



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

MINUTES OF SCHOOL BOARD MEETING - 14/06/2023

Members present:

Mrs. Catherine DAUER	Mrs. Maëlle LONGUEVILLE
Mr. Cédric BARBEAU	Mrs. Chrystelle TCHIVAGNON
Mr. Mohamed SIDIBE	Mrs. Morgane GACHON
Mr Julien LECAS	Mr. Gaëtan DEYTIEUX
Mr. Stéphane SAULAIS	Mrs. Dorcas ADDO AGGREY
Mr. Rachid ASHKAR	Mrs. Nadège VIOLLEAU
Mrs. Giulia FEGHALI	Mrs. Margareth ALEXIS

Meeting secretary: Nanaa Apokwor TETTEH

Mrs. DAUER opened the meeting at 16h10. She thanked the members of the council for their presence and presented the agenda.

Agenda:

- Approval of the minutes of the previous meeting held on 12.04.2023
- Presentation and approval of the 2023-2024 educational projects
- Review of June 2023 orientation
- Preparation of 2023 reopening; provisional registered numbers and educational structure
- Update on the recruitment of teachers
- Any other matters



ADOPTION OF THE MINUTES OF PREVIOUS MEETING (4TH APRIL 2023)

Mrs DAUER asked for the School Council to vote on the minutes of the meeting held on 4th April 2023.

Vote : Unanimously approved

❖ **Speech by Mr. Stéphane SAULAIS – Purchase of supplies**

In his presentation, Mr. Saulais said that the State had reviewed their measures concerning duty-free purchases via the France Authority in Ghana. This measure is intended to promote local procurement and reduce imported purchases.

As a result, it is no longer possible to place orders for supplies for the Lycée through the Embassy.

We are therefore expecting an increase of about 40% in the budget allocated to the purchase of supplies, which translates into an increase in the prices of supplies at the reopening of the new academic year.

The school is thinking and looking for solutions to overcome this:

Negotiations with suppliers to obtain discounts, find new suppliers in the ECOWAS region, etc.

❖ **PRESENTATION AND APPROVAL OF 2023-2024 EDUCATIONAL PROJECTS**

Fifty pedagogical projects have been received, including 2 school trips: SIB London + orientation for 1^{ere}.

It was suggested that a committee should be convened to examine the projects (pedagogical and budgetary) and make a choice. The composition of the commission will include representatives of teachers, management, APE and guests depending on the projects.

Project sheets will be sent to members in advance to facilitate discussions.

New teachers arriving at the start of the next school year will have the opportunity to propose projects.

Vote for this committee: Approved unanimously

❖ **JUNE 2023 ORIENTATION REVIEW – Mrs. VIOLLEAU**

The main points of the presentation of the orientation report are as follows:

- 5 students were able to benefit from the exchange scheme with schools that are members of the AEFÉ network. Our students have gone to Cameroon, Ecuador, El Salvador, Morocco and Tunisia.
- The LFIA Career Forum took place in person this year on Saturday, February 4, 2023. It once again allowed students, from the 10th to the final year to take stock of their career choices.
- Personalised orientation interviews were conducted for 11th and final year students and their families. They were also organised for students in their 9th and 10th years who had orientation concerns.
- Many students, mainly high school and 9th grade students, booked informal sessions with the guidance and orientation counsellor in order to obtain additional information or advice on their future career, choice of schools, on the difficulties encountered at school or at home, regarding the writing of a cover letter, oral preparation for DNB or assistance with enrollment abroad for higher education (in English or French).
- It is important to emphasize that the creation of a new office for the guidance and orientation counsellor to meet the students is important as it allows for confidential exchanges where necessary.



- Internships for this year took place from 17th to 21st April 2023; These internships were of oral and written nature scored over 20 for each evaluation and will appear on the 3rd term's report card.
- One of our students obtained a Level 2 AEF Major Excellence Scholarship (the equivalent of 860 euros per month for 5 years) to pursue higher studies in France.

❖ **PREPARATION FOR THE REOPENING OF THE 2023 ACADEMIC YEAR; PROJECTED ENROLMENT AND PEDAGOGICAL STRUCTURE**

Primary

83 pre-registrations, 60% not yet confirmed

1st Cycle	2 nd Cycle	3rd Cycle
4 classes 1 PS/MS, 1 MS, 2 GS	8 classes 2 CP, 3 CE1, 3 CE2	6 classes 3 CM1, 2 CM2, 1 double level ???

Organization of school rhythm

Monday	Tuesday	Wednesday	Thursday	Friday
8h00-11h30	8h00-11h30	8h00-12h00	8h00-11h30	8h00-11h30
MIDDAY BREAK				
13h00-14h30	13h00-14h30	-	13h00-14h30	13h00-14h30
5hours	5hours	4hours	5hours	5hours

Complementary Pedagogical Activity will be organised by teachers for families concerning specific activities in small groups (normally 6-8 pupils). The support will be varied based on the needs of the pupils.

Vote for the school rhythm organisation: Unanimously approved

Secondary

Preparation for 2023 school reopening

Classes 2022-2023	Enrolment 2022-2023	Classes 2023-2024	Provisional enrolment	Class roll
CM2	65	6eme	65	22+22+21
6eme	41	5eme	41	21+20
5eme	42	4eme	40	20+20
4eme	60	3eme	60	20+20+20
3eme	30	2 ^{nde}	25	25
2 ^{nde}	41	1ere	36	18+18
1ere	33	Final year	34	17+17
	312		301	



❖ **UPDATES ON THE RECRUITMENT OF TEACHERS**

Expatriates at the primary level: 2 positions with expatriate status

Expatriates at the secondary level: Life and Earth Sciences (SVT), Mathematics, Social and Economic Science (SES), Physical Education (EPS), Modern Literature and Philosophy

Local contract positions, primary level: 4 positions

Local contract positions, secondary level: 1 in Mathematics, 1 in HG provided for LFIA staff

Creation of a position for a Psychologist: her responsibilities have been established in consultation with Mrs COTTET. The psychologist will take care of harassment, training and student support.

