



## **Minutes of the School Council meeting held on 13 February 2025**

### **Members present:**

|                            |                       |                      |
|----------------------------|-----------------------|----------------------|
| Mr. Julien Lecas           | Mrs. Yvonne Appah     | Mr. Ange Agbenyeke   |
| Mrs. Catherine Dauer       | Mr. Rachid Aschkar    | Mrs. Lena Njonjo     |
| Mrs. Emmanuelle Alliès     | Mrs. Kaska Moszkowska | Ms. Maya Owusu Ansah |
| Mr. Mohamed Sidibé         | Mr. Ludovic Jouanet   | Ms. Akorkor Awoonor  |
| Mrs. Christelle Tchivagnon | Ms. Pauline Niclass   | Mr. Xavier Massé     |
| Mr. Rodrigue Barbosa       | Mrs. Ariana Shalaby   | Mr. Georges Neglokpe |

### **1. Approval of the minutes of 30.11.2024:**

Against: 0  
Abstention: 1  
For: the rest in favour

Today, everyone is entitled to vote except Mr. Barbosa and Mrs. Akorkor AWOONOR.

### **2. 2025-26 Calendar:**

At the primary school level, 864 hours of teaching are required. We can subtract 5 holidays from the 7 in our calendar. We therefore need a minimum of 839 hours spread over 175 days.

It is proposed to carry over nine hours:

- 3 Saturdays of 3 hours each
- 3 Wednesdays of 6 hours each + Saturday open day (pros and cons: long day for students, organization of extra-curricular activities, organisation of staff, risk of not having all pupils present because other students have outside activities)
- 5 Wednesdays of 5 hours each + Saturday open day
- 2 extra school days at the end of the academic year
- 2 days off the October, February or April holidays.

One parent also suggested an open day + a working day or two Saturdays (1 open day 5 hours (just under 5 hours for pupils) + 1 Saturday sports day or science festival 4 hours). For secondary schools, these times can be used for meetings (special needs groups, distribution of leaflets, etc.) -> Open Day on 10/01/2026, International Children's Day on 30.05.2026, etc.

### **Vote**

Two proposals:

- 2 Saturdays
- 5 Wednesdays + open day



- ✓ 10 votes for proposal 1
- ✓ 3 votes for proposal 2

The Principal thanks the staff representatives for the constructive discussions.

### **3) Pedagogical structure and school mapping**

**3 departures:** Mme Geslin in Philosophy, Mme Fransino in French and M. Massé in EPS

**Secondment vacancy** in Physics/Chemistry

**2 probable vacancies** in French and History

Primary school: 2 vacancies and 1 possible vacancy. 25 applications received

Difficulty recruiting in philosophy because there are only 4 lesson hours per week.

Organization of classes for next academic year:

- three 6th grade classes (if we have as many departures as last year, then we will have two 6th grade classes),
- two 7th grade classes
- two 8th grade classes

The organization of the primary school level is quite uncertain as of now.

### **4) Safety: fire drill**

Satisfaction with the evacuation time for the last drill: 4 minutes 04 seconds and 5 minutes for all staff.

Question addressed to Mr. Lecas: purchase of a smoke diffuser. A parent points out that the National Fire Service carries out these simulations in his company.

COCAC's response: Security issues are closely monitored by the French Embassy. the Embassy is satisfied with the progress that has been made.

Mr Sidibé: The fire extinguishers in the school have been replaced, the tanks have been filled, the staff and some students have been trained in the use of the extinguishers.

Staff verification of the evacuation of people from the school: A member of staff asked about the use of the green/red card to signal whether or not all pupils are present. This will be discussed again by members of the management team.

Renovation of the primary playground: improvements at the nursery side - painting, adding more elements to the play areas (ordered from France, so will probably arrive with the container



of equipment), huts with benches for more intimate areas (Victor, one of our staff, made them). Playground equipment: games (painted on the ground after the February holidays). Skipping ropes, marbles, elastic bands, etc.

A question from parents: toilet independence?

