



## **Minutes of the School Council Meeting held on Thursday, 13 November 2025**

Meeting began at 2:50 p.m. – Attendance list attached – 10 voters

Secretary: Ms Christelle Yayra Tchivagnon

### **1. Establishment of committees and bodies for 2025–2026:**

The parent representatives expressed the wish that certain parents be invited in addition to those mentioned in the committees, depending on the topics discussed. Ms Dauer indicated that requests should be submitted in good time to the members of the relevant committees for consideration.

The final composition of the committees will be sent out this evening.

### **Approval of the School council's rules of procedure**

A request was made to add an item concerning the audio recording of School council meetings in order to facilitate the preparation of minutes.

**Vote: unanimously adopted.**

### **Approval of the 2025-2026 further training plan**

Mr Sidibe explains that the IRF in Lomé offers a number of training courses, which are completed by in-house or online training depending on specific requirements and needs. The training budget currently stands at €25,000 to fund specific training courses that are not covered or only partially covered by the IRF (e.g. CAPEFE, PSC1, etc.).

Colleagues who attend training courses must provide feedback/a review for their colleagues. An annual rotation system is in place for participants.

The school Principal expressed her sincere gratitude for the training provided by Mr Kalaydjian on the subject of artificial intelligence.

**Vote: Unanimously adopted.**

### **Approval of EVARS and the pHARe plan**

#### **EVARS (Education on Emotional, Relational and Sexual Life):**

The school Principal presents EVARS and the communication sent to parents regarding these sessions. These sessions involve role-playing based on real-life situations, followed by a discussion among the students. They are two-hour sessions per class (at different times), led by the school psychologist.

The sessions will address consent and interpersonal relationships. Sexuality will not be covered. Only science teachers will address this part of the curriculum from a scientific perspective. These sessions are starting this year and are only for secondary schools. EVARS for primary schools is not yet in place.

The student representatives believe that these sessions will help them integrate into society.

A request has been made to find out whether parents could also attend an EVARS session. The school principal explains that this education is exclusively reserved for students, but if parents request it, it could be considered.

### **pHARe Plan (Prevention of Bullying):**

A group consisting of the school psychologist, two pHARe reference teachers, the CPE (school counsellor), the teacher-librarian and the principal proposes the following actions:

- o Victimisation survey to establish a diagnosis of bullying in middle and high schools.
- o Presentation of this diagnosis to pHARe ambassador students (volunteers), who will also be trained.
- o Communication initiatives (e.g. 10 February - Safer Internet Day).
- o Raising awareness among parents.
- o Review and promotion of initiatives carried out as part of the Level 1 certification process.

The students mentioned that they enjoyed the pHARe sessions and were able to identify situations of bullying.

One parent mentioned that parents had worked on anti-bullying measures last year in primary school and asked how these could be integrated. The school principal indicated that these measures should be shared at the School Life Committee and Health, Safety and Working Conditions Committee (CHSCT) meetings.

**Vote: Adopted unanimously**

### **3. PRESENTATION**

#### **Sports Association (AS) Activities**

- Presentation of the summary of AS activities (volleyball, basketball, football, table tennis, athletics, badminton).
- It was mentioned that there are fewer activities than last year.
- Discussion points raised:
  - o It was requested that activities be managed by sports teachers rather than external coaches.
  - o Activities have been reduced because some families were unable to register for everything.
  - o Parents expressed the feeling that the AS is an integral part of schooling and not just 'French'.
  - o The school project encourages sporting events (internal/external) which could be better publicised to strengthen students' pride and sense of belonging.

#### **Planning and financing school trips**

- Presentation of the chart showing the seven planned school trips.
- Discussion points raised:
  - o Request to include the trip to Cape Coast. It should be noted that trips are decided by teachers based on the educational programme.
  - o Parent representatives offer to help prepare for trips. Teachers will be consulted to find out their needs.
  - o Parents wish to understand the scope of the trips.
  - o Suggestion to increase the number of local trips in Ghana, highlighting the value of the assistance that parents can provide through their local knowledge.
  - o Question about the absence of ZAC Lycée games: it is explained that this is a rotation between schools in the region.
- Resolution: Parents are a resource for the organisation. The information will be communicated. Contact will be made via the administration and school life department. Ms Tchivagnon will liaise with the History & Geography teachers for Cape Coast.
- **Vote: Adopted unanimously**

### **Organisation of educational life (CVC-CVL-EDD-ADN):**

- CVC/CVL: Parent representatives on this committee will be invited to a meeting to adopt their calendars.
- ADN mobility: It should be noted that this programme is open to Year 10 volunteers. The principle is based on matching students with students from another school in a different country for an exchange over a given period.
- EDD: Eco-delegates have initiatives in place with EDD representatives in primary and secondary schools.

