



Lycée Français International Denis Diderot

Année scolaire 2022-2023

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

JEUDI 26 JANVIER 2023 / THURSDAY 26 JANUARY 2023

Compte rendu rédigé les 27 et 30 janvier 2023

NOM DES PARTICIPANTS	FONCTION	Prés.	Exc.	Abs	
Arnaud SUQUET	Ambassadeur de France	X	X		
Denis SAINTE-MARIE	Conseiller de coopération et d'action culturelle (COCAC)				
Jean-Baka DOMELEVO ENTFELLNER	Conseiller des Français de l'Etranger		X		
Bruno MARIS	Proviseur	X	X		
Frédéric ROURE	Directeur administratif et financier	X			
Claire KARADI	Directrice du primaire	X			
Christelle ADJAGBA	Représentante du personnel administratif	X			
Elisa ROCHAT	Représentante du personnel enseignant secondaire	X			
Baptiste METAIS	Représentant du personnel enseignant primaire				X
Mildred N PITA	Présidente CG /Resp. Commission RH				X online proxy AS
Emilie GASC	Vice-Présidente CG	X			
Armando M SIROLLA	Trésorier CG	X			
Josie WANG	Secrétaire CG /Resp. Commission Communication	X			
Bity DIENE	Membre CG	X online			
Omar ZARAI	Vice- trésorier	X online			
Philippe TISSIER	Membre du CG-Commission Maintenance / Sécurité	No proxy	X		
Carlos SHYIRAMBERE	2eme vice-trésorier CG	Proxy AS	X		
Esryne ONGOMA		X	X		
Ebby GATAMU		Proxy Josie			
Marie-Noëlle SENYANA-M	Chargée de mission auprès de l'APE	x			
Invités / Autres participants : Dioulde KANE contrôleuse de gestion		Diffusion version publique: tous les membres de l'association des parents d'élève via le site internet			
Next CA: 16 February 2023 8.15am-10.15am					
Annexes : Decision support notes					
Meeting started at 10.20 1. The quorum is reached with 4 members present physically (including the vice president) and 3 members online. 3 members are excused among them 2 who gave proxies (1 to Armando and 1 to Josie). The total of votes will be counted on 9 voices.					
VOTES					
1. The Board of directors approved the minutes of the previous BoD meeting of December 8 th 2022 by 9/9 votes in favor.					
2. The Board of directors approved a budget comprised between EUR10,000 to EUR 15,000 to purchase 5 short throw projectors, some switches and other IT material, by 9 votes in favor.					

3. The Board of directors approved the proposition of granting a service pay to a staff who left after 5 years of service in LFDD, by 9 votes in favor.
4. The Board of directors approved the proposition of granting a monthly allowance to a staff working 2 hours more per week, each week, for the school year 2022-2023, starting from September 2022, by 8 votes in favor and 1 abstention.
5. The Board of director's meeting votes on the principle of having a tender to develop a marketing and communication strategy, by 9 votes in favor.

AGENDA

1. Quorum CG - Approval of last BoD's minutes, 08/12/2022
2. Words from the French Embassy
3. Highlights on pedagogical aspects
4. Financial Situation – vote
5. Human Ressources Commission – votes
6. Hygiene/Canteen Commission
7. Maintenance/Security Commission
8. Communication: vote

AoB:

NEXT BOARD OF DIRECTOR'S MEETING: February 16th ,2022, from 08.15am -10.15pm

1. Words from the French Embassy:

Mr Denis Sainte Marie thanks for welcoming him for his first Board of director's meeting. He had the opportunity to meet most of the participants during the breakfast organized with the Ambassador at the Embassy, where the direction, the board and the Embassy had a very constructive dialogue and agreed to work on developing a 5 years growth strategy for the school.

During this year, we will have the chance to have the visit of the AEFE's Director, Mr BROCHET, late June, for the 60 years of the school and we will also renew the convention with AEFE. On another point, the Embassy is taking seriously the issue of the construction work behind the school and promotes a constructive dialogue with the developer.

