



## Lycée Français International Denis Diderot Année scolaire 2021-2022

### Compte Rendu **CONSEIL D'ADMINISTRATION – Minute Board of Directors' meeting**

**MERCREDI 10 NOVEMBRE 2021 / WEDNESDAY 10 NOVEMBER 2021**

Compte rendu rédigé le 12 novembre 2021 / Minute written on November 12th, 2021

NAME PARTICIPANTS	FONCTION	Prés.	Exc.	Abs
Aline KUSTER-MENAGER	Ambassadrice de France		X	
Cyril GERARDON	Conseiller de coopération et d'action culturelle (COCAC)	X		
Bérénice PIERRONET	Conseillère des Français de l'Étranger	X		
Bruno MARIS	Proviseur	X		
Frédéric ROURE	Directeur administratif et financier	X		
Claire KARADI	Directrice du primaire	X		
Christelle ADJAGBA	Représentante du personnel administratif	X		
Bity DIENE	Présidente CG	X		
Armando M. SIROLLA	Trésorier CG	X		
Omar ZARAI	Vice-Trésorier CG	X		
Judy KAGURE	Secrétaire CG	X		
Emilie GASC	Membre du CG en charge de la Cantine et de l'hygiène	X		
Mildred N PITA	Vice-Présidente		X	
Philippe TISSIER	Membre du CG en charge de la Commission Maintenance / Sécurité		X	
Carlos SHYIRAMBERE	2eme vice-trésorier CG		X	
Marie-Noëlle SENYANA-M	Chargée de mission auprès de l'APE	X		
Invité / Autres participants :	Diffusion : tous les membres de l'association des parents d'élève via le site internet			

Next CA: November 23<sup>rd</sup> from 10am-12pm

Annexes : slides présentation CA

### VOTES

1. Management Committee validates CA's minutes of 23<sup>rd</sup> September 2021, by 8 votes in favor
2. Management Committee validates the trial periods for 3 newly hired staff, by 8 votes in favor
3. Management Committee validates the continuity of gratuity of speech therapist services for internal scholarship, by 8 votes in favor
4. Management Committee validates the creation of a pool of substitutes teachers for Secondary level by 8 votes in favor and the hiring of a substitute teacher for hourly rate between 2,500 kes-3,000 kes, by 8 votes in favor
5. Management Committee validates a resolution to make mandatory the signature of new contracts in use since March 2021, otherwise staff is considered as resigned, by 8 votes in favor
6. Management Committee validates the creation of a statute of delegate for the DAF on the accounts of Banque Transatlantique to allow him entering payments to be done, by 8 votes in favor

7. Management Committee validates the launching of the project of LFIDD website redesign and the call for tenders for external providers, by 8 votes in favor

## **AGENDA**

Introduction of participants (NEW CG – New RP- quorum CG)

Approbation of the Minute of last Board of Directors' Meeting of September 23<sup>rd</sup>, 2021

1. Message from French Embassy
2. Updates on pedagogical aspects
3. Financial situation
4. Human Resources Commission
5. Hygiene-Canteen Commission
6. Maintenance – Security Commission
7. Questions / Answers
8. Votes
9. General Assembly December 4<sup>th</sup>, 2021

**NEXT BOARD OF DIRECTORS' MEETING: NOVEMBER 23, 2021**

## **INTRODUCTION**

**Quorum is reached – 5/8 MC members present and 3 excused having given proxies**

**Approbation of last CA's minutes**

### **1. Embassy's Words**

Mr Cyril GERARDON welcomes the new board and gives a summary of the key points spoken during the 2 hours meeting held on 9<sup>th</sup> of November, 2021 at the Embassy with the new board and Mrs the Ambassador:

1. The **budget 2022** is a very challenging one. Embassy will have a dialogue with AEFÉ after AEFÉ's regional meeting which will take place in Johannesburg from November 16-18, 2021. The increase of AEFÉ's % participation in the budget and possibility of a loan facility (e.g. to avoid payment of 500,000 USD for KRA's interests) should be discussed.
2. One priority is to develop a **Communication Strategic Plan** for LFIDD as well as to redesign the website, to create communication tools (flyers, social media...), and to develop an aggressive marketing strategy to attract more parents, especially by using digital tools which are more affordable. As an example, only 200 French kids are enrolled in LFIDD (30% of total French school age children in Kenya). LFIDD needs to attract also more Kenyans.
3. An intern person from ENA has been tasked by the Ambassador to conduct a survey on LFIDD attractiveness. The **questionnaire** will be shared with the board first in order to collect comments and inputs and after the green light, it will be sent to parents and members of the Kenyan business community (target audience).
4. The Embassy is willing to organize a meeting with French companies to interest them in financing school projects (e.g. infrastructure). The MT Committee will set up an Investment Plan that will need to be financed by external sponsors.
5. The French Embassy signed an agreement in 2019 with President Kenyatta giving the **gratuity of all Work Permits for LFIDD's** French teachers/employees. Ensure that school does not pay these fees - to check what happens in the past with ABC.

The treasurer is asking to share attractiveness survey's methodology and questionnaire and allow to make comments by Friday morning November 12<sup>th</sup>.

## 2. Pedagogical aspects

### Events held in October:

- **CAMPUS France** organized with COCAC on October 8<sup>th</sup> to present high schools (Management, Sciences Po, Engineering schools) dedicated to students of 1ere and "Terminale"
- Tribute paid to Samuel PATY
- **Grande Lessive**: exhibition of more than 500 drawings from LFIDD students at YAYA center organized by Arts Teacher / video made, put on website and sent to parents
- **Halloween** festive event organized by CVL (Lycee's students) last day of school before holidays break

### Future events:

- 1<sup>st</sup> week of December: French Youth author, **Mr Antoine GUILLOPE**, will come to Kenya (funded by French Embassy)
- LFIDD is invited to "**Assises du Francais**" on November 26<sup>th</sup>. Communication materials to be developed by this date (leaflet, kakemono).

### Challenge of lack of communication tools on LFIDD:

- Berenice will forward names of external providers for design/communication tools
- COCAC is suggesting asking AEFE if they provide **grants** for communication tools
- Director informs that Carlos (MC member) and Helder (controller) are preparing specifications and call for **tenders** on redesign and maintenance of LFIDD website
- Re-branding school as International French School of Nairobi.

**Challenge of lack of links school-parents:** to think about opening school to parents considering both sanitary and security protocols – organizing one-time events with parents- will be discussed in Conseil d'Ecole –

**New project: creation of an international Section for Primary:** project should be ready for spring for a tentative starting date at the back to school 2022-2023

### Secondary school's updates:

New system of "Continuous Control" for **BAC**: each school to develop by January 2022, a project explaining the modalities of evaluation to ensure a comprehensive approach to be implemented by each and every school and to be explained to the parents

## 3. Human Resources:

- FLE hiring process on going** – new FLE should be on board beginning of January
- SNT – Enseignement Scientifique:** replacement arrangements in place till December break – Communication to parents on it already given – plans to launch hiring process.
- Based on note received from DAF, HR commission recommends to create a pool of substitutes Maths and French teachers for Secondary** and propose to hire one candidate as a substitute teacher for an hourly rate of 2,550-3,000 KES.
- Based on notes received from supervisors, HR commission recommends to validate the trial period for 3 newly hired staff.**
- Individual cases:**
  - One teacher did not sign the new contract since March 2021 without giving valid reasons. This person said that if this is mandatory, she will sign. **HR commission recommends MC to vote a resolution making signature of new contracts mandatory.**
  - SES teacher: he alerted the president of the Board that he is in illegal situation as his work permit has not been renewed since 2019 – has communicated to his students – Principal got today the copy of updated contract by AEFE – will be sent for translation before to be sent to immigration so situation will be solved soon.

## 4. Hygiene-Canteen Commission:

Based on recommendation of the last board of Directors meeting, the Head of Health Department developed a note proposing changes in sanitary protocol to give more precisions of when to close a class as it was not included in the former sanitary protocol. This will be discussed in the next Hygien-Canteen Commission then proposed in the next CE (Conseil d'Établissement). The note will be circulated.

**5. Maintenance- Security Commission**

IT-contract reviewed by Carlos (CG member) and Helder (Controller): DAF to negotiate reduction of fees based on number of laptops leased

Generators: parameters adjusted during school break – still in the testing period

**6. Questions/Answers**

**7. VOTES: see p 1-2 of these minutes**

**Meeting ended at : 12.30 pm**