Some parents pointed out that their children were not properly cleaned after using the toilet. Hygiene conditions would have to be clarified during enrolment (independent use of the toilet) because of communication problems with parents. Everything must be clear to the parents.

**Headmistress' response:** Learning basic hygiene routines - male employees are not allowed in toilets.

**Open day:** 53 families, 20 of whom were new. Many of the new families had questions about these topics. Several activities were carried out by the teachers. Some new ideas for next year.

**Staff:** Communication about the open day (social networks, flyers), performances, use of canopies with all the students on the ground floor.

**Parents:** the workshops were interesting but limited. Suggestion to make reruns. Send out a program. Polo shirt or headband for parents?

**Students:** visibility on the networks is important. It was done at the last minute. Signposts to show where to go.

**CPE:** Thanked the CVL students.

The parents were pleased to have been received by the students.

The Principal thanked the teachers.

CFO: added the educational assistants

USAID closed overnight. Seven students at our school are affected. The American government has given them a 30-day waiting period.

## **5) Hygiene**

**Hygiene Committee:** It was noted that the rules concerning morning snacks as was introduced at the beginning of the year were compliant. Feedback, questions.

**Staff:** some families continue ignore the recommendations.

**Headmistress:** some pupils do not eat breakfast; the idea is to let these students have their breakfast between 7.15am and 7.50a.m.



ETABLISSEMENT  
CONVENTIONNÉ



**aefe**  
Agence pour  
l'enseignement français  
à l'étranger

**Parents:** the issue of snacks is quite sensitive for parents. The rules are not clear for parents. There are many misunderstandings. Our suggestion is to go back to simple rules: what is not accepted and gradually move towards what is "healthy". Can we go back to what is forbidden as junk food? Communication is important to remind people of the rules: simpler, more transparent. If it is not on the forbidden list, it is allowed. Rules for snacks / rules for lunch. Work to be done so that pupils themselves motivate their parents to eat healthy food.

**Headmistress:** Information on 20/09, gourmet week, challenges, various activities have been carried out by the teachers. We still have the poster for the pupils.

Exposé on the "Chinese noodles" incident (dry pasta)

## 6) Software

**CFO:** Smartsapp application more ergonomic but limited. Eduka would be used for extracurricular invoicing, canteen, etc. Costing has been considered. Prices have increased and are not justified. The priority is Eduka. We will work with Pronote and Eduka. This will be set up for a trial period after the holidays. In September, for everyone. Training for staff and parents.

**7) Structuring the morning café** (Café des Parents): The idea is to create links between new and old families, make the school more accessible, etc. The frequency of these parent meetings will be the 1st Tuesday of the month and then regularly. The principle should be repeated. A friendly moment for the parents.

**Challenge:** There is institutional communication (parent representatives to the rest of the parents). A group will be set up with Mrs Tetteh to share content.

**Principal's request:** Question the parents and make sure the information comes from the administration.

Regarding financing of the morning café, the school will allocate a budget once per term.

**Parents:** if there are more meetings, inform management and self-finance

18 March ZAC games no morning café, hosting of 5 delegations. The morning café on 18 March will be rescheduled.

**8) Mr Barbosa's missions up until April:** replacement of the CPE. Educational consultant for other schools as well.

- Working on the procedures to handle students with special needs
- Structuring and skills upgrading for the secondary and primary school life office teams
- Sensitive cases: pHARe protocol in particular. Communication with the parents of the primary and secondary schools.



- **School strategic plan:** meeting with staff on 13 March

#### **9) Visit from the Head of the Africa Region -AEFE**

Meetings with parents, Board of Directors, students, school life office, project manager and the management team to get a clear picture of how the school operates. A report is given on possible areas for improvement.

CFO: This year the lycée is hosting the ZAC games. Accommodation and catering have been finalised. Parents are invited to the opening and closing ceremonies.

Daily and official communications.

Pending final set-up before informing parents.

The organisation with parents starts now.

A Cuban Night is being organised for Thursday 20 February. Staff, elected parents

Updates on orders on **14 March 2025**.

#### **10) Other matters**

Ariana Shalaby  
Meeting Secretary