Regarding the possible exemption of the penalties and arrears due to KRA, the work initiated by the former Ambassador is also closely followed up, but up to now, no feedback was received.

Currently, the Ambassador is in Paris for the 3 day's-visit of the President RUTO to the President MACRON. This is a great opportunity to renew the engagement between the two countries. As soon as the Ambassador is back to the country, he will follow up closely the situation with KRA, to help the school improving its financial situation to make investments into the infrastructure.

3. Highlights on pedagogical aspects PRIMARY /SECONDARY

Past and current events:

Evènements Passés

- Les cross en décembre
- Venue de Sonia Harmand (CE2, 6ème, conférence tout public)
- Les séances de natation
- Voyages Taita Hills 3e SIB,
- Voyage Sagana 2de

Past Events

- Cross-country races in December
- Visit of Sonia Harmand (CE2, 6ème, public lecture)
- Swimming sessions
- Taita Hills trips 3rd SIB,
- Sagana trip 2nd year



Evènements en cours

Compagnie théâtrale Emporte-voix
Élémentaire et secondaire



Voyage 3ème à Naivasha

Current Events

Emporte-voix Theatre Company
Elementary and secondary

Trip to Naivasha for 3ème



- **Cross-country races** took place in December for primary at school and secondary (from 6e to 3e) in Ngong Forest/we received good feedbacks from participants and parents
- **Visit of Sonia Harmand**, archeologist, director of the prehistoric mission in Kenya. She intervened in the CE2 and 6e classes and on January 12th, made a public lecture in the evening at the auditorium. Very interesting and much appreciated and the school is looking forward to have a closer collaboration with the archaeologists.
- **Swimming sessions**: this is over for primary and everything went well, thanks also to the parents who assisted / For secondary this is ongoing.
- **Taita Hills school trip for 3e SIB**, was focused on history
- **Sagana trip for 2e**: more focused on EPS

Currently, 4 people from the company Emporte-voix, from Paris, are giving classes in LFDD to all Elementary levels and some of secondary, focusing on how to speak and express itself. They will be playing twice in Alliance Française for all public.

School trips to Naivasha for 3e focusing on geothermic / They will come back in the afternoon, a bit earlier than planned because some of the kids being ill.

Evènements à venir

- Voyage lycée 2de-1ere Mont Kenya
- Classes vertes CE2 à Naivasha et aux Aberdare
- Cultural Day au secondaire
- Course caritative
- Semaine du bien-être à l'école
- Carnaval

Upcoming Events

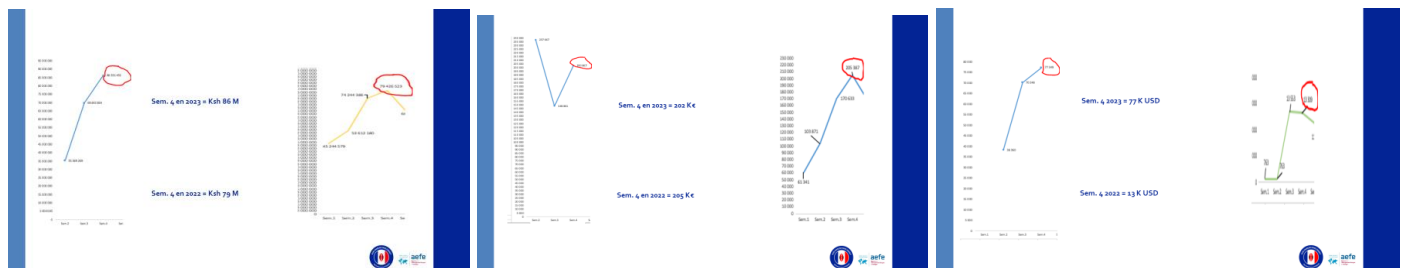
- High school trip 2de-1ere Mount Kenya
- Green classes in Naivasha and Aberdare
- Cultural Day in secondary school
- Charity run
- School Wellness Week
- Carnival



