



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

MINUTES OF THE SCHOOL MANAGEMENT BOARD MEETING

Organized by the President of the School Management Board

DATE: Thursday, November 24, 2022

TIME: 18:00

Location: Meeting room, LFA + Virtual Zoom room

ATTENDANCE LIST			
EX OFFICIO MEMBERS	PARTICIPANT	ELECTED MEMBERS	PARTICIPANT
Julien LECAS COCAC	Present	Mrs Sophie BAILLY-BECHET President	Present
Mrs. Catherine DAUER Principal	Excused	Mr. Wissam RAAD Vice-President	Present
Mr. Cédric BARBEAU Director	Present	Mrs Nachula WILSON Treasurer	Present
Mr. Mohamed SIDIBE DAF	Present	Mrs. Enyonam DAGADU Assistant Treasurer	Present
		Ms Beatrice MANIGAT Note Taking	Present
		Ms Mirna ABDEL MASSIH Member	Present
STAFF REPRESENTATIVES		Mr. Thomas LE GUEVEL Member	Present
Mrs. Patrice MOTHES Teacher	Present	Mr. Damaz ALEXIS Member	Present
Mrs. Angela ADJAKWA Teacher	Present	M Krishan KAPOOR Member	Present
		Ms Emma Tarrant TAYOU Member	Present

Agenda:

1. Finance Update
2. Presentation and vote on the provisional budget
3. Human Resources Report
4. Report of the Infrastructure Committee
5. Any Other Business



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1. Finance Update	
SUBJECT	<p>1 - Depreciation of the GhC Suggestion to buy euros (because purchases are made in this currency) to reduce the impact of this depreciation. Currently available</p> <ul style="list-style-type: none"> - 8.475M GhC - 600K euros at ACCESS bank <p>2 options</p> <ul style="list-style-type: none"> a) Buy 8M GhC in euros (currently available in cash) b) Keep 4M in GhC in working capital and buy 4M in euros <p>In the 2nd trimester, the beginning of the collection of tuition fees – replace part of these GhC in euros</p> <p>2 - Collections</p> <ul style="list-style-type: none"> • Revenues Trim 1 = 2.647 M euros • Cash out = 2.308 M • Not cashed in to date = 142K (on schedule plans), 8K (deducted from staff), Embassies, companies, 19K French Embassy grants – these sums will soon be collected • Unpaid: 47K; 2nd reminder sent, and mail on 25.11 if payments not made (parents warned about the risk of the child not being accepted in class)
DISCUSSION	<p><i>How many families are we talking about?</i> approximately 10 families</p>
CONCLUSION	<p>1) See with banks for purchase of euros</p>

2. Presentation and vote on the provisional budget	
SUBJECT	<p>3. Budget</p> <ul style="list-style-type: none"> • Note sent on the regulatory framework of the AEFÉ for a more coherent view on the assets of the association • Thanks to the Treasurer, Mrs. Nachula DAGADU and the Deputy Treasurer, Mrs. Enyonam DAGADU for their input in the preparation of the budget • presentation of revenue, expenditure, major figures • Same forecast • Number of Students • No increase to be expected - need to exert caution because of the crisis (note that other schools have higher fees) <p>Revenues</p>



	<ul style="list-style-type: none"> • Proposal to levy 200 euros per student enrolled (total forecast = 137K). The amount will be allocated to the development fund. Amount to be paid upon registration in a single payment to be deducted from the contribution paid to the AEFÉ <p>Expenses</p> <ul style="list-style-type: none"> • Increase in payroll up to 80,000 euros • 60 years of LFIA: 30K budgeted (sponsorship to be found, working group set up with parents) • 6K euros for air conditioners (with programmers) • Project of 3 classes (M Kapoor): 125K euros (feasibility study and works) • Rehabilitation of the sports platform (natural wear and tear) • Fire point (mandatory safety point) • ■ Master plan: 110K euros • Computer, audiovisual equipment 45K (teaching material) • 3K website • Management software (presentation planned next week to upgrade the system – make it more efficient) – plan training • Improving the reliability of asset data (to have a better view of all LFIA assets) 10 000 €
<p>DISCUSSION</p>	<p><i>Is there a budget line for taxes?</i> Yes, but not included in the budget.</p> <p><i>Will a staff couple have to pay 400 euros?</i> Residents, yes. Exemptions will be applied according to exemption percentages. Charge the percentage of this tax based on the tuition waiver percentage</p> <p>Suggestion</p> <p>a) pay the full 200 euros (b) pay in proportion to the exemption rate</p> <ul style="list-style-type: none"> • Technically, it is difficult to separate this tax from tuition fees. • The staff representative expresses his opposition • Final decision is up to the Board • Reminder: we may well expect a call for payment from the GRA (Ghana tax service) up to 200K euros without interest • Separate the two questions because it will take more than 200 euros per student to cover the costs of GRA • Proposal of a percentage on education rather than a fixed amount (200 euros). • What about billing? This amounts to an increase in tuition fees but it is flagged differently • Is there any document on the projection this measure will lead to?



