



Lycée Français International Denis Diderot Année scolaire 2021-2022

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

JEUDI 27 JANVIER 2022 / THURSDAY 27 JANUARY 2022

Compte rendu rédigé le 28 janvier 2022 / Minutes written on January 28th, 2022

NAME PARTICIPANTS	FONCTION	Prés.	Exc.	Abs
Aline KUSTER-MENAGER	Ambassadrice de France		X	
Cyril GERARDON	Conseiller de coopération et d'action culturelle (COCAC)		X	
Jean-Baka DOMELEVO ENTFELLNER	Conseiller des Français de l'Etranger	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		
Mildred N PITA	Vice-Présidente CG	X zoom		
Armando M SIROLLA	Trésorier CG		X	
Judy KAGURE	Secrétaire CG en charge de la Commission Communication	X zoom		
Emilie GASC	Membre du CG en charge de la Cantine et de l'hygiène	X		
Omar ZARAI	Vice- trésorier	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 : Helder MARTINS Contrôleur CG, invité pour pt sur IT				
		Diffusion : tous les membres de l'association des parents d'élève via le site internet		

Next CA: February 22nd, 2022 2.00-4.00 pm

Annexes : Notes d'aide à la décision

VOTES

1. Management Committee validates Minutes of November 23rd, 2021 board of Director's meeting, with a modification proposed by the Director, by 8 votes in favor
2. Management Committee validates the recommendation of Finance commission to apply the same rate for the two internal AES animators as for the external animators, i.e. 6,000 kes per participant and per trimester, by 8 votes in favor
3. Management Committee validates the recommendation of Finance commission to create a joint working group (staff/parents) on the AES by 8 votes in favor
4. Management Committee validates the recommendation of Finance commission to go back to the chancellery rate as a reference for the EURO-KSH exchange rate, as done throughout the AEFE network, by 8 votes in favor

5. Management Committee validates the recommendation of HR commission to urgently start the recruitment of an Arts Teacher, local contract, following the resignation of the incumbent Arts teacher for the end of February 2022, by 8 votes in favor
6. Management Committee validates the recommendation of HR commission to stop the outsourced staffing contract with Alexanna, to internalize the accountant position and to begin the process of recruiting a junior accountant for a G1 grid/step for a fixed term contract as soon as possible, by 8 votes in favor
7. Management Committee validates the recommendation of HR commission to hire a Secondary English Teacher (local contract) in case of the resident position is ultimately eliminated by the AEFE, by 8 votes in favor
8. Management Committee validates the recommendation of HR commission to hire 1 IT senior and 1 IT junior staff, by 8 votes in favor
9. Management Committee validates the recommendation of Maintenance/Security commission to stop the 2 contracts with Fincorp as soon as possible giving 2 months' notice, by 8 votes in favor
10. Management Committee validates the recommendation of HR commission to open all positions at the end of 2nd fixed term contract as potentially vacant, by 8 votes in favor
11. Management Committee validates the recommendation of HR Commission for a staff to be given a permanent contract and that his step be changed from B1 to B6 to consider his years of experience, provided that this staff shows formal proof of his experience with work certificates, by 8 votes in favor
12. Management Committee validates the recommendation of HR commission to open positions for 6 or 7 interns to reinforce the team of Educational Assistants during the lunch break, by 8 votes in favor
13. Management Committee validates the recommendation of HR commission to accept one staff's request for retroactivity of its modified compensation in March 2021 and the benefit of the new retirement pension limit with retroactive effect to February 1, 2021 calculated on a 12-month basis, by 8 votes in favor
14. Management Committee validates the recommendation of HR commission to grant 4 internal scholarships to 4staff, by 8 votes in favor
15. Management Committee validates the recommendation of HR commission to develop a salary scale for secondary school substitute teachers based on years of experience and to propose an hourly rate of KES 4,000 to the current substitute teacher based on profile and years of experience and prepare a casual contract where only effective hours will be paid, by 8 votes in favor
16. Management Committee validates the recommendation of Maintenance/Security commission to stop the current contract with scholar buses giving legal notice, by 8 votes in favor
17. Management Committee validates the recommendation of Maintenance/Security commission to create a working group on transport and invite interested parents to participate, by 8 votes in favor
18. Management Committee validates the recommendation of Communication Commission, to open communication commission to interested parents, by 8 votes in favor