- 5 days outing for students of 2e and 1ere who will climb Mount Kenya / photo will be taken at the summit with a banner of 2024 Olympic games in Paris and 60 years LLFD /thanks to the French Embassy for the logistic support for this trip
- Primary: two classes CE2 Green classes in Naivasha and Aberdare
- Cultural Day in secondary school organized by English team teachers and some of the
- Charity run: organized on 11/02 by Eco-delegates at the school/ money collected during this run will be given to an Association working with disabled children / part of the sustainable development objectives of the UN
- School Wellness Week: emphasize on the well being at school, fight against bullying
- Carnival will be organized on Feb 24th (last day of school before short holidays): topic is Nature and Garden

4. Financial Situation:

a) Cash Flow in KES, EUR and USD



Overall, cash flow is quite high. Comparisons are done with 2022 (on the right side of the slides)

KES: Compared to 2022, cash flow in Kes is slightly higher: 86 mios kes (compared to 79 mios) due to the good rate of recovery of school fees.

EUR: 202,000 EUR in 2023, quite the same than in 2022 but the difference is that LFDD is now able to pay the 2022 AEFE payments.

USD: there is a big difference compared to 2022 (77,000 USD in 2023 against 13,000 USD in 2022). This is due to the fact that many parents are paying school fees in USD, because the exchange rate is good. USD are then transferred in Euros to pay AEFE.

b) Recovery rate of school fees and other services for Trimester 1 of school year 2022-2023



A good recovery rate on payment of school fees for the 1st trimester: 97,2% + 3 payments plans (in total 98,7%)
Only 2 parents have not paid, among them, one received an exclusion letter in December 2022, but no feedback from the parents. The DAF wants to contact them before to exclude the child.

In total the School billed in 426,000 kes of penalties, for late payments.

For the other services:

- Canteen: 85,5% recovered for the 1st trimester.** Better than last year but still many questions from parents on the canteen. Difficult to exclude the children but we will threaten the parents to exclude them. This issue will be recurrent till the school can invest into a system with prepaid cards to be validated before to enter in the canteen (turbo-self), which is quite expensive.
- AES: Extra-scholar activities: this is invoiced annually.** Currently, 86,7% already paid. Reminders will be sent and those having not paid at the end of the year will not be able to register.

c) Recovery rate of school fees and other services for Trimester 2 (deadline for payment was Jan 15th)

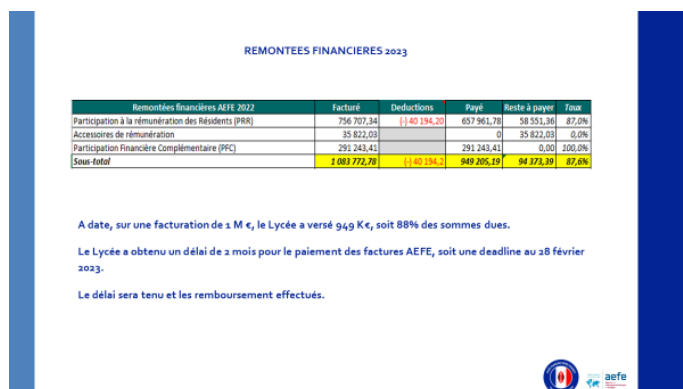


2nd trimester: currently 70,52mios: received: 69,8% / but payment are received every day, so the number is evolving. Penalties will start in February. Reminders will be sent next week.

Canteen: trimester 2: Only 23,5% paid but invoices were sent after school fees. The school receives monthly invoice from the canteen supplier, so the issue is the cashflow.

Some 20-50 students access to canteen without paying, school needs to improve control system, but once again, this is difficult without an automatic system.

