



**GÉNÉRATION
2024**



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à l'étranger

**MINUTES OF BOARD OF DIRECTORS MEETING OF LYCEE FRANCAIS JACQUES PREVERT
D'ACCRA HELD ON SEPTEMBER 27, 2021 ON SCHOOL PREMISES ROOM 304, ACCRA AT
5:00PM.**

PRESENT

Mme Sophie BAILLY-BECHET	-	PRESIDENT
M Wissam Read	-	VICE PRESIDENT
Nachula Wilson	-	Treasurer
Enyonam Dagadu	-	Vice Treasurer
M Krishan Kapoor	-	MEMBER
Mme Emma Tarrant	-	MEMBER
Mme Anne-Marie CASTEL-LANGEFELD	-	MEMBER
Mme Armelle Allard	-	MEMBER
David Ballieu	-	PRINCIPAL
Karine Sako	-	HEAD MISTRESS OF PRIMARY SCHOOL
Sylvie BOURGET	-	ADMINISTRATIVE/FINANCIAL DIRECTOR
Alexandre Foulon	-	Cooperation and Cultural Action
Aurelie Serve	-	Teacher Reps
Laurie Lalama	-	Teacher Reps

IN ATTENDANCE

BOBBY BANSON	-	COMPANY SECRETARY
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OPENING OF MEETING

Meeting commenced at 5:10 pm and ends at 9:40 p.m.

ADOPTION OF PREVIOUS MINUTES

AGENDA

1 ADDRESS BY PRINCIPAL SCHOOL (DAVID BALLIEU)

The Principal of the School renders an account of the relevant happenings under his administration since the last board meeting. The report submitted by him is annexed to this Minutes.

MATTERS ARISING FROM REPORT BY SCHOOL PRINCIPAL

The Board agreed that there is a need for the School to widely advertise for the current vacancies in the teaching department (i.e. History and Geography). The School



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Administration was tasked to share the qualifications required with Members of the Board who may identify possible candidates.

2. FINANCIAL STATUS

The School Administrator presented a report of the financial status of the school since the last board meeting. A copy of the report is annexed to these minutes

3. STAFF HANDBOOK

It was agreed that the HR Committee will complete the draft of the Staff Handbook for the school and present the draft for the next board meeting.

4. UPDATE ON INFRASTRUCTURAL WORKS:

Infrastructural Committee made Power Point presentation by revising earlier PPT file shown to the board on 27th-June-21. This revised presentation file, Draft for initial Discussion – School Expansion Basic Concept (based on M. Cheron's submission) 22-Sept-21, was circulated to the board and is annexed to these minutes.

The Committee in charge presented a report of the status of the works. A copy of the report is attached as an Annexure to these minutes.

All questions relating to security of the school during the period of the construction works were answered.

The Head of the Committee was tasked to send the plans and drawings to the Principal of the School

4.1 MATTERS ARISING FROM PRESENTATION BY INFRASTRUCTURAL COMMITTEE

4.1.1 NEW PROPERTY FOR EXPANSION

The Committee has commenced negotiations with prospective property owners to choose the best option in the short term for the expansion project.

It was resolved that discussions are to be focused on Dr. Sarpong's land as that seems the most possible option for the short term

The Committee was given for 2 more weeks to complete its work on the possible properties to procure. The Committee will share its report via email to all members.



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4.1.2 ROLE OF EXTERNAL CONSULTANT

The role of the External Consultant from France (Mr. Cheron) was explained and clarified as different from the Project Manager. He is responsible for only providing the concept for the construction of the school in accordance with the requirement of French Educational System. He is neither an Architect nor a Project Manager. He coordinates with the Infrastructure Committee of the School.

4.1.3 NEED FOR PROJECT MANAGER

It was resolved that there is a need for a Project Consultant to be hired to coordinate the work of the Committee and the Consultant from France. And provide technical advice to the board.

It was resolved that the Infrastructural Committee and the HR Committee to work on the terms of reference for the hiring of the Project Manager.

The Terms of Reference of the Project Manager should be sent out by 9th October 2021 and the Project Manager to be appointed by end of November 2021

4.1.4 SPEED RAMPS AND ZEBRA CROSSING

There were discussions about constructing speed ramps and doing zebra crossing on the road in front of the school.

We were informed that the Board approved this project in 2019 and same ought to have been implemented by now as permit was obtained from the Municipal Assembly to undertake these works.

Mr. Kapoor to circulate the concept which was approved in 2019 for the benefit of the current board.

M.Kapoor to circulate, all relevant documents including updated offers from the contractors, permit from the Ayawaso West Municipal Assembly and drawing, for benefit for the current board.

4.1.5 COMPLETION OF OUTSTANDING PROJECTS

It was resolved that it would be needed to prioritize the projects which are uncompleted so that the Board can decide on which outstanding projects needed urgent completion.

Mr. Kapoor was tasked send the list of projects and associated cost in order of priorities to the Board for discussion



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Mr. Kapoor submits that he needs not more than 20,000 Euros to complete the Canteen work which has been started and about 80% complete.

5. CODE OF CONDUCT OF DIRECTORS

The Board voted to adopt a Code of Conduct to serve as a guide for all Board Members, especially to regulate the conduct of meetings.

The Chairman, Secretary and Anne-Marie Castel-Langefeld were tasked to work on the code of conduct and present a draft before 15th October 2021.

6. ANY OTHER BUSINESS

6.1 For ease of meetings, committees should have pre meetings to discuss the agenda and come with a resolution for the main meeting.

6.2 Before the next board meeting, there will be an update on the Solidarity Fund

6.3 The discussion on the revaluation/review of salaries will have to be concluded before the approval of the budget for the next year. The committee will have to meet before the break on 15th of October.

6.4 PCR TEST contract to be extended so that staff can benefit from same and do covid test at the cost of the school.

6.5 Staff who travel and return want the covid test fee of \$150 payable at the airport refundable to the expats by the school. The Board will decide on this

6.6 Sylvie to start the negotiations with the Company providing cleaning services to ensure that the staff who work in the school are treated to the best international standards.

6.7 Someone must be put in charge of the Garden and coordinate Waste Collection. The School Administration will look into the matter and table a suggestion at the next board meeting

6.8 Some of the new teachers have not received with "Resettlement Allowance" and the Administration responded that it is being worked on as a matter of urgency.



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SIGNED BY :

PRESIDENT

SIGNED BY :

COMPANY SECRETARY