AGENDA

Approbation of the Minutes of last Board of Directors' Meeting of November 23rd, 2021

1. Message from French Embassy
2. Updates on pedagogical aspects
3. Financial Situation / votes
4. Human Ressources / votes
5. Hygiene-Canteen Commission
6. Maintenance-Security Commission /votes
7. Questions / Answers

NEXT BOARD OF DIRECTORS' MEETING: FEBRUARY 22, 2022, 2.00-4.00 pm

INTRODUCTION

Quorum is reached – 4 MC members present in person, 2 online and 2 excused having given proxies (Armando to Bity / Carlos to Philippe)

Approval of CA's minutes of Nov 23rd 10th, by 8 votes in favor after modifications made by the Director: In pedagogical aspects: "possible opening of international section for primary for school year 2023-2024 (not 2022-2023)"

1. Embassy's Words

- No particular words for this meeting as Mr GUÉRIN just replaced Mr Cyril GERARDON on short notice, unavailable for health reasons, but he will give his inputs on subjects relevant for the Embassy.

2. Pedagogical aspects

- 1st week of January, distance learning with adapted protocol, except for kindergarten from Wednesday 5th Jan
- Intervention of Theater Company Emporte Voix postponed in March 2022

Primary:

In December: long races (cross) by grades in the school. Parents were able to attend the races
Work on the school climate with the reintroduction of games during break times with sanitary protocol
Web radio back into operation, started recording radio programs

Secondary:

Traité de l'Élysée du 22 janvier devant les 3^{ème} puis 1^{ère} et terminales. Intervention conférence de Jonas Koll, conseiller politique ambassade d'Allemagne
Long race for college (middle school) in Ngong Forest

3. Financial situation

1. Unpaid school fees for 1st term: still 10% unpaid. Mainly for school fees (around 15 mio kes) for which 10 families have repayment plans

2. Unpaid school fees for annual payment: mainly due to calendar of employers paying for their staff/
A part from school fees, there are unpaid 1st registration fees: this should be discussed in the next finance commission to decide on non-registration of kids with unpaid registration fees / Canteen and transport (1/3 did not pay the transport).

Recommendation: to make families with repayment plans sign an acknowledgement of debts with the RIB (BIC) of account to be debited

For 5-6 new families who came from Ethiopia, they paid monthly and in advance

Recommendation: For school fees paid by employers, school should ask families to pay first and be reimbursed by the employer/ DAF will check number of families in this case / some families wait for a good exchange rate EUR-KES to pay – so payment delays

Some families left school without paying their debts/ only pressure on parents is to refuse to give Exeat but does not affect families leaving the French teaching system

DAF will consult other International Schools on their billing calendar and repayment schemes

3. Unpaid school fees for 2nd term: 58%

Recommendation: Be very strict during 3rd term and refuse registration of kids for families with unpaid school fees /

Recommendation DAF: To propose a new payment calendar to be discussed during the next Finance Commission

4. AEFÉ/ KRA debts: KRA: reimbursements: From Feb 2022 to reimburse 3 months/ monthly and stop reimbursements during summer when cash flow is low / A&K fiscalist lawyers explained that firstly, school needs to repay all debts (2018-2019 to be paid) and then request a waiver for penalties and arrears

AEFE: repayment plan for 2021 staggered on 3 years, with monthly payment of 22,000 EUR

5. Exchange rate: Currently, LFIDD uses NCBA exchange rate but very unstable.

Recommendation DAF: To come back to chancellery exchange rate, more stable and is the one used in most AEFÉ schools

6. **AES:** Extra scholar activities' facilitators are all external people except for 2 activities (Athletics/Robot Legos) that are facilitated by internal animators.

Recommendation DAF: To pay the internal animators the same rate than external animators instead of paying them overtime

Alliance Française Loan: Problem of guarantee, not possible to guarantee the buildings because they belong with land to the French State and are managed by France Domaine, represented on site by the Ambassador.