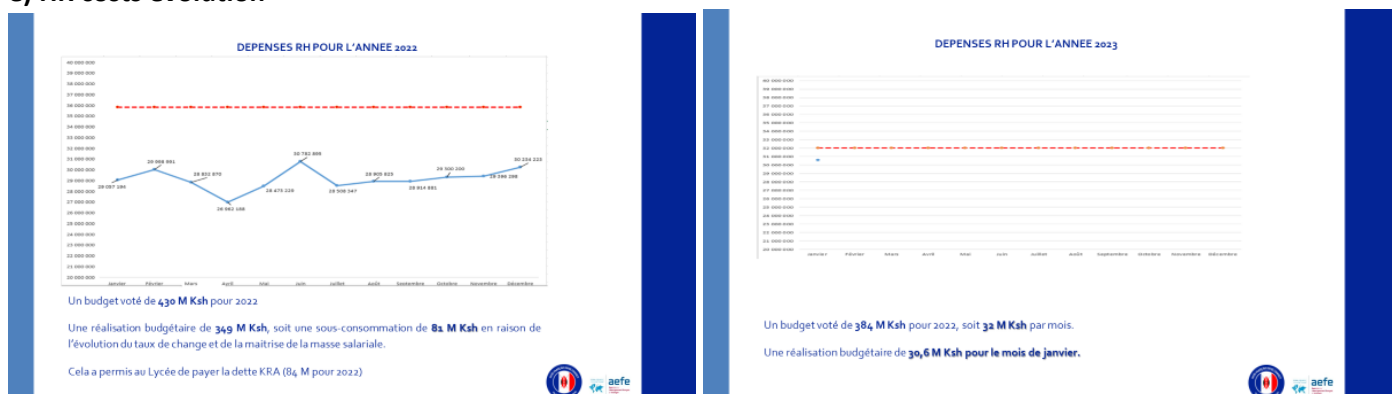
d) AEFÉ payments for 2022:



88% of the amount due for 2022 has been paid. AEFÉ approved to extend the deadline to pay the balance till February 28th, which will be done. This shows that the school does not add an extra debt to the one of 2021 and will be in a good position to request a loan for construction to AEFÉ.

AEFÉ debt: For 2021 debt, on a total of 748,000 Euros, 32%=242,000 EUR have already been paid. Monthly automatic transfers of 22,000 EUR will continue till October 2024.

e) HR costs evolution



In the budget 2022: 430 millions kes were voted and 349 millions ksh were spent so 81 mios ksh were saved. This was due thanks to a good monitoring but also to the fact that the exchange rate was in our favor. This allowed us to repay all KRA debts in due time.

For 2023: 384 mios kes were voted for 2023 / 30,6 mios have been spent for January, so we are on track.

f) Updates on Maintenance works and investment

TRAVAUX DE RENOVATION DES TOILETTES DU LYCEE

- ☐ Travaux de plomberie essentiellement visant à remplacer les pièces défectueuses
- ☐ 1ere phase visant les toilettes homme et femme du secondaire et du plateau sportif
- ☐ Entreprise retenue : Bellagio Construction Ltd, en règle vis-à-vis KRA
- ☐ Coût du devis : Ksh 325,786 (à la signature du board)



TRAVAUX DE RENOVATION DU SOL DU GYMNASIUM

- ☐ Enlèvement du sol actuel et mise en place d'un revêtement PVC
- ☐ Appel d'offre validée la semaine dernière en commission Maintenance
- ☐ Phase actuelle de publication auprès des entreprises du marché
- ☐ Coût estimé/budgété : Ksh 6 M



Plan is in place to upgrade progressively the toilets: first the male/female toilets for the secondary school and on the sport field. Works to be done by Bellagio Construction for an amount of kes 325,786 (around EUR:2,400)

As voted by December CA, the priority investment measure is the floor of the gymnasium:

Tender has been sent. Cost is estimated to be 6 mios (around EUR45,000) to remove the current floor and replace the one with PVC (plastic-rubber floor).

g) Upgrading pedagogical tools: Buying of 5 short throw projectors

ACQUISITION DE 5 PROJECTEURS COURTE FOCAL

- ☐ Commande de 5 EPSON VPI au coût unitaire de 1 715 € par SOFIP



- ☐ Négociation en cours pour le coût du fret (entre 1 100 et 1 900 €)
- ☐ Accord de principe du CA pour enveloppe plafond de 12 000 €
- ☐ Coût estimé rendu Nairobi : 10 000 € (détaxée, merci Ambassade)



