

**MINUTES OF BOARD OF DIRECTORS MEETING OF LYCÉE FRANCAIS INTERNATIONAL JACQUES PRÉVERT
D'ACCRA LBG HELD ON JUNE 28TH, 2021 ON SCHOOL PREMISES ROOM 304, ACCRA AT 5:00PM**

PRESENT

Mime Sophie BAILLY-BECHET	-	PRESIDENT
M Wissam RAAD	-	VICE PRESIDENT
Mime Anne-Marie CASTEL-LANGFELD	-	MEMBER
M Krishan K KAPOOR	-	MEMBER
Mime Alice COLES	-	MEMBER
Mime Emma TARRANT	-	TRANSLATOR/MEMBER
M David BALLIEU	-	PRINCIPAL
Mime Karine SAKO	-	HEAD MISTRESS OF PRIMARY SCHOOL
Mime Sylvie BOURGET	-	ADMINISTRATIVE/FINANCIAL DIRECTOR
Mime Nachula WILSON	-	TREASURER
Mime Enyonam DAGADU	-	VICE TREASURER
Mime Armelle ALLARD	-	MEMBER
Mime Aurelie SERVE	-	STAFF REPRESENTATIVE
Mime Laurie LALAMA	-	STAFF REPRESENTATIVE

IN ATTENDANCE

BOBBY BANSON ESQ.	-	LAWYER/COMPANY SECRETARY
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1) **OPENING OF MEETING**

Meeting commenced at 5:20 pm.

2) **DEFINITION OF REAL ESTATE EXTENSION PROJECT**

For the extension project of the school three (3) sites were chosen for their suitability for the project to be reviewed by the board.

The properties reviewed and discussed by the board were as follows:

- a) First site was presented as having an old building on the land which was a good property since there was the option of the building being demolished if selected.
- b) The second was a former hotel, three (3) storeys high, though it has quite a number of rooms the rooms were small and could not be adequately used as a classroom without breaking walls and other structural modification.
- c) The third site had 4 new town houses on the property which was being rented for 12,000 Euros. It was discussed that for the building to be used by the school it had to be retrofitted since there was the need for emergency exits, stairs and other structural works.
- d) A fourth option was also discussed. This involved a land belonging to the Ghanem Family situated close to the A & C Shopping Mall in East Legon.

In the discussion, the issue of Zonal and municipal laws was brought up, cost of the project (if the school has enough money) and if there was approval from the general assembly.

The board came to a consensus on the need to relocate the nursery, to renovate the current premises and the need for an expansion. To enable the Board adequately assess feasibility of the project, cost and the selection of a suitable site, the members agreed on the hiring of a consultant to provide this technical information in the making of the decision. The consultant is to be hired by an HR committee made up of some members of the Board.

The consultant upon employment was to work with the infrastructure committee which will include Mr. Charon a technical consultant and report to the Board. The hiring is scheduled for September, after the summer break is over.

The consultant will be required to help the board put together a proposal on the extension project to be presented at the next Annual General Meeting for final decision.

3) OTHER MATTERS ARISING

The following were brought up to be resolved by the board.

a) Summer Projects

The financial director presented the projects to be embarked on during the school summer break with their accompanying cost. These included a centralized fire alarm system, safety works, canopy, and canteen extension. Mr. Kapoor formally filed his objection with respect to the cost and how the estimated sum for the projects was arrived at and the fact the board was not given this document before the meeting. After much deliberation the board resolved to place the canteen extension on hold for review by the consultant and the infrastructure committee. However, the safety works on the extension should be done during the break. Mr. Kapoor who was already working with a consultant for the centralized fire alarm system was to bring estimates he had collected to be reviewed alongside those received by the financial director. The electrical and safety works which were ongoing was to continue.

- b) There was the request for the provision of an additional canopy to provide shade for the nursery section to help during afternoon playtime and additional storage facility for sports equipment. The board decided the infrastructure committee was to review these issues in their next sitting and report back to the Board.
- c) There was a request for a digital payment system of lunch for students to replace the ticket system to enable easy collection of lunch money by the school. The company providing lunch has requested the school to pay part of the cost of the new digital system. The cost for the setup was estimated at 5,000 Euros. This system was to be reviewed at the next meeting after more information was obtained on how well it could work as a payment system.
- d) There was the request for an increment of the salary or bonuses to the cleaning and security staff by the teacher representatives. They were of the opinion that they did really good work however the salary paid by the external company was really low. The lawyer/corporate-secretary interjected that to go behind the external company will be a breach of the terms of the contract. However, in the review of the external company's contract, a contractual term on the minimum salary they can pay the staff could be added. The Board asked for the details of the current contract be examined and be informed on the expiration date of the agreement.
- e) A request was made by a member for the need of a review of the salaries of staff due to the increment in transport and other goods and services affecting the general living conditions. The last time this was reviewed was in 2017. The board agreed to look into it.

5) CLOSURE


The meeting closed at 9:00 PM.

SIGNED BY:

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CHAIRMAN

SIGNED BY:

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COMPANY SECRETARY