

## Minute of CG meeting held on 17<sup>th</sup> December 2025

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### **In presence of:**

**For the CG elected parents:** Laurent Hay, Lydia Beaumont, Benoit Perraud, Prina Nepal, Lydia Beaumont, Agathe Lhomme

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

**Teachers' representative:** Sylvie Casiulis

**For the Embassy of France:** Virginie Corteval

**Excused:** Alka Goyal

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### **1. Update from Laurent and Benoît about CG Agendas and Minutes and how we communicate them.**

#### **Conclusion :**

- CG Agendas will from now be communicated to all CG Members at least 10 days prior to the monthly CG Meetings, with the possibility to amend them in between. That will be a better way to prepare the meetings and to have constructive discussions.
  - CG Minutes will now be settled and signed by concerned members within a week after the CG Meeting was held, in order to have them published and consultable by EFIK parents timely.
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### **2. Report and update from Mr. Deparis**

#### **Conclusion :**

- 2 students have left the school as their parents got a new posting abroad. Luckily, 2 new students are expected to be admitted shortly. It will balance the remaining number of EFIK students to 43 as of today.
  - An application for a fund from France has been submitted to cover the construction of a proper sports playground in the big garden. To be followed up next year.
  - Principal and Ambassador are planning to organise a meeting with the Ministry of Education, to get clarification and formal approval to operate Secondary School operations.
  - Principal and Ambassador also to get clarification about Foreign CG Members visa status in Nepal; given that their nomination has no relation with any lucrative activity. There is a legal vacuum on this matter which requires clarification from concerned Nepalese authorities.
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### 3. Finance

#### **Observation:**

- **Follow up - Change the name for the French bank account. Where do we stand?**

#### **Conclusion :**

- Signatures of concerned CG Members have been collected to move ahead. Process will be finalised once the salaries of December are successfully paid, in order to avoid any delay or gap for school staff.

- Ashok Bhandari has also mentioned that an application for a Tax Exemption will be submitted at the beginning of 2026. It used to be the case a few years ago and the school would benefit a lot from this exemption, given that it operates as a non-lucrative organisation, contrary to other local schools.

- **Budget 2026-2027. Objective of the meeting: Settling a consensus among the CG Member and be able to propose a budget to be voted by parents in January.**

#### **Observation :**

- Different scenarios, depending on the number of students have been discussed. Current number of students is 43 and prevision states that at least 6 to 8 will leave the school at the end of the school year. However, it is reasonable to expect that new students will join the school and balance the loss of current students.

- Income distribution currently kindergarten (25%), primary (50%), secondary (25%).

- AEFÉ payment/contribution will not increase by 6% from January 2026. But a part (% not fixed yet) of the pension of the principal will have to be paid by the school. That must be considered in the planification of the budget.

- EFIK has not increase its admission fees since 2023.

- EFIK needs to upgrade its facilities, services and security. For instance, some windows will have to be replaced, some furniture and equipment will also need to be replaced. A lot of maintenance works will have to be conducted shortly, in consequence of past investments not executed timely.

- A communication Manager is being employed to boost the school's popularity and attract more children.

#### **Conclusion :**

##### **Increasing the school admission fees**

→ Submitted to vote to the CG Members and resolution adopted at the unanimity.

- Given the fragile financial situation of the school, combined with the necessary investment to maintain the school at International Level of quality service and the necessary investment in a Communication Staff, the CG has unanimously expressed the need to increase the school admission fees. A detailed plan is being prepared by the President, the Treasurer and the Finance Manager to be proposed to parents at the next General Assembly.

- It is important to expose to parents all the figures to let them understand this need, and to remind that the school is a non-profit organisation.

##### **Settling a yearly fixed increase of the school admission fees**

→ Submitted to vote to the CG Members and resolution **rejected** at the unanimously.

- An increase of the school fees is necessary for the financial stability of the school, but no standard fee yearly increase can be considered at this stage, as the budget is too much depending on the number of students admitted, with the hope that the employment of a Communication Manager will show positive effect.

- Foreign Exchange rate needs to be monitored properly as a large fluctuation might lead to potential huge financial impact. **To be discussed at a next meeting in 2026.**

**Discount on registration cost at open-doors day event and/or Saraswati Puja.**

→ Submitted to vote to the CG Members and resolution adopted at the unanimity.

- It is important to offer to new families a financial flexibility to push them to admit their children during open-doors events organised by the school. During these specific days, a 1 term free Extra School Activity will be offered against the admission of their children.

