



**MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD ON MONDAY 23 JANUARY 2023.**

Opening of the meeting at 18:03

Members present:

Mrs. Sophie Bailly-Béchet - President
Mr. Wissam Raad - Vice President
Mrs. Nachula Wilson - Treasurer
Ms. Enyonam Dagadu - Vice Treasurer
Mr. Krishan Kapoor - Member
Mr. Jean-Louis Feghali - Member
Mrs. Mirna Abdel Massih - Member
Mr. Damaz Alexis - Member
Mrs. Valérie Felgines - Staff Representative
Mrs. Grace Quansah - Staff Representative
Mr. Julien Lecas - COCAC
Mrs. Catherine Dauer - Principal
Mr. Cédric Barbeau - Headmaster
Mr. Mohamed Sidibé - Director of Administration and Finance

Excused member:

Mr. Stéphane Saulais - Consul

The items on the agenda were read out by Mrs. Bailly-Béchet, President.
The minutes will be taken care of by Mrs. Dauer and Mrs. Felgines as 2nd secretary for proofreading.
The Board meeting was recorded via zoom

FINANCE UPDATE:

The receipts for the 1st semester are on track and almost complete. For the 2nd semester, 27% of the receipts have already been made.

A meeting has been scheduled with the auditors in a couple of weeks to meet with GRA. An audit for the certification of the 2022 accounts is scheduled for early March.

Mr. Le Guevel asked about the financial adjustment to the devaluation of the currency. Mr. Sidibé explained that the fluctuations are such that it is prudent to wait before making currency changes.

At 18:15, Mrs. Natchula WILSON joined the meeting via zoom video.



H.R. UPDATE

On 14th February at 2.30 p.m., meeting of the HR Committee.

On 15th February at 2.30 pm, meeting of the Social Dialogue Commission. The agenda will be prepared and sent out one week before the meeting.

The return of a nursery assistant staff member following several months of sick-leave.

A meeting of the Human Resources Committee will be held in the next few days, for the recruitment of a Human resource management staff.

What about the law firm? A number of applications have been received. Mr. Sidibé said that the institutional life of the association would be handled by this law firm and that it would therefore be appropriate for the Parents' Association to look for a firm itself. The President said that two applications had been received in response to the call for applications from a law firm. It appeared that, given the number of sheets sent in, it would be wise to draw up a summary and send it by e-mail to the members of the committee in order to make a choice. Mr. Sidibé added that he would send these summaries within the week.

With regard to the co-secretary, in Ghanaian law it is a matter of drawing up minutes with a very specific status. We are therefore faced with great difficulties in finding someone to draw up these minutes in view of the financial remuneration that we are able to give. M. Le Guevel asked whether the next law firm would not be capable of performing this service. The President explained that given the size of the task and the low remuneration, it was difficult to retain them. Mr. Feghali and Mr. Raad proposed that we write the minutes ourselves and that the law firm simply sign the footnotes. This is what will be proposed to the law firm that will be recruited.

Mr. Feghali suggested asking entrepreneur parents if they have any lawyers to recommend. Mrs. Dauer informed the members that the following morning, she would share the request made concerning the search for a law firm with the parents who run the school's business directory during the meeting.

INFRASTRUCTURE UPDATE

Mr. Kapoor provided an explanation of the work carried out. Cf. attached annex.

Mrs. Dauer specified that the space (canteen platform) would be occupied after the meeting of the primary and secondary school teachers' councils, as well as the school council.

Mr. Feghali explained that the university had been contacted about the possibility of LFIA purchasing 5.5 acres of land for a possible relocation. A first meeting with the vice-chancellor took place with Mr. Feghali to find out the procedure. She referred him to a project committee and on 18th January, 2023 a meeting took place between this committee and Mr. Sidibé, Mrs. Dauer, Mr. Barbeau and himself. The answer given is that the university does not agree to grant land within the university campus as it is against their policy. However, they are considering our request and will forward it to the competent commission. We told them that if by the end of March, we did not receive a positive response from them, we would then consider an on-site solution on our current site. Incidentally, there is a strong demand for university housing: a trade-off between land and university residence could be considered and is perhaps negotiable. The lease would be for 25 years but we asked for at least 45-50 years. The acre is valued at \$800,000 at the university. This is where things stand at the moment. We look forward to hearing from them. Mrs. Quansah asked why the UG was interested in offering land. Mrs. Dagadu





said that in exchange for building accommodations, the university would consider giving us a piece of land.