The AF's board still willing to give a loan to LFIDD but need a letter and a guarantee / letter ready but not sent because question of guarantee not resolved / LFIDD DAF may face a potential problem because if LFIDD does not own of the buildings, what are the assets LFIDD will transfer to the new entity "Company Limited by Guarantee" as the school is now registered /

Recommendation: to see with our tax lawyers in the next Finance commission

VOTES:

a. **The Finance Commission recommends to apply the same rate for the two internal AES animators as for the external animators, i.e. 6,000 kes per participant and per trimester (see DAF note)**

FOR : 8/8 AGAINST : ABSTENTION

b. **The finance commission recommends the creation of a joint working group (staff/parents) on the AES**

FOR: 8/8 AGAINST: ABSTENTION

c. **The finance commission recommends the change to the chancellery rate as a reference for the EURO-KSH exchange rate, as done throughout the AEFÉ network. (see DAF note)**

FOR: 8/8 AGAINST: ABSTENTION

4.Human Resources

a. **Recruitment of Art Teacher (replacement):** Incumbent teacher is leaving for another position at the end of February (coinciding with kenyan retirement age) / URGENT recruitment to be done /Thinking of a mutualization with other boarding schools., as it is only 8 hours /

b. **Recruitment of one junior accountant – stop Alexanna's contract** (see DAF note): Currently, LFIDD has an external service provider contract with Alexanna, for 2 accountants and use of software. According to the DAF, we need only one more accountant and it will be more cost effective to internalize the position, and have two accountants who are trained in all tasks and could replace each other.

c. **Recruitment of secondary English teacher (replacement):** AEFÉ informed the principal that LFIDD has a lot of resident teachers and that one position may be removed/ Decision not made yet but if this is confirmed, the principal recommends to choose the Secondary English teacher position as one resident is leaving in June and this is easier to find a local contract for English Teacher. Recommendation to launch hiring process in case of AEFÉ's decision is confirmed / See among "assistants de langues" /There is no minimum number of residents to get the AEFÉ homologation but the fact that we have a big number of teachers "titulaires de l'Education Nationale" , residents or under local contracts makes homologation easier to get renewed

d. **IT recruitment:** Presentation of the IT services analysis made by one of the controllers. It is clear that under the current external service provider contracts with FinCorp, LFIDD is losing a lot of money and does not receive quality services

Comment from J-B Domelevo-Entfellner: IT sector in KE is very dynamic so it should be easy to find certified staffs and to buy laptops at a good price.

Recommendations: Stop the 2 contracts with Fincorp as soon as possible giving 2 months' notice (Laptop leasing end of contract is Aug 31st, 2022 and Services contract is Sept 30th)

Hire as soon as possible: 1 Senior IT staff and 1 junior staff

- e. **7 local contract staff at the end of CDD2 contracts;** Recommendation of HR commission to publish all CDD2 positions ending as likely to be vacant.
- f. **Passage from CDD2 to CDI for one staff and change of step (see Director's note).**
- g. **Interns positions to reinforce the Educational Assistants during the lunch break:** a 'win win' solution will be to hire 6-7 interns, e.g. from "assistants de langues" to give them experience in a French school and at the same time reinforce Education Assistants during student's lunch breaks
- h. **Contracts not signed: 1. Individual case :** CA voted an obligation of signature for staff still under old contracts but HR commission prefers to first again with the staff **2. Other individual case.** The delay for signing the contract was due to internal administrative issues and not staff's refusal, so the HR commission recognized that the request is legitimate and LFIDD will pay arrears
- i. **Contentious case: Update on the situation:** In order to avoid to go to the court, negotiations were open between lawyers / DAF still waiting from feedback from our lawyers
- j. **Internal school scholarships:** A special committee (DAF/HR/Caisse/TaskOfficer) gathered to assess the requests received and calculate the internal scholarships percentages / on 5 files received, 4 were acceptable
- k. **Pool of substitute teachers in secondary schools: Individual case** The creation of a pool of substitute teachers for secondary in Maths and French was voted during the November 10th CA and a proposition made to one substitute teacher of an hourly rate of 3,000 kes. The substitute asked CA to review its proposition based on years of experience and diploma. The HR commission recommends that DAF and HR will develop a salary scale for secondary school substitute teachers based on years of experience and to propose an hourly rate of KES 4,000 to the current substitute and offering a casual contract where only effective hours will be paid.
- l. **Pension/Health Insurance:** DAF: staff mostly unaware of the change in pension and health insurance board member Omar working in the insurance field will help us
For Pension: some staff were not aware that they are obliged to pay the same % as the employer and cannot pay 8.5%. This topic will be developed in HR commission

