



ÉTABLISSEMENT
CONVENTIONNÉ



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Agence pour
l'enseignement français
à l'étranger

MINUTES OF THE SCHOOL MANAGEMENT BOARD MEETING

Meeting organized by: The Board of Directors of the Lycée Français International Jacques Prévert d'Accra

DATE: March 30, 2021

TIME: 5:30 p.m.

Location: Room 303 + Zoom virtual room

ATTENDANCE LIST			
EX OFFICIO MEMBERS	PARTICIPANT	ELECTED MEMBERS	PARTICIPANT
M Alexandre FOULON COCAC	Present	Mr Nadim GHANEM President	Present
Mr David BALLIEU Principal	Present	Ms Laurence ELONG MBASSI Vice-president	Present
Ms Karine SAKO Primary Director	Present	Mrs Sophie BAILLY BECHET Treasurer	Present
Ms Sylvie BOURGET DAF	Present	M Wissam RAAD Deputy Treasurer	Present
		Ms Julie HELLEMANN Member	Present
		Ms Alice COLES Member	Present
STAFF REPRESENTATIVES		M Krishan KAPOOR Member	Present
Ms Aurélie SERVE Teacher	Present	Ms Emma Tarrant TAYOU Member	Present
Ms Laurie LALAMA Teacher	Present	Ms. Kadija Amoah Member	Absent
		Vacant	



Agenda:

1. Finance Committee update - execution of the 2021 budget at the end of March 2021
2. HR Committee update - report on recruitment for the start of the 2021 school year
3. Improvement of our salary packages
4. Preparation for the start of the 2021-2022 school year
5. Any Other Business

1. Budget execution on March 30 (Mme Bourget - DAF)	
SUBJECT	
	<p>Expenses:</p> <ul style="list-style-type: none"> - At the end of March, the usual expenditure against the budget is 25%. Expenses were made within this limit - including electricity. - Description of accounts by the DAF (stock recovery of cleaning products, overrun on certain equipment such as canopies, maintenance work, internet expenses such as Zoom, 57% of the amount budgeted for casual staff employed for the surveillance of playgrounds and the canteen, construction work, etc.) - The first PRR / AEFÉ installment (35% of the projected amount) was spent as planned. <p>Income:</p> <ul style="list-style-type: none"> - 81.26% of revenue collected. Ms. Bourget will confirm if this % is usual at this time of year. 57 students (40 families) did not pay the bill for semester 2 and are not on a payment plan - value of EUR 153,332. 58 students (42 families) benefit from a payment plan - value of 142,739 euros. Semester 1 - fully paid by all students still in class. <p>Trend:</p> <ul style="list-style-type: none"> - More and more families are on a payment plan. If defaulting payers were also moved to the payment plan, that would bring us to 15% of children on a payment plan. <p>Investments:</p> <ul style="list-style-type: none"> - New canteen building - partially constructed. Budget of 31,765 EUR for investment works which includes new canteen furniture and new tents up to 5,102 €.
DISCUSSION	
CONCLUSION	<ul style="list-style-type: none"> - Sylvie will confirm the income rate compared to other years - Contact families who still have not paid to set up a payment plan if necessary.

2. HR Committee update - report on recruitment for the start of the 2021 school year	
SUBJECT	<p>Recruitment:</p> <ul style="list-style-type: none"> - 4 Resident positions were to be filled and are now filled: 2 in secondary school (French and Sports) and 2 school teachers in primary school. Those who have accepted must now obtain confirmation from their home academy. - Local contract positions: <ul style="list-style-type: none"> o Arabic teacher position filled (job creation) o Librarian position filled o 3.5 Primary School Teacher positions: 2 filled, 1.5 in progress. o Flesco position filled



	<ul style="list-style-type: none"> ○ SPC teacher position to be filled ○ Arts Professor position to be filled ○ 2 positions still to be filled to open the International section in Secondary school (History and English Literature). <p>Many applications were received and many interviews conducted. A lot of interest but our salary package is not competitive compared to other French high schools which offer their employees accommodation, a plane ticket for the whole family, free schooling for their children, etc. Ghana is an expensive country. A study is underway with the Finance department to improve our package in order to facilitate the recruitment of our local employees.</p>
<p>DISCUSSION</p>	<ul style="list-style-type: none"> • [Laurence] Motivation for Mme Rondeau's departure? <i>LFIA salary conditions unsatisfactory.</i> • [Nadim] Why are we having trouble recruiting an English literature teacher in IBS? <i>Because you have to be a native of Britain and meet certain conditions that few people in Ghana meet.</i> • [Sophie] Do we plan to reduce our requirements if we can't find anyone? <i>No, because we have to meet certain criteria to be approved. We have opened the IBS at the primary school level and we have the teachers for primary school. Pb: CM2 who will move up to 6ème - The Principal is considering a solution so as not to deprive them of this course for next year with the means we have.</i> • [Emma] We need to modify the post and remove the reference to the Masters degree which is not a prerequisite to be a teacher in England. • [AT. Foulon] Relaunch announcements to universities. • [Aurélie Serve] Have we relaunched the IBS survey? What do we mean when we say "we will find a solution for CM2 students"? <i>No survey conducted about the IBS. On the solution to be found: secondary school teachers who would take 4 hours of teaching literature. But recruitments are still in progress.</i> • [Mme Lalama] Physics and chemistry post: post in addition to the existing one or new post? <i>Recruitment to provide more hours.</i> • [AT. Foulon] Are there any candidates for the unfilled positions? <i>Yes there are a lot of candidates.</i>
<p>CONCLUSION</p>	<ul style="list-style-type: none"> - Edit the advertisement for IB Section positions to request a teaching qualification, not a full Masters qualification. - Promote within local university networks in Ghana to see if it is possible to hire locally