**Specific tasks assigned to staff:** Subject coordinator, pHARe advisor, school dropout advisor, culture advisor, environmental education advisor, school leaving certificate advisor (DNB).

**Support for students with special educational needs:** A system is in place to support students with special educational needs, including personalised learning plans (PAP), personalised educational plans (PAI) and other adjustments.

### **PLE (Local Assessment Plan) and absence management:**

- All schools are required to adopt a PLE to inform parents about assessment procedures. This regulatory measure aims to provide a framework for teachers, reassure students and parents, and reduce absenteeism. The question was raised as to why a medical certificate is required for absences during assessments. The management explains that some students 'avoid assessments' so as not to affect their average marks.
- Students' opinions: Students believe that the PLE will promote greater fairness and prevent injustice between those who try and those who 'slack off'.
- Parents' opinions: Parents are in favour, seeing it as a bonus for fairness. It should be noted that some points are already included in the school rules.

### **PPMS (Specific Safety Plan)**

- Objective: To train teaching staff and students to take the correct actions in the event of lockdown or evacuation.
- A summary of the first-term drills and areas for improvement were presented.
- It should be noted that the drills help to identify mistakes so that they are not repeated.
- Discussion points raised:
  - o One parent lamented the lack of guidance to reassure students (that the drill does not mean there is a real threat).
  - o The management explained that details of the drills are shared with teachers so that they can mentally prepare the children and avoid trauma.
  - o Request for a way to discuss sensitive topics (e.g., 'violent death') in a manner appropriate to the students' level and age.
  - o Proposal to conduct a joint exercise with the Ghana Fire Service.

### **4. Miscellaneous issues**

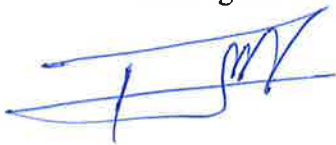
- Hygiene: Further details are requested. It is decided that the matter should be discussed by the Health and Safety Committee. If there are any problems, parents can contact Victoria or the teaching assistants.
- Weight of school bags: Proposal for a campaign to reduce the weight of school bags.
  - o Actions: Propose one locker per student. The school administration will take stock of the situation and order more lockers locally. Students will be made aware of this.
- Canteen Committee: It is mentioned that a WhatsApp group exists and that the committee will be renewed like the others.

- Art competition: A proposal is made, which will be reviewed by the board.
- Christmas show:
  - o Parents suggest holding it earlier (before the holidays and plane tickets).
  - o The management states that for educational consistency, it cannot be brought forward any earlier.
  - o It is noted that the parent representatives adopted the 2025-2026 calendar at the School Council meeting and that it must be adhered to, with the Christmas holidays beginning on Friday 19 December after school. It therefore makes sense to hold the Christmas concert on the morning of that day to avoid cancelling academic lessons for rehearsals.
- Uniform Committee: Some parents would like to involve students (CVL/CVC). They are advised to contact Ms Tchivagnon (CPE).

The meeting ended at 6:14 p.m.

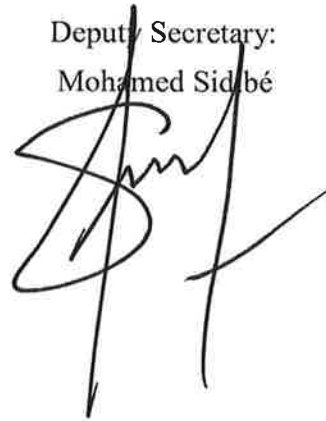
Secretary:

Christelle Tchivagnon



Deputy Secretary:

Mohamed Sidibé





## EMARGEMENT

### CONSEIL D'ETABLISSEMENT

13/11/2025

Identité	Fonction	Emargement
M. Julien LEGAS	COCAC	
Mme Catherine DAUER	Proviseure	
Mme Emmanuelle ALLIES	Directrice	
M. Mohamed SIDIBE	DAF	
Mme Christelle TCHIVAGNON	CPE	

Représentants des parents d'élèves

Titulaires	Emargement	Suppléants	Emargement
Mme Kaska MOSZKOWSKA		Mme Funmi AYAYI	
Mme Yvonne APPAH		Mme Marie Antoinette MPINGA MUTOBA	
M. Rachid ASCHKAR		M. Nutifafa ATTAH	

Représentants des élèves

Titulaires	Emargement	Suppléants	Emargement
Sorlem IBRAHIM		Maurice GIRARD	
Mariam GOUKOYE		Agya BOATENG	
Kodjo AGBENYEKE (Vice-Président du CVL)			

Représentants des personnels

Titulaires	Emargement	Suppléants	Emargement

Membres siégeant à titre consultatif

Identité	Fonction	Emargement
Mme Claire ENJUANES	EMFE	
Mme Enyonam DAGADU	Membre Conseil d'Administration	
	Membre Conseil d'Administration	