VOTES:

- a. **Following the resignation of the incumbent Arts teacher for the end of February 2022, the HR committee recommends an urgent recruitment for local contract**

FOR: 8/8 AGAINST: ABSTENTION

- b. **The HR commission approved the DAF's recommendation to stop the outsourced staffing contract with Alexanna, to internalize the accountant position, and to begin the process of recruiting a junior accountant for a G1 grid/step for a fixed term contract as soon as possible**

FOR: 8/8 AGAINST: ABSTENTION

- c. **In the event that the resident position is ultimately eliminated by the AEFÉ, the HR Commission recommends that the recruitment process for a local Secondary English Teacher be initiated to replace the vacancy**

FOR: 8/8 AGAINST: ABSTENTION

d. The Maintenance/Security Commission recommends to stop FinCorp contracts with 2 months' notice and start call for tender for laptops

FOR: 8/8 AGAINST: ABSTENTION

e. The HR Commission recommends to start recruitment of 1 Senior IT and 1 junior It

FOR: 8/8 AGAINST: ABSTENTION

f. The HR Commission recommends that all positions at the end of a 2nd fixed-term contract be published as potentially vacant

FOR: 8/8 AGAINST: ABSTENTION

g. The HR Commission recommends that one staff, who has had a fixed-term contract since January 27, 2020, be promoted to a permanent contract and that the step be changed from B1 to B6 to consider the years of experience, provided that the staff shows formal proof of experience with work certificates

FOR: 8/8 AGAINST: ABSTENTION

h. The HR commission recommends opening positions for 6 or 7 interns to reinforce the team of Educational Assistants during the lunch break.

FOR: 8/8 AGAINST: ABSTENTION

i. The HR Commission recommends accepting one staff 's request for retroactivity of the modified compensation since March 2021 and the benefit of new retirement pension limit with retroactive effect to February 1, 2021 calculated on a 12-month basis

FOR: 8/8 AGAINST: ABSTENTION

j. The HR Commission recommends to grant 4 internal scholarships to 4 staff

FOR: 8/8 AGAINST: ABSTENTION

k. The HR Commission recommends to develop a salary scale for secondary school substitute teachers based on years of experience and to propose an hourly rate of KES 4,000 to the current one and prepare a casual contract where only effective hours will be paid. Vie Scolaire is proposing 8 hours /week

FOR: 8/8 AGAINST: ABSTENTION

5. Hygiene/Canteen commission

Work in progress on the menus / Lenana should provide menus at least 2 weeks in advance / otherwise they are open to changes when proposed

Prepare negotiations for the next contract (end of November)/

Overall satisfactory visit but inadequate premises, in particular cold chain and cold storage capacity not important/ Quotation requested for new fridges and to have refrigerated compartments in the self-service area underneath

6. Maintenance/Security commission

Scholar bus contract: since a long time, this service has a deficit of 5 million kes/year/ The contract includes July and August holidays months and was paid during Covid period with no school transport / Same fare according to routes / currently 80 families out of 360

1st contract of 3 years until 31 /08/ 2022 but addendum not signed including a new rate that the Lycée pays since January 2021 until now.

VOTE: Maintenance and Security Commission recommends that the current contract be terminated in accordance with the legal terms.

FOR: 8/8 AGAINST: ABSTENTION

VOTE: Maintenance and Security Commission recommends to create an internal working group and open it up to interested parents to participate

FOR: 8/8 AGAINST: ABSTENTION

7. Communication Commission

Both websites (LFIDD and Cambridge) should be operational by end of February- LFIDD will participate to International School Fair to be held on Feb26-27 – communication materials will be developed - Open day has been postponed in March

Propose to parents to be part of Pundaktiv to support Lycee in special events

VOTE: the communication Commission recommends to open the communication commission to parents

FOR: 8/8 AGAINST: ABSTENTION

8. VOTES: see p 1-2 of these minutes

Meeting ended at: 1.00 pm