



ETABLISSEMENT  
CONVENTIONNELLE



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l'enseignement français  
à l'étranger

**LYCEE FRANCAIS INTERNATIONAL JACQUES PREVERT D'ACCRA LBG**

**MINUTES OF THE ZOOM MEETING OF BOARD OF DIRECTORS WITH SOME DIRECTORS PHYSICALLY PRESENT AT 6 TANBU STREET EAST LEGON, EAST LEGON, ACCRA, GHANA, AT 5:30PM ON THURSDAY, 28<sup>TH</sup> JANUARY 2021.**

| <b>ATTENDANCE LIST</b>       |         |   |         |
|------------------------------|---------|---|---------|
| <b>EX OFFICIO DIRECTORS</b>  |         | <b>DIRECTORS</b>                                      |         |
| M Alexandre FOULON<br>COCAC  | Present | M Nadim GHANEM<br>Chairman                            | Present |
| M David BALLIEU<br>Principal | Present | Ms Laurence<br>ELONG MBASSI<br>Vice-President         | Present |
| Ms Karine SAKO<br>Director   | Present | Ms Sophie BAILLY<br>BECHET<br>Treasurer               | Present |
| Ms Sylvie BOURGET<br>DAF     | Present | M Wissam RAAD<br>Assistant<br>Treasurer               | Present |
|                              |         | Ms Beatrice<br>MANIGAT<br>Secretary of the<br>session | Present |
|                              |         | Ms Enam GBEKOR<br>Member                              | Present |
| <b>STAFF REPRESENTATIVES</b> |         | Ms Julie<br>HELLEMANN<br>Member                       | Present |
| Ms Aurélie SERVE<br>Teacher  | Present | Ms Alice COLES<br>Member                              | Present |
| Ms Laurie LALAMA<br>Teacher  | Present | M Krishan KAPOOR<br>Member                            | Present |
|                              |         | Ms Emma Tarrant<br>TAYOU<br>Member                    | Present |

**Agenda:**

- 1. Update on the 2021 budget**
- 2. Update on the reopening of the school**
- 3. New recruitments**
- 4. Expansion of the school**
- 5. Any Other Business**



| 1. Update on the 2021 budget (DAF) |  |
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| <b>SUBJECT</b>                     | <p><b>Revenues 1<sup>er</sup> semestre 2020-2021:</b></p> <ul style="list-style-type: none"> <li>- Forecast: 1,848,807 euros</li> <li>- Actual: 1,722,000 euros or 93% of the forecast</li> </ul> <p>The situation is therefore better than expected.</p> <p><b>Status of unpaid debts (1<sup>er</sup> semestre 20-21): 126,000 euros</b></p> <ul style="list-style-type: none"> <li>- On Schedule 13,500 €</li> <li>- To date, January remains to be collected on the schedule for the 1st semester.</li> <li>- Total amount of payments in schedules: 49,000 euros (including schedule over the school year)</li> </ul> <p>Case of <b>families facing great challenges</b> (not having been able to pay 2019-2020 with postponements in 2020-2021 and mediation to find solutions): some students were taken out of their classes for failing to pay.<br/>Those who couldn't pay and are still struggling will be invited to meet parents from the Management Board.</p> |
| <b>DISCUSSION</b>                  | <p><b>Suggestion to create an assistance fund for families in need.</b><br/>Instead of offering a 2% discount (non-consensual proposal to date), create a fund also matched by a call for donations (companies, individuals, etc.). Form a committee to study the families' requests.</p> <p><b><i>How to guarantee well-defined criteria so that this fund serves families who are really in need?</i></b><br/><b><i>Some parents expect a 2% discount and reimbursement of the costs of non-executed extracurricular activities (trim 3 2020-2021).</i></b><br/>The committee will need to consider these questions, find the appropriate answers and communicate clearly on the proposed solutions.</p>   |
| <b>CONCLUSION</b>                  | <ul style="list-style-type: none"> <li>- Put the creation of the fund on the agenda of the next Management Board.</li> <li>- Consult the parents who have requested reimbursement of the costs of extracurricular activities not carried out on the possible transfer of these sums into the solidarity fund.</li> <li>- Create a team to meet families facing difficulties and whose children have been taken out of school.</li> </ul>   |

