



Lycée Français Denis Diderot Année scolaire 2019 -2020

Minute CONSEIL D'ADMINISTRATION				
LUNDI SEPTEMBER 30th 2019				
Minute established October 2 nd 2019				
NAME PARTICIPANTS	FONCTION	Prés.	Exc.	Abs
Cyril GERARDON	Conseiller de coopération d'action culturelle (COCAC)	X		
	Conseiller Consulaire			X
Benoit KEIREL	Proviseur	X		
Antoine KOPP	Directeur du primaire	X		
Bastien SEIGNOLLES	Directeur administratif et financier (DAF)	X		
Sarah BONHOMME	Représentante du personnel enseignant du primaire	X		
Frederic GRAZANIA	Représentant du personnel enseignant du secondaire	X		
Cornelia SNEL LIEVEN	Représentant des personnels non-enseignants	X		
David DOLEDEC	Président CG	X		
Eric DUCROIX	Vice-président CG	X		
Dickens AWITI	Membre CG	X		
Laurent STREEL	Trésorier CG		X	
Judy KAMAU	Vice Trésorier CG	X		
Izzat RAJAN	Membre du CG en charge de la Maintenance et des investissements	X		
Wambui KAMUIRI	Membre du CG	X		
Paul WHITNEY	Membre du CG en charge de la Communication et des AES	X		
Bernadette NGANKAM	Membre du CG en charge de la Cantine et de l'hygiène		X	
Vanessa ADAMA	Membre du CG	X		
Ghiorghis BELAI	Membre du CG	X		
Laurie PALUMBO	Chargée de mission auprès de l'APE	X		
Guest (s) / Other participants :	EXTERNAL DIFFUSION: All members of the Association of Parents via the website			
Next Meeting: to be defined				
Attached: CA ppt presentation and taxes presentation				
Votes : NA				

AGENDA

- Round table
- Commissions Summary
- E-votes
- Open questions
- Decisions approved

Préambule

CG : Règles d'introduction et de travail. La rentrée a été compliquée avec beaucoup de tensions en début d'année. L'idée est que l'on puisse travailler ensemble malgré les problèmes du passé.

Le proviseur informe qu'il a envoyé un email à l'ensemble des personnels pour faire passer un message de cohérence et de travail d'équipe dans le respect des uns des autres. Il faut mettre les formes sur la manière dont on s'exprime.

Le CG rappelle que les Commissions sont les groupes de travail. Les CA sont uniquement dédiés à la prise de décision. Ce premier CA a pour objectif de mettre à plat tous les sujets traités sur ce premier mois. Aucune décision ne sera votée.

La langue de travail des CA sera l'anglais car nous avons, au sein du CA, des membres non francophones. Mais chacun peut s'exprimer et intervenir dans sa langue maternelle. Nous pourrions traduire.

Commissions Participants

CG: We have a chair and a co-chair for each commission to make sure that we have back up in case of absence.

Commission Finances:

CG: we are working together with Cyril GERARDON and the French Embassy. The problems of the status and the taxes issues will be solved with political intervention. We want to be compliance by January 2020

CG: about the status and taxes issues we have two approaches. One from KPMG and another one from A&K. A&K is a law firm with strong experience of similar problems for other schools such as ISK and the Japanese School and they solved its issues positively. We are trying to find the best plan for the school. The presentation attached is to keep you informed. It is just a general update at this point. (please refer to the presentation attached). KPMG and A&K advice both for a CLG (Company Limited by Guarantees) for the LFDD. But their approach differs.

→ **We will decide which one is the best in the coming weeks after receiving feedback and fees from A&K.**

CG: the position of the school is to show willingness and prove its good faith.

COCAC: it is essential to have written proof to testify that KRA accepts the convention we had between the LFDD and the Kenyan government. Without written proof it will be difficult to prove the good faith.

DAF: I don't have any written proof.

Staff representative: we have some emails between teachers and KRA. We will ask teachers and share what we have.

CG: The LFDD failed to pay its taxes to KRA for non-Kenyan employees. We cannot escape that. We can just negotiate. We want to reduce the exposure. We need to limit the penalties. As long as treasurer is involved in our negotiations, KRA cannot do anything to the school. We have to agree first with the treasurer.

→ Actions plan

– Go more in deep in the budget details with DAF - Laurent and Judy (8 weeks to do it)

- Wait for A&K proposal and decide which one between KPMG and A&K we will work with (end of the week)
- Look with the HR coordinator what is the exposure. (Listing of each employee with their situation)

Staff representative: we want to know if employees will be impacted by these taxes' issues.