Mr. Sidibé then presented the government guarantee scheme and several different simulations.

****CAUTION: ESTIMATED FIGURES****

Estimated budget: EUR 20 million. The rate at 1.84% for 180 months of loan duration - monthly payments at 127,233.51 euros per month. If we calculate with the lowest rate offered we reach 113,000 euros per month of repayment.

The AEFÉ can finance up to 30% of the construction project 14 million could therefore be borrowed. The savings made per month with regard to the renovation and maintenance work that does not take place over the first 5 years would yield a saving of 35,000 euros per month, or a monthly payment of 44,000 per month depending on the interest rate and the subsidies provided by the AEFÉ.

In addition, there is the possibility of renting out the buildings on the current site.

Construction on a new site will generate external revenue: rental of specific equipment (premises, auditorium, gymnasium, swimming pool, etc.). Concerning the increase in the number of students, Mr. Sidibé explained the graphs showing the evolution of the number of enrolments with different variations.

Mr. Raad would like to know the maximum number of students admitted over 5 acres. Mrs. Dauer said that it was difficult to answer this question. It would depend on the location and shape of the land, the infrastructure to be built on it and the buildings to be constructed.

Mr. Sidibé presented several projection charts.

OTHER MATTERS

Conversion of one-year fixed-term contracts for local contracts to open-ended contracts: not prohibited by law to accumulate fixed-term contracts according to Mr. Raad.

Mr. Sidibé explained that some people had been hired because of the health situation during the COVID pandemic. Before, these staff did not work at LFIA. Mr. Sidibé also explained that he was faced with the following problem: some staff had a first contract, while a second contract with other benefits and/or clauses is in effect at the same time. Therefore, it is necessary for Lainé to look into this problem.

Mrs. Felgines wished to know whether staff who have been on fixed-term contracts for two years could not be hired on a permanent basis. Mr. Raad said that he understood that this precariousness was not at all pleasant. However, he emphasized that before amending fixed-term contracts to permanent contracts, it was necessary to review the benefits granted, such as the settling-in expenses, plane tickets, etc., in order to avoid the loss of staff who come, take advantage of the financial benefits offered and then disappear during the year.

Mr. Sidibé and Mrs. Dauer explained that each situation was different and had to be considered specifically. A review of the contracts and a case-by-case analysis will be done by May, the date of the next general meeting.

Ms Quansah stated that she would like to know why fixed-term contracts end at each holiday period in terms of salary policy. Mrs. Felgines added that it was not normal for primary school supervisors in particular not to be paid during school holidays. This concerns a small number of people.



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Mr. Raad said that employing staff on a year-round basis generates additional costs such as paying school fees for their children. Mr. Lecas emphasized that LFIA is a French establishment and that as such these staff deserve to have the same rights as in France and that consideration should be given to decent and secure working conditions for these staff. The President explained that LFIA is indeed a French educational establishment, but is above all a Ghanaian association, and that the members of the board are primarily intent on respecting Ghanaian law.

Mr. Raad and Mrs. Dauer explained that, as things stand, it is impossible to transpose the conditions of employment in France and Ghana, and that it would perhaps be desirable to create an additional category of staff for whom there would be no break in salary over the year, but no systematic allocation of tasks. Ms. Dauer mentions, for example, the case of an educational assistant who would be retired and who would still be in his sixties and would have to be more vigilant and mobile with regard to the students.

Mrs. Felgines would like to have an overview of the statistics on staff turnover, the number of sick leave days, etc.

Mr. Sidibé informed the members of the Board that the salary policy requires a certain consistency in the application of a welfare report. For this reason, a link was sent where a questionnaire was proposed. The answers to this questionnaire were intended to provide a basis for working on the requested salary policy. Mrs. Felgines pointed out that the questions asked in this questionnaire did not correspond to staff hired at LFIA. It was in this sense that the questionnaire had been badly perceived.

Mr. Sidibé pointed out that the process of a social audit was underway. Mr. Feghali said that Mr. Sidibé wanted to take the time to analyse the replies to this questionnaire. Mr. Barbeau also explained that there was a ministerial and institutional framework to be respected.

Mrs. Dauer encouraged staff who did not understand certain questions to contact Mr. Sidibé, who is committed to examining individual situations in the coming months.

There being no further business, the meeting ended at 20:05.

Secretary of the meeting
Catherine DAUER



President
Sophie Bailly-Beché