



ÉTABLISSEMENT  
CONVENTIONNÉ



**aefe**

Agence pour  
l'enseignement français  
à l'étranger

## Minutes of the School Board meeting held on 16<sup>th</sup> November 2023

**1/ Adoption of the minutes of the School Board meeting held on 14<sup>th</sup> June 2023:** 14 IN FAVOUR and 1 abstention (15 voters). The arrival of Mr. Lecas, COCAC at 6:45pm brought the number of votes to 16.

**2/ Setting up of 2023-2024 governing bodies:** The composition of some of the governing bodies will be completed at a later date because of the absence of some of the members:

Vote: 16 FOR, unanimous vote.

**3/ Vote on the School Board's operating rules:** 16 FOR, unanimous vote.

AMENDMENTS TO SECONDARY SCHOOL RULES: The Principal recalled that on the unmarked half-day, there was a working group on the school rules and regulations. Some changes were made to the document and submitted to the pedagogical council for approval after proofreading. The members of the Pedagogical Council did not make any changes to the rules and regulations of the secondary school.

The closing hours of the establishment have been modified as follows:

Previous closing time: 5:40 p.m.

New closing time: 6:35 p.m.

Update on late arrivals

Dress code update

Prohibition of bringing certain foodstuffs and types of beverages into the establishment.

Access to the sports field is now regulated during break times

Update on mobile phones: which must be switched off in bags.

Airpods strictly prohibited. Laptop strictly forbidden unless during PAP sessions.

**Question** from Mr. DEYTIEUX: Are mobile phones forbidden during AS?

**Answer:** The policy applies as long as students are inside the school, unless the teacher gives permission.

### PRIMARY SCHOOL RULES AMENDMENTS:

Closing at midday on Wednesdays



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#### **4/ Breakdown of the primary and secondary school student numbers**

18 classes in the primary school with 410 pupils  
15 classes in the secondary school with 290 students

Total of 700 students in the school.

#### **5/ Adoption of the 2023-2024 Annual Education Plan**

Student representatives were asked to act as an intermediary for parents who wish to send their children to France for tertiary education. The French Embassy in Ghana will facilitate the process of obtaining visas for students.

Question from a student representative: The new laws in France seem to discourage the pursuit of studies in France...

Mr. Lecas, COCAC: There is a strong desire on the part of the French government to integrate foreign students. There are merit scholarships for international students as well as other programs...

The Principal: There is a level of excellence to be noted in the French schools of the AEF network. The system is attractive, and must be the case for higher education in France.

**6/ 2023 mock exams and written test calendar:** The dates are available on Pronote and a schedule has been worked on to balance Saturday morning written tests, mock DNB and mock baccalaureate training sessions, in collaboration with the Pedagogical Council.

#### **7/ Evacuation and containment plan**

The flow of traffic has been modified compared to last year, allowing for a shorter evacuation time.

##### **Evacuation exercise:**

1st evacuation exercise of the year: 700 students evacuated in 4 min 50 sec

2nd evacuation exercise of the year in 4 mins 05 sec

There are plans to invest in fire hydrants.

**Containment exercise:** a report will be circulated shortly setting out the areas for improvement.

It should be noted that there are rooms where it is difficult to hide, in particular the prefabricated units.

The next exercise will involve safety and evacuation in the aftermath of an earthquake, bearing in mind that statistically, Ghana is at risk of an earthquake every year.

#### **8/ Arrangements for the end of the school year**

After the exam dates, most teachers will be marking the exam papers and will therefore be absent. There are also many students who go on holidays before the end of the school year, a situation which does suits neither teachers nor students.



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## **Choice of optional courses in 11<sup>th</sup> and 12<sup>th</sup> grades**

There needs to be a proper balance between the lessons. We may not be able to do everything...

## **9/ Analysis of pedagogical projects**

All the projects presented at the last board meeting in June were approved as long as the cost involved was reasonable.

For projects such as school trips, it is required to poll the families in advance to find out if at least 80% of the students could participate.

For the other projects, a request for funding has been submitted to the AEFÉ.

So far, a trip to Paris with the 11<sup>th</sup> grade students has been planned and the arrival of a French illustrator in primary school has been confirmed.

### **Other matters:**

#### **Replacement for a colleague on maternity leave**

**Answer:** Mr. HUC will provide the long-term replacement during the absence of the colleague on maternity leave. For other replacements in the school, a pool has already been set up.

Production of T-shirts for events within the LFIA: Care is to be taken not to formalize the production of T-shirts or clothes for school activities such as for the anti-harassment initiative, given that there is also a problem with textiles in Ghana and overconsumption is a problem.

**Answer:** The Board is sensitive to this issue and is considering other event promotion solutions.

#### **Noise level in the study room is too high.**

**Answer:** This was the case at the beginning of the academic year because the supervisory staff were new. There has been an improvement in recent times.

#### **Introduction of the new members of the "school life" office to the teaching teams**

**Answer:** A photo directory has already been prepared. Since there would be recruitment by the committee on 24<sup>th</sup> November, Ms Tchivagnon thought of introducing the selected supervisors after that date.

Mrs. LECHAT added that in order to enhance good communication, it would be good to have an exchange between the supervisors and the teachers so that they understand the teacher's expectations so that they are able to work closely together.

The Principal proposed a meeting between the new supervisors and the secondary school teachers. It is necessary to know each other for good communication and efficient work.



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### Remuneration for hours of Personalized Support for specific needs such as support hours

**Response:** Only one application has been made to date. Volunteer teachers are paid on the basis of having listed students' needs, the number of students and the duration required. The case will then be forwarded to the class council for approval by the entire teaching staff.

**Noise level in the canteen during the lunch break:** This issue will be examined by the CHSCT. A proposal to have lunch on the 1st floor platform has already been made.

For the rest of the miscellaneous questions, the principal will send written answers, and will receive the representatives of the staff and parents of students where necessary.

Meeting ended at 8:07 p.m.

Meeting secretary:  
Magloire BAMAZI

The President of the School Board:  
Catherine DAUER