CG: Employees will not be impacted on their salary but they will be impacted in term of applying for work permit. You cannot apply for work permit if you didn't pay your taxes in Kenya. In the same way we cannot leave Kenya without paying taxes. We will deal one by one once we will have an overview of the situation for each employee.

COCAC: French Embassy gave the choice to the staff to pay either in France or in Kenya.

Staff representatives: the message was not so clear. Moreover, the former Principal told the staff to "not move" and to keep the money in our bank accounts instead of paying our taxes. Some employees received emails from itaxes and forwarded them to the Administration of the school, but they were told to ignore these emails. So at least 80% of the staff do not have itaxes. The situation was very stressful for staff members. We want to be compliance. We want to work all together. Maybe a training should be done with all the staff to be compliance and to understand the process.

COCAC and CG: The past is the past. We have to move on and work together to find a solution.

CG: You will have the full support of the CG to help you with itaxes. This is why we will work with the DAF and HR coordinator to have a list of staff who have itaxes and whom who don't have. The situation is also raised at a political level and we have to keep a good political relationship with Kenya.

COCAC: this is a good time for the LFDD. France and Kenya maintain very good political relations. And it is important to take advantage now to fix these problems. The French president came last year, Bruno Lemaire will come and so on. We already have raised this point to the French government level. The most important is to show good faith of the school. Now the question is how the intervention will go down to the technical level. Kenyan government received a note about what is the problem. But now we have to negotiate with KRA. And then we will come back to the political level to negotiate what KRA will have said. I propose the CG to meet on October 21th with the French Embassy.

Commission HR & Social

1. Recruitment:

CG: one psychologist to be recruited – Acted – Volunteer by AGIR.

CG: Speech therapist: the recruitment process was not successful to get candidates. We had to re start it and to repost the job description. We need to follow up. We really want to have someone professional because of what happened last year.

DAF: In Johannesburg: they hired a speech therapist who is part time working for the school and the rest of the time for her personal patients. The school places at her disposal its premises even for its personal patients. The objective being to capitalize on this position so that there is a follow-up of the children.

CG: it is an option to be analyzed during the next HR Commission.

COCAC: if you have difficulties to recruit French speakers, don't hesitate to send me your job description and the French Embassy will diffuse it within its network.

Staff representative: It was not possible to hire the speech therapist for a 3 months period while waiting to find the definitive person?

CG: It was not a good option. First because this person is specialized in deaf children. This does not necessarily match with the needs of the school. Moreover we believe that it is better for the children and parents to start with the right person by following the recruitment process.

Director: but this person is still in the recruitment process. We did not exclude her application.

Staff representative: is that possible to include staff representative in the recruitment process?

CG and Principal: Indeed, we can think to a recruitment process where all competent staff will be able to attend interview depending, of course, of the position. For example the French teacher for the interview of the speech therapist. This is point to be discussed in the next HR & Social Commission.

CG: recruitment for the pool of teachers in the Primary. We stopped the process to make sure that all the profiles we had are competent to hold a teacher position in the Primary.

Staff representative: Why we asked to no relevant profile to attend the training organized tomorrow by the school?

CG: We don't understand. How can you ask people who don't have the right profile to attend a training within the school? We are confused.

Director: Even if we asked them to attend the training, it doesn't mean that we will call them to work to replace our absent teacher.

CG: The process seems wrong. You should ask people to be trained only if they match with the profile we are looking for.

Director: some people do not have a teaching background but with a training they can become a good teacher.

Staff representative: Could you please give us the name of the profiles that you asked to come at this training?

Director: we have WB, AB, JK, AD.

Staff representative: They attend an information meeting. We need to send to this meeting only people who are qualified for a teacher position. For example, AD worked as a secretary for the primary and resigned. And then you want to make her come back. This is not a good message that it is sent to parents and teachers.

CG: we will discuss this point during the next HR & Social Commission

2. HR Manual:

CG: the first version of the HR manual has to be finalized thanks a task force.

Staff representative: we wanted something else. We are very surprise that the HR coordinator took 4 months to write this HR manual with so much inconsistency. It is very disturbing to see that things as simple as the name of our school are poorly written. The content worries us

CG: your point is taken into consideration and will be raised during the next HR and Social Commission.

3. HR optimization:

CG: A lot of things are missing (job description, charts, and so on.) We need to make sure that we have a minimum of HR tools.

4. Salary Advances:

CG: proposal to be developed. Can we improve the process and make it simple? Has the school a SACCO? These points will also be analyzed on the next HR & social commission.

5. Retirement benefits:

Staff representative: some of employee didn't contribute to any retirement insurance for the past few years. For this year we are aware that we have to contribute. But we need to know if you will give or not the retirement package for people who did not contribute for the past few year when they leave the LFDD.

