether M Kapoor thinks the current building roofs can be used to enlarge the school.

M Kapoor wants to have new buildings built. The new buildings can be designed to allow us to use the roofs.

M Kapoor congratulates Ms Bourget on her financial results and thanks the whole LFA team during this confinement period.

Start: 3:00 p.m. End: 5:40 p.m.

Secretary, Delphine Castre,

Co-Secretary, Maelle Longueville

Principal, David Ballieu