| 2. Update on the reopening of the school (M Ballieu) |  |
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| <b>SUBJECT</b>                                       | <p>The <b>first three weeks</b>, 75% of students were present, against 25% absent students.</p> <p><b>Reasons for absence:</b> sick children or Covid19 contact case, parents afraid to send their child to school, children who still have not come</p> |



| <b>3. New recruitments</b> |   |
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| <b>SUBJECT</b>             | <p><b>Speech Therapist:</b> Has given complete satisfaction so far.<br/>Price of sessions: 10 euros (individual session), 7 euros (collective, per group of 3 students maximum)</p> <p>The recruitment campaign is underway (interviews to come).</p> |
| <b>DISCUSSION</b>          |   |
| <b>CONCLUSION</b>          |   |

| <b>4. Expansion of the school</b> |  |
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| <b>SUBJECT</b>                    | <p>Mr. Kapoor of IC Committee met the Principal to discuss and also sent an email prior to the Board of Directors Meeting asking for revision of the Agenda to remove UPDATE ON SCHOOL EXPANSION. He further informed the Meeting; IC requires additional time to complete their final report on relocation of KD to A &amp; C Mall area. .</p>  |
| <b>DISCUSSION</b>                 | <p><b><i>Does this approach entail a cost for the school?</i></b> No, not now, apart from the small expenses related to research. All expenses are subject to the Board's approval.</p> <p>During the meeting with the French Ambassador, the issue of expansion was deemed non-urgent. The Board should therefore not rule on this issue unless the issue becomes topical again.</p> <p><b><i>Will staff members be excluded from this special session?</i></b> No, the matter will be discussed in the Board of Directors Meeting.</p> |
| <b>CONCLUSION</b>                 | <ul style="list-style-type: none"> <li>- <b>Report of the meeting with the Ambassador of France to be shared with members of the Board of Directors.</b></li> <li>- <b>Infrastructures Committee will meet School Management on School Expansion to obtain specific information to finalise its report before calling for the Board of Directors Meeting</b></li> </ul>  |

| <b>5. Any Other Business</b> |  |
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| <b>SUBJECT</b>               | <p>1 - Call on someone from outside to assess compliance with the health protocol</p> <p>2 - Implementation of a penalty resulting in costs for families in Primary school who come to pick up their child late. This currently concerns about ten children a day, often the same, whose parents are 20 to 30 minutes late. Their delay penalizes the staff who supervise them and who are not assigned to this mission, having other tasks to accomplish.</p> |



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|                          | <p>back to Ghana to date, other reasons). There was a peak of absences (up to 25% in the whole school) last week due to communication over a few positive cases in some classes which scared some families. Breakdown: in Kindergarten especially; fewer absences in College Lycée (5-8% absences in normal times, 10-15% today). Slight increase after declaration of a Covid case in a class.</p> <p>All known cases of contamination took place outside the school.</p> <p>A communique is being prepared on protocols to explain and reassure the parents.</p> <p>There have been several inspections by the Ghanaian authorities who are satisfied with the protocols put in place at the LFIA.</p> <p>Note: the Management of the school as well as the President and Directors of the Board are frequently harassed by a few worried parents who want the school to close.</p>   |
| <p><b>DISCUSSION</b></p> | <p><b><i>How do you know when people have contracted the virus outside of the facility?</i></b> Thanks to the detailed follow-up of people tested positive and the identification of Contact cases. There has been no confirmed or suspected case of contamination from one pupil to another in a class.</p> <p><b><i>Were there any contaminated staff members?</i></b> Yes, a few cases, but few among teachers. And in such an event, they are replaced.</p> <p><b><i>Absences in the 2<sup>nd</sup> term: are these not a sign of the mistrust of parents vis-à-vis the school and a risk for them to choose another school?</i></b> Absences are not leaves. On the contrary, some children are enrolling from other schools that have remained closed because they can no longer stand remote education. Let us also not forget that more than 75% of the children are present and many parents are happy to be able to put their child at school. However, the issues of attendance and maintaining children in our school are to be monitored.</p> <p><b><i>Have there been any cases at the Vie Scolaire?</i></b> Yes, 4 staff members were contaminated (supervisors). It is hard to say where they may have contracted the virus. They are replaced, even sometimes by teachers who go beyond their duties to allow the school to remain open.</p> <p><b><i>Some parents are concerned that some staff may not be vigilant outside and become carriers of the virus.</i></b></p> |
| <p><b>CONCLUSION</b></p> | <p>Continue to inform parents about the Protocol and the current situation.</p>   |