CG: It will be discussed during the next HR and Social Commission. But it seems impossible to have something that you didn't contribute for. Let's do the compliance audit and then give you an answer.

Security Commission

1. PPMS:

Principal: updating is on progress for the AEFE. Training will be done for staff members.

CG: it's good to talk about terrorist attacks but we must not forget that the reality is different. Statistically fire or other incidents are much more common than terrorist attacks. Are fire extinguishers up to standard?

DAF: for fire extinguishers we have KK security which is checking every semester (I'll confirm the frequency) if the extinguishers are working.

2. Parking:

CG: Three parking places are missing.

Principal: It is important to stop to put all the responsibilities under the security manager's shoulders. There were a lot of abuses, guards have been insulted, the security coordinator was also insulted.

CG: the problem is also linked to the management of the pick up of the children.

Director: We are working on it. We have weekly meetings with the supervisors to make them involved in the new system.

Staff representative: Could there be someone helping children cross the road?

CG: We will have to look at it.

→ For the next Security commission, the following point will be held:

Better management for the parking / Supervisors and day car issue / crossing the street with the yellow jackets.

Communication Commission

CG: How we will communicate together internally and externally. We didn't really write something about it. We have to propose a structure of communication. We suggest organizing small working groups to work on it to see what is the best way: weekly communication, push parents to look at Pronote, emails, ENT, web site. The board is happy to support the school.

Staff representative: we would like to inform the CG that the teachers didn't appreciate the survey you send to parents. They have written a letter about it. Before you send such survey, please be careful.

CG: we are sorry but it was a very informal tour. The board didn't want to do an evaluation of the teachers. There is not judgment of teaching. We just wanted to know how parents and why parents choose the school. We believe it is important to know why parents are happy with the school. We don't want to judge the pedagogy. We really feel like there is a context of over reaction and sensibility due to the hyper tension, about all the security policies, taxes and so on... At no time we had the intention to target the teachers. There was no malice, and no hidden agenda, behind this survey. We want to make teachers happy. We are just here to make sure that if we increase the school fees next year, parents will still be happy to register their children.

AES

Audit about AES will be done

Maintenance & Investments

CG: we made a tour of all the toilet. Conclusion: there is a lack on regular maintenance which does not require spending as important as the quote done. So, we will ask for new quotation

CG: for the drainage same

CG: the priority is to have a long plan for the layout of the school. The principal is working with the AEFE to understand which norms the school must respect. Then we will formalize recommendations during the commission and then we will approve them or not and finalize the decision here in CA.

Principal: This is in progress and the AEFÉ is contacted for this. We are talking about “restructuration sur site”.

CG: for the Asbestos: no audit was done.

Principal: we are talking about a remark made by the architect of the project at the entrance of the school without any foundation.

CG: this is why we need a technical expert to look at the building and tell us what is the situation. At the end of the month we will hopefully communicate about it.

Cantine

DAF: the timing proposed by the CG seems too short.

CG: ok it is better if we decide to change the provider to start the process in January to be able to start with the new provider in September 2020. Changing now it is not a good option. Commission will come with an alternative plan to change for next July.

Transport

CG: We are losing a lot of money. A lot of progress needs to be done.

E votes

CG: We voted to ask everybody to pay 50 000 shilling for adults' activities. Then some unions came to meet us to disguise this measure. But the staff representatives were not even in the loop. It's a bit confusing for us. We cannot manage internal coordination between unions and staff representatives.

Open points

COCAC: for the work permits, we have positively received answer for 3 staff members which is the good new. But the bad new is that the minister is asking for payment of the work permits for French employees. This measure is very strange because we signed a convention to be free of charge for work permit for French employees. This point will be raised with the ministry of foreign affairs. We will oppose this decision in order to cut short immediate. We believe that the technical level doesn't respect the instructions coming from the Ministry.

DAF: Rebecca will assist all staff members to go for their work permits.

Staff representative: staff members have a bad feeling about “bags search” at the entrance and the exit of the school. Staff members ask to delete this measure for the teachers. We feel like this is a half measure and teachers feel like they are thieves.

CG: we will look at the rule but this is not the priority of the CG for now. And the staff should be discussing about it. This is not really a topic for the CG.

Principal: this measure is not new. I have emails about it last year already. The security is searching my bag every morning and every evening. If we cancel this measure only for the teachers it is not fair for the rest of the staff. The rules are the same for everybody.

CG: Some questions should not be discussed in CA. We should work as a team all together CG, Direction and Staff for the sake of the LFDD and our children.

End of the meeting: 8.30 pm