- **Increasing marketing budget to (say) 8,000 EUR**

**Conclusion :**

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

- **Mutual payment (towards insurance) for locally engaged staff**

**Conclusion :**

*This subject requires to compile more information to be discussed. To be discussed at next meeting.*

- **How to use capital investment budget of 10,000 EUR**

- 3 to 6 Laptops
- Furniture for elementary class
- Building Maintenance
- Sports facility

**Conclusion :**

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

- **HR: Recruiting new position as Premises Officer**

**Conclusion :**

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

- **HR / Recent security issue with the gate and access control**

**Observation (from school Principal) :**

- How to solve the problems related to access controls to the premises of the school?
- A CCTV equipment is in place.
- A new locker needs to be installed for a better locking efficiency.
- A distance opening might be considered to facilitate identification of visitors.

**Conclusion :**

- School may need a new system to control access to the school. To control entrances. To prevent pupils from leaving without permission. Entry control must begin from the outside. This requires an open window at the front of the gate. To exit, an opening control located inside the guard post should be considered.
- Shall we reinforce the security with an outsourced security guard? Indra has been managing the access gate for several years. However, it must be said that the rules are sometimes not followed properly. Recently, a parent was able to park their car in the EFIK, even though this is not permitted. A Year 11 student was able to leave school without anyone noticing. Indra is also a gardener. Someone dedicated to guarding the main gate is therefore necessary.
- School Administration to propose quotations and detailed plan to be evaluated during next meeting.

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#### 4. Communication / Employment of a Communication Officer

##### **Conclusion :**

- It is very important that the school is known to Nepalese population and expats arriving in Nepal. Additionally, it is important to keep EFIK's website updated. A permanent staff is therefore required to take over for flyers/brochures design and distribution, take pictures during events and created Reels, short videos, Instagram posts (...) and maintain school's website up to date in terms of pictures and content in general.
- This task is too much demanding for school Principal and Admin, though it remains a key factor for school's popularity.

→ **It has been decided by the CG that a staff should be employed.**

The CG and school Principal have agreed and selected 1 person to occupy this position as of beginning of 2026, with following modalities :

- Employment up to the end of school year (end of June 2026); extendable if both parties agree.
- Half time job (precise timings and timetable to be settled while both parties establish the contract).
- Monthly salary of 40,000 NPR monthly (divided by 2 persons who work together, especially for video shooting and editing).
- All Login/ID and Passwords of social medias and website accounts of the school to remain monitored by school Principal, due to data protection.
- Contract is being in preparation and will be signed by both parties
- Contract with CNC will not be renewed, as new Communication Officer will take over these tasks, related to website management.

- **Check and ask proposal to Nest Digital about specific communications campaigns**
  - where do we stand? It was questioned to outsource strategic campaigns or admissions drives to an agency when required
  - To define what we need to outsource with Nest Media and ask clear quotation for : quality video: how many? subjects? lengths? Adds in magazine ? Advices and quotation for the website: revamp totally or just a part of the website?

**Conclusion :**

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

- Students card in progress, IT company delayed

**Conclusion :**

*- In progress – IT company delay to be followed up at next meeting.*

- Flyers / Kakemono / extra sticker school bus (admission open)

**Conclusion :**

*- To be taken over by new Communication staff - to be followed up at next meeting.*

- Do we need to invest in a camera ?

**Conclusion :**

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

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**5. Christmas Market 2025 - Debriefing ?**

**Conclusion :**

*- Quite a success. Well organised, a lot of stalls selling original products. EFIK also present with students programme. 2026 Christmas Market will take place Some ideas  
Quite a success.*

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**6. Family events in the school compound. What regulations to use the playground?**

**Conclusion :**

*- Private events are not allowed.  
- Discussion to allow EFIK parents to enjoy the playground (Volleyball and badminton ground, table tennis) on Sundays at their self-responsibility.  
- Discussion to propose one/more events organized by EFIK parents (bingo, board games, get together, barbecue, pétanque,etc...)  
→ **To be discussed at next meeting.***

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**7. Next CG Meeting is scheduled on Thursday 8<sup>th</sup> January 2026 at 05:30 PM**

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**8. General Assembly is rescheduled on Thursday 15<sup>th</sup> January 2026 at 06:00 PM**

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## SIGNATURES

EFIK PRESIDENT	EFIK GENERAL SECRETARY	EFIK PRINCIPAL
<p>Mr. Laurent HAY</p> <p><b>Date, signature</b></p> <p>07/01/2026</p> 	<p>Mr. Benoît PERRAUD</p> <p><b>Date, signature</b></p>  <p>07.01.2026</p>	<p>Mr. Jean-Yves DEPARIS</p> <p><b>Date, signature &amp; EFIK stamp</b></p>  

*This Minute is composed of 6 pages.*