	<ul style="list-style-type: none"> • Concern about being fair to teachers and parents • Parents do not have to bear the burden of this tax alone. • Discussion on the relevance of this measure which cannot encourage teachers to stay if they have to contribute to this budget item <p>VOTE for or against the 200 euro tax per child VOTE on whether teachers' contribution is full or pro rata</p> <p>Resident remuneration budget item? Decreasing this year the AEFÉ lowered the ISVL by 8%. The LFIA contribution to AEFÉ has therefore decreased.</p>
CONCLUSION	<ul style="list-style-type: none"> • Budget Approval • Approval of the tax of 200 euros per child (for teaching staff, pro rata if necessary – see then HR consultant to make the necessary statutory changes, decision then taken by the Board) – dedicated to extension • Sponsorship for LFIA's 60th anniversary celebrations

3. Human Resources Report	
SUBJECT	<p>1 - Provisional measures taken against a teacher</p> <ul style="list-style-type: none"> • Inadequate behaviour, administration informed and AEFÉ seized via the Embassy • Provisional measures taken for 4 months (suspension of the teacher to protect the student, the teacher and the school, normal procedure) • Emergency replacement for the short term performed • A committee will meet in France because of the teacher's status (resident, therefore employed by the AEFÉ) <p>2 - Staff composition and CL bonus</p> <ul style="list-style-type: none"> • 109 staff (expatriates, residents, local employees) • 7 absent (6 health cases, 1 suspension case) • Bonus proposal for locally contracted staff • The overall amount represents a monthly average of 12.5% per staff (€18,816 or 0.91% of the payroll for the year 2022)- local staff • Discussed by the Social Dialogue Committee. • Proposal put to the vote <p>3 - Secretary CA Call for applications for this position launched yesterday (statutory obligation)</p> <p>4 - Canteen Service Provider</p> <ul style="list-style-type: none"> • A committee met to establish the selection criteria and suggest a choice.



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	<ul style="list-style-type: none"> • 2 people met the criteria • Mama Kitchen and Paloma • Choice of Mama Cuisine for diversity and nutritional quality (dairy and vegetable options vs Chawarma and fries for Paloma) • The committee recommends, however, that the Board and the Administration contact the service provider to discuss certain points: validated proposal but the committee warns about certain points of vigilance (presented in the committee's report: service to the youngest, choice of weekdays)
DISCUSSION	<p>1 - Can staff representatives be informed of the contents of the file? No. Case review phase Impact for LFIA? no legal or financial impact Position of the Board ? None to have, the AEFÉ is the employer so the LFIA cannot intervene but will be kept informed</p> <p>4 - Can we restart SERVAIR? The Commission will study SERVAIR's proposal and continue the discussion with Mama Cuisine and express an opinion by Wednesday 30 November</p>
CONCLUSION	<p>4 - The Commission requested to re-launch the call for tenders 5 - HR Commission will see if it is necessary to respond to messages from the FLESCO teacher whose contract has not been renewed and who sends messages to the members of the Board</p>

4. Report of the Infrastructure Committee	
SUBJECT	<p>Approval request from the Board to access the archives in the container for possible documents of interest for the evaluation of the construction on the field</p> <p>Expansion Hiring of a consultant – awaiting his report (still needs 3 weeks to complete it – will be handed in latest January 1st) on the operation of the field</p> <p>Purchases Study of the various proposals (to be completed before the end of the calendar year).</p>
DISCUSSION	We prefer to buy on the local market and avoid import purchases – otherwise, apply for Embassy support as a last resort
CONCLUSION	Approval of access to archives



5. Any Other Business	
SUBJECT	<p>1 - Premium for teachers and administrative staff.</p> <p>2 - HR Committee and staff representatives: wish of staff to be able to share their experiences to contribute to the debates on attractiveness and stability at LFIA</p> <p>3 - Recruitment commission: consider a new employee savings contract in USD or Euros for local staff so as not to lose on their savings (with the depreciation of GhC)</p> <p>4 - Recruitment secretary: no minutes of previous meetings, need for secretary to take notes. Mrs. Manigat's presence tonight in the meantime.</p> <p>5 - Question on a letter to be formalized to inform parents, proposal made at a former GA This concerns something that was to be enacted in May 2022 at the parents' GA. Proposal to write a letter for all parents on what is being said at the GA. Minutes have not been provided.</p>
DISCUSSION	<p>1 - Question on distribution and amount of the premium: not a percentage in proportion to wages, higher premium for low wages. Average amount 210 euros per staff (a staff earning 4000 euros will not benefit from this bonus, but for low wages, the bonus can be equivalent to a high percentage). E.g. 50% for the lowest wages, and 12% for the highest wages.</p> <p>2 - The HR Committee is an ad hoc committee, it is not necessary to include staff representatives, they can nevertheless be invited at any time. The President suggests including the Social Dialogue Committee to the conversation. The HR Committee is not a recruitment committee as such. It has other functions in addition.</p> <p>3 - Not possible because it does not comply with the legal provisions in Ghana. This can be done individually but the employer (the LFIA board) cannot subscribe to this collectively. Employer contributions must be made in local currency, the GhC.</p> <p>5 - There is a fair amount of information in the minutes, but no newsletter. The absence of minutes for Board meetings contributed to this situation (lack of follow-up of the history of the issues dealt with). Work is underway to make the reports available on the site for consultation and to improve the situation.</p>
CONCLUSION	<p>1 - Consult the tax advisor on the premium issue</p> <p>4 - Call for tenders launched for secretariat</p>



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END OF meeting: 20:45

Accra, 24 November 2022

The Chairman of the meeting
Mrs Sophie Bailly-Béchet

A handwritten signature in black ink, consisting of several overlapping loops and lines.

The Secretary of the meeting