



MINUTES OF MEETING: BOARD MEETING

Organized by the President of the School Management Board

DATE: Thursday, November 12, 2020

TIME: 5PM

Location: Meeting room, LFA + Virtual Zoom room

ATTENDANCE LIST			
EX OFFICIO MEMBERS	PARTICIPANT	ELECTED MEMBERS	PARTICIPANT
M Alexandre FOULON COCAC	Present	Mr Nadim GHANEM Chairman	Present
Mr David BALLIEU Principal	Present	Laurence ELONG MBASSI Vice-President	Present
Mrs. Karine SAKO Director	Present	Mrs Sophie BAILLY BECHET Treasurer	Present
Mrs Sylvie BOURGET DAF	Present	Mr Wissam RAAD Under Treasurer	Present
		Mrs Beatrice MANIGAT Secretary of the session	Present
		Ms. Enam GBEKOR Member	Present
STAFF REPRESENTATIVES		Mrs Julie HELLEMANN Member	Present
Mrs Aurélie SERVE Teacher	Present	Alice COLES Member	Present
Mrs Laurie LALAMA	Present	Mr Krishan KAPOOR Member	Present
		Emma Tarrant TAYOU Member	Present

Agenda:

1. Report on beginning of school year (M. Ballieu)
2. 2021 outlook for approval (M. Ballieu)
3. Update on the 2020 Budget (Mme Bourget)



4. Guidelines drafted for the 2021 budget (presentation by Ms. Bailly-Bechet and Ms. Bourget)
5. Approval of recovery measures regarding unpaid tuition fees 2019-2020 / 2020-2021
6. Welcoming of new members, composition of committees for 2020-2021
7. Point from the HR committee (Ms Coles)
8. Any other business - staff representatives

1. Report on beginning of school year (M. Ballieu)	
SUBJECT	After a good increase in the number of students for 2 years, the LFA has recorded a loss of students due to the health context in this new 2020 school year. The 2020 budget has been positioned at 710 students, and for the moment, the LFA counts 646 students to date who take distance courses and face-to-face classes since October 5 (4 levels of classes). However, the drop in enrolment is significant mainly in Kindergarten. Parents prefer to wait for the official resumption of classes so that their children can benefit from face-to-face education. It is therefore possible to catch up with forecasts in January 2021 or at the start of the 2021 school year if growth continues.
DISCUSSION	<ul style="list-style-type: none"> • School resumption date has been set by the Ghanaian government for January 5, 2021. • Nationality: The number of registered Ghanaians is increasing, a sign of confidence and hope for a 2021 growth. As a reminder, the school welcomes 180 Ghanaian students: • Structure: 1 class less in Kindergarten but one more in Elementary school. • Recruitment / employment profile: 1 vacant Primary Resident post which has been frozen (recruitment difficulties due to the health crisis, among others). • Positions filled at Secondary school level but no recruitment for the International Section. No replacement found for Arts, Abandonment of post in English: the hours had to be divided between three teachers . Resignation of the Flesco teacher as well.
CONCLUSION	Difficulties linked to the particular economic situation. We can have high hopes for a resumption of registration growth for 2021.

2. 2021 outlook for approval (M. Ballieu)	
SUBJECT	Request for validation by the Board of the following projects:
DISCUSSION	<ul style="list-style-type: none"> • Creation of an Arab teaching post: work in progress with the AEFE Arabic teaching inspector for an opening in September 2021 (Primary, early Secondary schools) • Services of a speech therapist: recently settled in Ghana, eager to join the LFA team • Creation of a Communications Officer



	<ul style="list-style-type: none"> • Recruitment of an Arts teacher • Opening of the International Section in September 2021 in Secondary school. • To build the 2021 budget allowing the achievement of these projects, it is necessary consider a number of 710-730 students (realistic projection) for September 2021. • However, the current site is full and cannot accommodate more students (650 maximum) because there are no more rooms. The kindergarten relocation project would also allow the creation of a TPS in Kindergarten to increase enrolment. • For the start of January 2021, we are not sure there is enough room to accommodate all students: the classes could take up to 22-23 pupils but the site cannot accommodate 710 pupils. Only about twenty students could be integrated into kindergarten in January 2021. • HR project: resumption of discussions to be planned (put on hold for some time). The RIT proposal was discussed between staff, pooling must be continued to relaunch the discussions (see Ms. Servé) • Real estate project: to be included in the 2021 budget (for a capacity of 710-730 pupils). The Infrastructure Commission is working on this (see their report). The subject must be quickly discussed and we may possibly resume the collaboration with M Chéron. Given the economic situation, however, it is difficult to include this project in the 2021 budget. Nevertheless, Mr. Ballieu reminds that the reception capacity of the LFA on this site is 660-670 students. • Name change : <i>Lycée Français International Jacques Prévert d'Accra.</i> The validation is underway by the Ghanaian administration for then presentation and validation by the French Embassy then the AEFÉ. Mr. Kapoor is following the procedure and will report to Mr. Ballieu.
CONCLUSION	