In December the CA recommended to use SOFIP for this order but the cashflow was not enough. Some other IT items, like switches will be ordered at the same time, but the order needs to be done quite quickly as there are only 19 remaining in the actual SOFIP catalogue and then the price of next generation projector will be 3,000 EUR, for a more sophisticated model, which the school does not need. Prices are tax free, because the order goes through the Embassy.
Q: Could we buy more items through SOFIP, e.g. computers? A: Problem is that SOFIP does not provide any after-sale service or technical support.


Q: Is this buying very necessary, cause the school still has some debts so would be better to postpone any non-urgent expenses? A; This is very much needed for the classrooms and cannot be postponed.

VOTE: The Board of directors approved a budget comprised between EUR10,000 to 15,000 EUR to purchase 5 short throw projectors, some switches and other IT material, by 9 votes in favor (the president had to leave the meeting but gave her proxy to the treasurer)

h) Construction works on Chania road, behind the school

GRANDES LIGNES DE NOTRE STRATEGIE

- ❑ L'équipe France : Lycée (Direction + board), Ambassade (COCAC + expert immo), Assureur du Lycée (Heritage/Grassavoye), expert en risque, avocats du Lycée (Oraro), urbaniste.
- ❑ Kick-off meeting le mardi 24 janvier 2023
- ❑ Stratégie à court terme définie :
 - Information officielle du promoteur des actions qui vont être menées par équipe France (lettre préparée par Oraro – remise ce matin)
 - Vérification des **aspect légaux** du dossier déposé par le promoteur (Oraro + urbaniste) => *deadline 1er semaine de Février*
 - Début de la **phase d'expertise** et d'évaluation des risques (Expert + Assureur) => *deadline 1er semaine de Février*
- ❑ Objectifs : identification/contrôle des risques (environnementaux, structurels, économiques...) + obtention de **compensations** par le promoteur



The kick-off meeting was held on 24/01/2023 at the school with representatives from the Embassy, from the direction team, the board, our lawyers, one planner and broker Gras Savoye and insurance Heritage.

Oraro sent a draft letter this morning to inform the developer.

The priority actions will be:

- Informing the developer of actions that will be taken by the task force
- Checking that the developer is compliant with all legal aspects by 1st week of February
- Launching of risk assessment phase in order to get compensations from the developer.

To be noted that since a few days the excavation works have stopped and a red cross with NCA (National Construction entity) has been put on their gate.

It could be an opportunity for school to ask for compensation and upgrading windows, improving canteen.

The French Ambassador, as the landlord, is ready to raise the matter at a higher level, as necessary.

Once legal aspects will have been checked (1st week of February), a communication to the parents will be sent to reassure them that the school, together with the Embassy, is taking this matter seriously.

5. Human Resources Commission: Updates

HR Movements:

- **6 new educational assistants** among them (2 former interns) were hired part time (17-18 hours/week) since mid-January to support Vie Scolaire, especially at lunch time.
- **TPS teacher** was hired among the substitute's teachers
- **Another substitute teacher** was hired to replace a teacher, who is on a long-term sick leave
- **3 new substitutes teachers** were hired but one resigned on January 26th. As in the pool remain only 2 substitutes, the Director recommends to hire new substitutes.
- **1 Assistant documentalist** was hired last week to replace the incumbent, with a part time contract increased to 80%. She will start on January 30th.

Question on the process: All these recruitments have been discussed during the HR commission, but as it was the end of the year, these processes have been implemented without going through the Board of Directors' meeting, but with the approval of the President.

So the board of directors decides that no votes need to be done on these.

Recommendation: Processes of approval and voting will be re-discussed during an internal meeting of the board.

- **RFP on benchmarking exercise and analysis of jobs description**

On the 6 companies, 3 quotations were received. Analysis and screening of the proposals will be made in HR commission.