Change of roles:

Horokia BAKO – Educational Assistant: trained to take up the role of Teacher Librarian

Faneva RAZAFINDRAINIBE – Teacher Librarian; History and Geography Teacher

Maria RIZK – SVT teacher: SVT and Science Teacher

OTHER MATTERS

➤ **Primary school issues:**

- **Mrs. Barbeau: validated status.**

She has not yet been given a class as class distributions have not yet been done. It was highlighted that it was as important for each teacher's special skills to be taken into consideration during class assignments.

Management commits to do a provisional assignment before the summer holidays in consultation with all the concerned parties.

- **What has been planned for the replacement of Ms. Legrand's post?**

Reply from Mrs. Dauer: It is a designated post, which is required by AEFÉ and thus has not been abolished. It therefore remains in force in Accra.

AEFE has launched a recruitment campaign and management is confident that they will find a replacement.

Mrs Legrand (EMFE) specified that the position will be maintained for the following year for the rest of the period of her assignment but has no information about their plans beyond that.

Mrs DAUER explained that the part-time position for Mrs SOULARD was also maintained in accordance with the current conditions.

➤ **Secondary school issues:**

- Pedagogical council needed at the beginning of the 3rd term next year in order to discuss projects, harmonize and discuss the number of classes per level.
- **How to deal more effectively with examination malpractices?**

There is an already-existing protocol with little to change. In cases of fraud, the student is given a half-day suspension. With regards to homework, a common policy must be defined in a pedagogical council meeting or during the pre-reopening day.



- **Organisation of final exams- better application of convening teachers, final exam students and maintenance of classes, etc.**

The Nantes Examination Centre has transferred part of the organisation of the exams to Lycée Français de Cotonou.

This was the first year of its implementation and could be made better without doubt next year, taking feedback into account.

For example, the organising centre has many establishments under its control with diverse candidates, examiners and locations.

Furthermore, examination organisation rules do not permit Mrs DAUER to have access to certain information with regards to invitations.

Mrs DAUER is available and is in touch with her colleagues to find the solution to the difficulties linked with the organisation of these examinations.

She has also found examiners to relieve LFIA teachers.

➤ **Institutional Issues**

- **Would it be possible to clarify the existing protocol during primary and secondary recruitment commission meetings?**

The teacher's representatives wanted to know if members had casting votes. They do not have deciding votes.

In effect, all recruitments are done by the recruitment committee in the presence of:

LFIA management team

Staff representatives

Parent members of the Board.

It could be good to have minutes of these commissions which would be shared with the APE which is in charge of staff recruitments.

Staff representatives requested for the establishment of a form.

Administration: Past recruitments show that a pre-established form can pose difficulties, particularly from a financial point of view.

- **Arabic is still being offered as an extracurricular activity at the primary level. Is it possible to create an Arabic group for the 6yr pupils (6eme)? If yes, to facilitate teaching of Arabic in the junior high school, could it be taught from the primary level (outside of extracurricular activities)?**

A survey was carried out to find out the choice of LVB for the future 6èmes. Only one family would like their child to learn Arabic in 6th grade.

This phenomenon can be explained by a number of elements: Arabic offered in extracurricular activities and not in class, unaccompanied extracurricular worker, maternity leave, etc.

As it stands now, Arabic will not be offered in LVB in 6th grade next year.

We will have to organize a consultation with parents in a working group next year to reflect on this and establish a language or non-language course.

- **What is the budget allocated for non-AEFE training? What was the allocation in previous years (aggregation)?**

€30,000 for the training in Lomé, LFIA contribution

2022 budget 2000€, credits consumed 269€

2023 budget 5000€, credits consumed 2766 € for two group continuous training sessions



Office IT Training for administrative staff, some of whom have never benefited from training in more than ten years,

Introductory French training course for supervisors organised through Alliance Française.

These trainings are not available on AEFÉ's ATENA platform and are carried out on-site, in line with staff working hours.

Mr. Sidibé has doubled the budget line and strongly encourages all local staff to request trainings if these trainings are not available on ATENA. The balance of 2,000 euros will run until December 2023. It was pointed out that 7 primary school English teachers have not had any training for a long time and would like to enrol in a distance learning certified course.

The administration is in favour and reminds staff that it is also possible to apply for à la carte training on ATENA.

In addition to the initial introductory courses, there are plans to set up advanced French language courses for the same supervisors.

- **Recruitment for short-term replacements; creation of a pool of replacements-could we have a clear protocol, since management wants to involve the coordinators?**

The staff representatives reminded management of the need to support these staff.

Management reminded them that support is an AEFÉ requirement and is done in many ways. In-house support and training organized by the IRF in Lomé.

- **Webradio: what is the proposed site for the Webradio? Amidou, who would be his line manager, could he also benefit from additional hours in order to help the teachers technically?**

Plans are underway to fit out the premises next to the college football pitch to house the Webradio installations permanently.

Management is in the process of re-evaluating the Amidou BA's responsibilities. He would be given the role of technical assistant for the Webradio including some communication activities.

- **Can the school communicate the results of the uniform survey if the results are known?**

40% of families responded to the survey in favour of wearing a uniform (top and down).

The result of this percentage, which is below 50%, does not allow us to take a decision on the subject.

Meeting ended at 19h45

Meeting secretary:

Nanaa Apokwor TETTEH

Co-secretary:

Maelle LONGUEVILLE