3. Update on the 2020 Budget (Mme Bourget)	
SUBJECT	Budget execution report as of December 31, 2020. Comparative points with the voted budget. Covid19 has impacted budget execution 2020.
DISCUSSION	<ul style="list-style-type: none"> • Students: 649 to date. 12 students less compared to the forecast. 61 fewer students in September 2020 (compared to the 710 planned). • 97 costs for new registrations (instead of 170 planned, including 3 children of non-paying staff). • Price increase (+ 20%, 3000 euros this year). • Decrease in new registrations (shortfall of 219,000 euros) • 6 re-enrolments former students (1,500 euros budgeted)



	<ul style="list-style-type: none"> • Classes: 18 classes at primary school level (380 pupils). Alignment of elementary school fees with recommended kindergarten school fees, budgeted as of September 2020. Actual = 281 elementary school pupils instead of 305 pupils planned (24 fewer pupils = 1920 euros earning loss). • Expenses: inflation at 8% on recommended purchases for the 2020 budget (in GhCedis). Revised budget in September 2020 to be taken into account • Contracts: planned 2020 budget: Completed: 1 creation in Primary school, and replacement of 3 teachers recruited locally. Non achieved: 1 Primary School teacher, ½ FLESCO position, 2 International Section teaching positions (not provided), 1 replacement on 2 maternity leaves, ATOS staff (2 supervisors, 1 ASEM - class opening not carried out), 1 financial department secretary. 1 chief accountant hired in January 2020. IT assistant hiring (part-time). • Residents: 22 (2 expats transformed into Residents) at full cost. 4 departures replaced by 3 arrivals (3 out of 4 arrivals: 1 frozen resident station) with payment of salaries from September to November and installation bonus. • Local contracts: grade change, increase in payroll (around 2.5%) • Contribution to the remuneration of residents: 2 rates: 100% and 38% • ISVL: assumption of 5% increase, but the real figure is + 6.7 % (as of 01.10.20). • Investment: budget revised in 2020 to 454,000 euros instead of 1M euros • Budget execution table as at 31.12: final balance = 88,000 euros (48,900 euros recommended in the 2020 budget). Some expenses were not executed. Savings on large expenditure items (salaries: unfulfilled recruitments, installation premium package not spent). • See budget execution table on 12/30/2020.
CONCLUSION	

4. Guidelines drafted for the 2021 budget (presentation by Ms. Bailly-Bechet and Ms. Bourget)	
SUBJECT	Construction hypothesis: 660 students from January to June 2021/710 from September to December 2021 = budgeted target.



DISCUSSION	<ul style="list-style-type: none"> • Flexibility on the first registration fees • Tuition fee increase approved by GA • Discussion on the acceptability of this proposal for parents in the midst of a health and economic crisis. 2.5% represents expenditure inflation and we must take into account the depreciation of the GhCedi against the euro. This increase is necessary to abound reserves and plan to relocate kindergarten and restructure the school.
CONCLUSION	<ul style="list-style-type: none"> • Propose two budgets: one taking into account the C19 and another not dependent on the C19. • We must keep in mind the efforts for a return to 710 students once the schools are open: real estate project, enhanced services: speech therapist, Arabic lessons, etc.

5. Approval of recovery measures regarding unpaid tuition fees 2019-2020 / 2020-2021	
SUBJECT	30,000 euros are to be collected on unpaid semester 2 (2019-2020). Some families have requested and received assistance for Trim 3 (AEFE assistance) but there are still outstanding payments. On Sem 1 2020-2021, a recovery is to be made for the families who have not met the deadlines put in place and have manifested themselves so far.
DISCUSSION	<ul style="list-style-type: none"> • Proposed measures: ask these families to pay off debts before December 2020 under penalty of discontinuation of classes. In the past, after several reminders, the students were not allowed inclass. The situation today is very complicated, many reminders have been issued and bills have remained unpaid for a long time. Difficult to discuss and decide on the removal of students. Case to be studied in more detail. Families solicited several times. Sanctioning students who have been attending the LFA for a long time is also uncomfortable. • Vote to pay off the 2019-2020 debt no later than December 21, 2020 under penalty of refusal to take the student back in January 2021: minority vote, proposal rejected.
CONCLUSION	Setting up of a commission to study these cases: Sophie, Laurence, Julie, Emma, Enam, Sylvie.

6. Welcome of new members, composition of committees for 2020-2021	
SUBJECT	<ul style="list-style-type: none"> • Due to lack of time, they will be presented at the next CA.