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|                          | <p>3 - Question asked by staff representatives requesting free tuition for staff children.</p> <p>4 - Letter from Ms Castre (CPE): requests the upgrading of her status (from CPE to Deputy Principal) considering the tasks and missions she performs close to those of a Deputy Principal.</p> <p>5 - Primary School Secretariat's email invitation to parents who may wish to attend face-to-face parent-teacher meetings, raised serious concerns from some of the parents citing possibility of spread of infection from face-to-face meetings.</p> <p>6 - Free PCR tests for LFA staff</p> <p>7 - Secretariat of the Board: problem of vacant post. Has Ms Khadidja Amoah accepted her nomination?</p> <p>8 - Medical secrecy: shouldn't a teacher sick with COVID report it?</p> <p>9 - Bicycle garage. The teachers request the expansion of the dedicated space.</p> <p>10 - HR information: The amendments to the RIT suggested by the staff representatives are being discussed and they will soon be contacted to begin the talks.</p> |
| <p><b>DISCUSSION</b></p> | <p>1 - Idea that is not much supported by board members. The Embassy supports this protocol which it has validated. The Embassy and the Board reiterate their trust in the Management and the Principal.</p> <p>2 - The Board approves of the idea but the wording is important. This is neither a penalty nor a service (it is not meant to allow delays against payment), but a measure to encourage parents to pick up their children on time to allow staff to perform the tasks incumbent on them. This is a point of the internal regulations of the primary school. Encourage parents to enrol their children in extracurricular activities if necessary.</p> <p>3 - Differences between staff depending on the date their contract runs to be taken into account, since it generates difficulties for some teachers.</p> <p>4 - The problem is the size of the school, too small to justify the creation of a post of Deputy Principal.</p>  |





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|                          | <p>5 - It is difficult for teachers to run this meeting at a distance. Steps are being taken to respect social distancing and ensure that the parent is seated in their child's place.</p> <p>6 - There are 69 people, to be tested once a month. Test price 38 USD. 3 laboratories offer free tests but on medical prescription only. Can the embassy facilitate access to tests? Not really. Regarding vaccination, people at risk of French nationality will be given priority when the vaccine is available. Ghanaian authorities are announcing a vaccination campaign when vaccines become available, but not before the end of April-May.</p> <p>8 - The school must trace Contact cases, notify local health authorities and recommend isolation for 7 days but can in no case publicly disclose the name of a staff positive for COVID and thus violate medical confidentiality. If the teacher wants to declare his/her condition, he / she is free to do so.<br/>The school thus reports the number of cases daily to the Ghanaian authorities, in accordance with the guidelines, but does not reveal the identities.</p> |
| <p><b>CONCLUSION</b></p> | <p><b>1 - No need for an external intervention to check the correct application of the protocol.</b></p> <p><b>2 - Let the Administration manage this point</b></p> <p><b>3 - Point to be studied during the next Board meeting, with supporting figures.</b></p> <p><b>4 - No favourable outcome possible for the moment.</b></p> <p><b>5 - The administration will discuss this point again</b></p> <p><b>6 - Trial period for free testing for anyone susceptible of having contracted the disease. The trial period ends in March. In case of abuse, the decision will be reviewed. It was agreed that Management will not refuse test when so required by the Staff.</b></p> <p><b>7 - Appointment of Ms Khadidja Amoah to be confirmed.</b></p> <p><b>8 - Seek advice from a lawyer on this matter.</b></p> <p><b>9 - Via Mrs. Serve, Mr. Kapoor and the teacher who made the request will meet to decide on the location of a new bicycle park.</b></p>  |

END OF SESSION: 9:04 pm

Accra, January 28, 2021

The Chairman of the meeting  
Nadim GHANEM

The Secretary of the meeting