

Minute of CG meeting held on 24th November 2025

In presence of:

For the CG elected parents: Laurent Hay, Lydia Beaumont, Alka Goyal, Benoit Perraud, Prina Nepal, Lydia Beaumont

For the school Management: Maxence Gatignol, JY Deparis, Ashok Bandhari

Teachers' representative: Sylvie Casiulis

For the Embassy of France: Virginie Corteval

Excused: Agathe Lhomme, -

1. Sign and display the report of the last meeting 04 November

Conclusion:

- *Minute is being reviewed, will be edited in pdf format and will be submitted for electronic signature by concerned CG Members within a week. Minute will then be published in EDUKA and EFIK Website, and share with teachers - staff representative*

→ *This practice will apply to all CG Meetings and the goal would be to have monthly meetings' minutes published within 10 days after the meeting.*

2. Report and update from Mr. Deparis, School Principal

Conclusion:

- *CNED implies a strict calendar imposing to send assessments on time. The team follows the calendar as much as possible and is working on creating alerts/reminders, to make sure that all assessments and homework are submitted on due time. Team is also proactive in obtaining and providing frequent updates with coordinator.*

- *School Principal is working closely with the AEFÉ regarding available optional school subjects to be offered to students in high school. 2 students have been requested to change their chosen option to comply with the options available. The school will now monitor and make sure that the options provided are available for the students before confirming their registration.*

- *Secondary and high school end of the year exams take place either in Pondicherry, or in New Delhi. School Principal is working closely with AEFÉ to find a better practical way to optimize students' travels and related costs. Subject needs to be followed up as the decision doesn't involve the school itself, but it remains important to communicate about the inconvenience and cost having to travel twice for exams.*

3. FINANCE

- Follow up - Change the name for the French bank account.

Conclusion:

- *Time didn't allow this subject. To be discussed at next meeting.*

- Nepalese bank accounts are being updated with new CG Members signatures. Update work expected to be complete within a week of time.

- Budget 2026-2027. Different scenarios depending on the number of students. Current estimates of 35-44 retained students with a planning assumption of 10 new students. Income distribution currently kindergarten (25%), primary (50%), secondary (25%). AEFÉ payment may increase **from 6 to 10%** from January. Decision to be taken in Paris 18th of December.

Observation:

- The school is facing a challenge in terms of balance between number of students (income) and necessary investments to upgrade the quality services to be delivered (expenses). Last year's budget became over-estimated due to the loss of several students who confirmed their admission but never came effectively. This has led to a loss at the end of the last exercise. The budget of 2026/2027 will therefore have to be estimated with more caution, with the hope that the ongoing investment in communication will show positive results.
- It is primordial that the 3 additional (optional and payable) services provided by the school (canteen, transports, extra-activities) remain sustainable and self-financed.
- To justify a potential increase in the tuition fees and/or the additional services fees, the Security Deposit might be decreased to offer to new parents more financial flexibility at the time of admission of their children.
- It is important to offer a certain financial flexibility while admitting new students, in terms of payment modalities.
- School still needs some investments in terms of renovation, building integrity, insulation and global maintenance (garden, buildings, vehicles...). A dedicated staff might be required. - The school certainly needs to be promoted at a large level, must be more present in social medias and must have its website always kept updated. A dedicated staff might be required.

Conclusion:

- Increase in transportation cost to cover maintenance costs and self-sustainability to 12,000 NPR per month and per child (x 10 months) and regardless the location of the students to be taken in charge.
→ Submitted to vote to the CG Members and resolution adopted at the unanimity. - Splitting Capital Investment (1 500 €) to be payable in three instalments of 500 €, at the beginning of each trimester (September, December, March).
→ Submitted to vote to the CG Members and resolution adopted at the unanimity.
- Decrease of Security Deposit for new students' admission, dropping from 1 000 € to 500 €. → Submitted to vote to the CG Members and resolution adopted at the unanimity.
- Next meeting will have to determine a budget to be proposed to parents at next General Assembly (January 2026). Different scenarios, depending on the number of students and fee adjustments to be made, will be prepared for discussion at next CG Meeting (December). - Next meeting will have to determine the use of the available Capital Investment (10 000 €). Amount shall be allocated to either, Communication, Infrastructure maintenance or staff recruitment.
- Employing a dedicated staff as Premises Officer responsible for all daily maintenance works will have to be discussed at next meeting.
- Employing a dedicated staff as Communication Officer responsible for all daily communication and promotion tasks will have to be discussed at next meeting. -----

4. COMMUNICATION

Observation:

- The school needs a proper communication to promote its quality services, the benefits and added value for students to study at the International French School. CG Members and School Management all agree that the school has a potential to expand its reputation and popularity that would bring more students. A dedicated communication strategy, on both short- and long-term basis, should be deployed and a budget allocated.

- Website. New contract CNC? Who is doing what? Or check and ask proposal to other service providers?

Conclusion:

- CNC is the current service provider entitled by the school to maintain the website. It has been decided that a contract extension should be prepared, with specific Terms of References for a better regular management.

- Student card
- Flyers / Kakemono / extra sticker school bus (admission open) **Conclusion:**

- These 2 points need to be discussed, depending on the communication strategy adopted by the CG members. If a dedicated staff is employed to take over all these tasks, he/she will be totally deployed to build communication and advertisement supports, in cooperation with a printing / press professional and in accordance with EFIK's strategy.

- **Important:** EFIK needs to have flyers + Kakemono ready for the AF Christmas Market on 13th December.

- Communication and marketing **Conclusion:**

- CG Members have compiled different potential candidates to take over the communication. Both professional agencies and individuals have been interviewed. Given the significant difference in terms of costs and availability of a dedicated agent who would work closely with the school, the school has decided to prioritize an in-house, flexible and creative presence instead of a fully outsourced service.

Accordingly, a second phase of interview with a potential candidate as Communication Officer will be organised shortly.

- In addition to an in-house staff, punctual and strategic communication campaigns requiring more specific skills would be outsourced, in compliance with the budget allocated.

- Questions related to remuneration, budgeting and selection of the candidates will be one of the main agendas of the next CG Members meeting.

- To facilitate the decision, the School Principal will organise a deeper discussion with pre-selected candidate and define his/her tasks, time, material, salary, etc...

- The question will also come if an investment in camera would be required at this stage.

- For all strategic communication campaigns, School Principal will organise a deeper discussion with pre-selected outsourcing communication agent to determine what exactly should be outsourced and establish a detailed cost estimate for:

- Quality video editing: How many? Subjects? Lengths?
- Adds in specific magazines
- Advice and quotation for the website: revamp totally or just a part of the website?

5. CHRISTMAS MARKET

- Christmas Market 2025 will be organised at the Alliance Française of Kathmandu, jointly with the EFIK. Event will take place on Saturday 13th December at AFK compound.
- EFIK will organise students' activities and shows.
- EFIK will have a stall to promote its services.
- No specific action from EFIK team is required in terms of organisation of the event itself.

6. NEXT MONTHLY CG MEETING

- Next CG Meeting is scheduled to take place on Monday 15th December 2025 at 17h30.
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SIGNATURES

EFIK PRESIDENT	EFIK GENERAL SECRETARY	EFIK PRINCIPAL
Mr. Laurent HAY Date, signature 26/11/2025 	Mr. Benoît PERRAUD Date, signature 26.11.2025 	Mr. Jean-Yves DEPARIS Date, signature & EFIK stamp 26/11/2025 

This Minute is composed of 4 pages.