	<ul style="list-style-type: none"> The Communication Commission needs the approval of the board for a consultation to be carried out with the parents (communication audit within the LFA).
DISCUSSION	
CONCLUSION	Write the text of the consultation, submit it to the board who will give the green light for distribution to parents.

7. Point from the HR committee (Ms Coles)	
SUBJECT	<ul style="list-style-type: none"> It has become difficult to recruit because the advantages offered by the LFA are not very competitive and must be improved. Tuition fees are too high, especially for large families. Coverage of school fees is limited to two children. Proposal to include some incentives in the 2021 budget. Other important recruitments
DISCUSSION	<ul style="list-style-type: none"> Support for return ticket to France each year (limited to 2 people per family maximum for the moment) Increase assistance for the management of tuition fees (12% of salary to cover these costs) - financial impact study to carry out (Nadim, Sylvie, Sophie) Recruitment of the Speech-Language therapist: fantastic opportunity for the LFA. This person has already worked with French schools abroad. She is now present in Ghana for 3 years. Increasingly important needs at LFA (language learning disorders). Salaried position at 27 hours / week (salary level same as Primary School teacher). Possibility of offering paid services for individual appointments. Provision of trainings in the school and overall management of problems of this kind. No other candidacies registered to date while the need has been expressed for a long time already. Arabic language teacher: very interesting application, opportunity for the school. Year 1 = 6^{ème} + extracurricular (half-time). Non-costly position for the school. Creation of a post of communication manager who obviously does not call into question the presence of Mr. Ahmed KONE: a wonderful resource at the LFA who managed IT and Communication for a long time.
CONCLUSION	<ul style="list-style-type: none"> Vote for the recruitment of the Speech therapist: approved. Vote for the recruitment of the Arabic teacher: approved .



	<ul style="list-style-type: none"> • Vote for the recruitment of a communications officer: approved • Nadim, Sylvie, Sophie: study of the financial impact of an increase in aid to cover school fees.
--	--

8. Any Other Business	
SUBJECT	<ul style="list-style-type: none"> • New canteen construction: during the August Board meeting ruling on this point, the teachers had specified that they needed a quiet space for lunch but this does not seem to have been taken into account. • Clarification on the functioning of committees: they have advisory but not decision-making power. However, it seems that certain decisions are taken in committee without going through the approval of the Board of Directors (eg no call for tenders for the construction of the canteen). More transparency is needed. • COVID testing support for the staff • Information on AEFÉ grant request (phase 2 support plan in connection with expenses related to the health context). Problem of information not shared on time in view of the reduced deadlines: only Sylvie and Principal informed and working on it.
DISCUSSION	<ul style="list-style-type: none"> • Following the destruction of the old canteen, it was necessary to build a new one. Teachers have the opportunity to take advantage of this space if they wish. Measures will be taken to limit noise. • Indeed, there was no call for tenders for the construction because the school has a group of extremely dedicated people who can mobilize teams that can do the job professionally at more advantageous costs. This was the case for the construction of the canteen. • The support for tests is accepted by the administration in case of proven contacts at school to protect staff, but not when a staff member has been in contact with a patient outside of school. • However, we must consider that teachers are exposed and in the context of the reopening of the LFA, we must consider the full support of the tests. They remain expensive, especially for low wage earners. Some insurances can offer support to cover some expenses. The District Health Services are also present and offered to test personnel at a lower cost. The administration is waiting for the proposed quote. The President is of the opinion that the school should cover the cost of testing under any circumstances when it asks a staff member to be tested. • The school should be able to bear the costs and budgeting is to be expected. A new reliable test, approved by the FDA and used by the NHS in the UK will be available soon (\$ 200 for 10 tests). The constitution of stocks is to be expected. • However, keep in mind that at the moment only PCR tests are allowed (50 USD, 350 GhC). See also how to have an agreement with a laboratory to prepay for tests and send staff to be tested. This is the case with a laboratory that offers invoicing at 480 GhC.




aefe

Agence pour
l'enseignement français
à l'étranger

CONCLUSION	<ul style="list-style-type: none">• Ensure that the procedures for calls for tenders are respected and that the decisions suggested by the Commission are validated by the Board of Directors.• Clarify LFA policy on when the LFA can request testing.• Carry out an audit of the LFA's and staff's insurance to find out which ones reimburse the COVID19 test.• See with a partner laboratory if there is a way to negotiate the prices (Sylvie, Wissam) and the terms of service.• Always keep the Board informed of budget initiatives.

END OF SESSION: 9:04 pm

Accra, November 12, 2020


The Chairman of the meeting
Nadim GHANEM

The Secretary of the meeting

p/o 