- **French/English/Swahili languages courses for staff:** On-going negotiations with French Alliance / discussions to be finalized in HR commission to agree on conditions of payment to be proposed to staff
- **Corporate Health Insurance for the staff:** 15 staff have been incorporated with Heritage, not all staff as the other have their own insurances.
- **All staff meeting:** will be held on 31st of January – agenda has been sent in advance to staff reps so staff can add any item

- **Kudheihia:** Bureau was elected and training will be done by Kudheihia on 31st of January.

VOTES:

1. **Service pay for one staff** who worked for more than 5 years with 2 cumulated contracts so can be granted a service pay. This indemnity is calculated on the basis of 20% of the last basic monthly salary per year worked up (up to a maximum of 5,000 Euros), prorated according to the employee's working time.

The Board of directors approved the proposition of granting a service pay to a staff, corresponding to 5 years of service in LFDD, by 9 votes in favor.

2. **Monthly allowance for a staff** who is working each week 2 hours more than indicating in the full time contract. In his note, the DAF proposes to grant a monthly allowance calculated on the hourly rate for 8 hours per month. The HR commission has discussed on it and agrees with the DAF' proposition, for this school year 2022-2023, starting back from September, while waiting for a revision of the salary grid.

The Board of directors approved the proposition of granting a monthly allowance to a staff for the school year 2022-2023, starting from September 2022, by 8 votes in favor and 1 abstention

3. **A staff** refused to sign the first contract proposed, claiming for the seniority to be considered, but finally signed when the school told to the staff to produce proper documentation related to number of years of experience **within three months from the start of the contract** (contracts/salary pay slips) in order to review the position in the grid.

Recommendation on the need to have standardized template of contracts, based on Kenyan law. Then negotiations could be done between employer and employee on the positioning on the grid.

The process needs to be streamlined and/or revised and everything to be ready for the new school year in September.

6.HYGIENE – CANTEEN: Updates

The menus were updated and since January, there is a weekly veggie day and more diversified diets. Up to now, the feedback is positive. Some parents will be invited for next H&C Commission on 9th of Feb, will have lunch at the canteen then will participate to the commission. A communication has been prepared to be sent to parents, focusing on current hygiene measures taken at school and in particular at the canteen.

7.MAINTENANCE – SECURITY: Updates

There is a risk that due to the construction works behind the school, maintenance works will increase. We need to ensure that we can calculate these costs and request the developer to cover for it.

Maintenance commission is also working on reinforcing the safety of our IT network, to block access to any inappropriate web sites. **We can propose to the task force of parents working on it to be invited at the next board of director's meeting to give updates.**

8.COMMUNICATION: Updates

The commission is working on improving our internal and external communication and marketing and recommends to outsource the development of a Marketing and Communication strategy.

The LFDD is not well known, has almost no visibility, no moto and this is now the time for the registration campaign for next school year. Internal communication needs to be more consistent and interconnected.

There are also some resources people in the school, like the Art's teacher who can help in the short term for the new registration campaign.

The Communication commission will define more precisely the terms of reference of the tender and will come back to the Board of director's meeting with a clear proposition and quotations.

The Board of director's meeting votes on the principle of having a tender to develop a marketing and communication strategy, by 9 votes in favor.

Additional questions:

As a follow-up of the informal meeting held at the Embassy, we need to set up a task force to focus on the mid-term strategy/vision for the school for the next 5 years. This group will be composed by members of the board (President/Vice-President/Treasurer), the direction and the Embassy (COAC). A first workshop will

be organized with an external facilitator before end of April 2023 and a Google drive will be created to start sharing documents.

The French school-initiated contacts with the German School to talk about potential collaboration but no feedback received yet. This is part of the visibility strategy and needs to be further discussed and see the possibility for the French school to open another antenna in the north of Nairobi, in collaboration with another international school.

NEXT CA: 16 February 2023, 8.15-10.15am

Meeting ended at 12.34 pm