3. Improvement of our salary packages

<p>SUBJECT</p>	<p>Proposal to reduce the participation of local employees in the tuition fees of their children from 8%, 10% or 12% of their net salary to 5% regardless of their salary.</p>
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DISCUSSION	<ul style="list-style-type: none"> • [Alice] Obstacles to recruitment: <ul style="list-style-type: none"> ▪ Housing prices in Ghana ▪ Reduced financial assistance for children's education • [Alice] How to improve the situation? <ul style="list-style-type: none"> ▪ Reduce tuition fees for applicants with children (many applicants are French and are not used to paying for school). • [Nadim] We have to make a change that applies to everyone • [Aurélie and Sophie] This change is expected and will benefit everyone • [Alice] It's a start, we will continue to work on the benefits granted to local employees. • [Wissam] Do we have candidates from West Africa? • [Alice] Yes, we have a lot of African candidates but they must also meet certain national education conditions. • [Headmaster] When there are couples who come with children, it is difficult to accept an offer with only one salary and dependent children and the taxation on the salary is also a deterrent, even with the SSNIT recovered at 18.5% • Presentation by the DAF of a plan to improve the package if employees paid 5% of tuition fees instead of 8%, 10% or 12%. • Change - loss of income for the LFIA of 10,000 euros per year. • [Aurélie] Why not calculate the contribution on tuition fees and not on the salary level? • [Alice] To be fair for the smallest wages.
CONCLUSION	<ul style="list-style-type: none"> - Vote adopted: reduce the staff contribution to 5% for all staff recruited since 2017 and for all staff entering from September 2021. There will be no limit on the number of children. Employees recruited before 2017 keep their free tuition for their children. - To be studied: creation of a solidarity fund to support requests for additional support from teachers and parents.

4. Preparation for the start of the 2021-2022 school year

SUBJECT	Mr. Ballieu presents an update on the profile of the school for September 2021.
DISCUSSION	<ul style="list-style-type: none"> - As of March 30, 49 applications have been received for September 2021. 17 of them have paid the 3000 EUR registration fee. We receive registration requests every day. - Still difficult to predict how many students will be at the LFIA in September but according to a survey of parents, there will be an increase of 519 children, though there could still be dropouts. New registrations - In certain age groups in elementary school, we may have to refuse some applications.



	<ul style="list-style-type: none"> - Currently there are 5 Kindergarten classes and 13 Elementary classes, but could be 6: 12 in September which would be preferable. - Limit on the number of students we can take is 24 students per class - 432 total limit for primary school. No real pressure on the number of secondary school students. - The 2021 budget was built on the basis of 680 students.
CONCLUSION	

5. Any Other Business	
SUBJECT	<ol style="list-style-type: none"> 1 - Reimbursement of tuition fees to parents vs. creation of a solidarity fund 2. Transition and changes of the members of the board of directors 3. Board Secretary
DISCUSSION	<ol style="list-style-type: none"> 1. Reimbursement of tuition fees: parents will be asked to confirm whether they wish to have a tuition credit on 2.5% of the fees of the last semester (as promised at the end of 2020) or if they wish to donate to a future solidarity fund. 2. Transition. This CA ends in May. - the positions of president and vice-president will be vacant during the new mandate, in May 2021. A number of other members are unsure whether they will continue for a new term: Nadim and Laurence are leaving the Board of Directors. Julie, Alice and Kris do not yet know if they will stay on the team. Enam has resigned. Wissam, Sophie and Emma are to stay. New members, having joined the Board in the last 6 months, are eligible to complete two future terms. 3. Board secretary - use the law firm to support the legal secretariat of the board. No additional cost
CONCLUSION	<ol style="list-style-type: none"> 1. Voted: parents will be asked to confirm whether they wish to have a tuition credit on 2.5% of the costs of the last semester or if they wish to make a donation to a future solidarity fund to be created very quickly. 2. Setting up of a committee to work on the creation of the solidarity fund. 3. Agreed that new members (last 6 months of term) are eligible for two terms starting in May. 4. Agreed to extend the terms of the law firm to provide secretarial services during meetings.



Accra, March 30, 2021

The President of the APE
Nadim GHANEM

The Secretary of the APE