

Minute - CG 12th May 2026

In presence of:

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

For the school Management: Jean-Yves Deparis

Teachers' representative: Sylvie Casiulis

Technical staff's representative : -

For the Embassy of France: Elsa Calley

Excused: Alka Goyal, technical staff's representative.

1. Monthly report and update from Mr. Deparis

- New windows have been installed in classrooms. Result is pretty good, and it will optimize the insulation. The old frame remains due to structural design of the windows. Matter to be discussed further. A security concern however occurs as the windows are not equipped with grills or railings. Principal to look with contractor as the safety of children is the top priority.
 - It's now the time to collect new admissions. 1 new student is 2 years and should be admitted from September 2026 in TPS, as per regulation.
 - Principal informs that 50 students are in the school's chart for 2026/27. This is giving hope for a good number of children next year. However, some parents, though they confirmed their willingness, no more answer to school's reminders. To be monitored further.
 - Principal to organise introductory meetings with families having children going to CNED or Grade 1 next year. Students are already in a phase of transition (especially those in grade 5) to be prepared to the CNED system.
 - Principal would like to consider a survey on equipping the maternelles' roof with sky light tins. This equipment would give better natural light to the building. Earthquake resistance to be checked. 1 wall might also need to be dismantled to make a classroom wider. To be done during the monsoon.
 - Principal has clarified that EFIK is not a visa facilitator for dependent visas.
 - 1 EFIK staff has requested to receive an anticipated salary in view of the upcoming long holidays. EFIK to provide salary scheme as per its internal regulation and no exception can be made, unless a very specific emergency situation requires a particular assessment.
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2. Finance

- **Scholarship Commission**

President, Principal and French Embassy's Deputy Head of Mission have participated in the commission. No specific comment to make – only a few inputs by EFIK given for a smoother process (scholarship should however be clearer regarding travels to Delhi and Pondicherry). Decision remains with the Social Services of the French Embassy in New Delhi.

- **Some parents haven't paid their fees yet. A concern as the end of the year is approaching.**

Principal has exposed a list of families that haven't paid their children's admission fees and extra activities fees. Overall, 19 families are concerned. 9 are regarding yearly fees and 2 families are more of a concern given the big amount to be paid and their failure to respond to administration's requests. Further action to be considered.

- **Building and furniture maintenance**

Principal has requested more time for furniture. End of school year is always a busy period due to recruitment, school fees to collect, etc... To be discussed at next meeting.

3. Human Resources

- **Recruitment for next school year.**

- Administration Officer

17 candidates (still receiving), 3 interviews already conducted. Profiles are not as per Principal's requirement and Administration Officer's replacement starts to become challenging. To be discussed at next meeting.

- Both Communication Managers have announced their departure at the end of the school year. Discussion took place if we need to outsource the communication and marketing or if EFIK should continue with an internal staff. Principal is strongly in favour of an internal staff for questions of availability, punctuality, and to shape the staff according to EFIK's mindset as a family friendly and French institution. Job's offer to be published and CG might discuss about the outsourcing or the employment of an internal staff.

- Ram is continuing for one more year after his request. His contract will be as a consultant.

- **Interviews process**

End of the year evaluation of all staff.

End of school year is always a busy period due to recruitment, school fees to collect, etc... To be discussed at next meeting. Principal will meet the teachers, admin responsible, technical staff

- **Documents to be updated**

General Conditions of Employment (in priority) / salaries grid. By an HR subcommittee. This task becomes important.

In progress but would require a dedicated team to look into it. To be discussed at next meeting.

4. Communication

- EFIK might possibly be interested in sponsored contents in social medias. School would therefore need a USD credit card. Principal to look into it and explore banks' options.

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

- **Flyers / brochures** to be displayed in different places. Updates?

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

5. EFIK Parents' Association Statutes

- **Update in the Association's Statutes.**

It has been found that the current statutes of EFIK Parents' Association are not in the proper standard as it should be for a French School Association. Additionally, the current document doesn't provide any substantial information about the role of the association, its nomination, its internal regulation and important processes to be conducted. For that reason, the President and Secretary have worked together to create a better detailed document.

1 point required the vote of CG members: the right of deliberative vote for Teachers' Representative and Staff's Representative.

→ Submitted to the vote to CG Members as follows:

- Keeping the current Statutes with only a consultative vote for the Teachers' representative: In favour 1 / Against 4
- Allowing 2 deliberative votes for Teachers' and Staff's Representatives: In favour 0 / Against 5
- Allowing 1 joint deliberative vote for both Teachers' and Staff's Representatives: **In favour 4 / Against 1 – This resolution is adopted.**

Statutes of EFIK to be amended and finalised and shared within a few days.

Next meeting is scheduled on 02nd June 05:30 PM

SIGNATURES

EFIK PRESIDENT	EFIK GENERAL SECRETARY	EFIK PRINCIPAL
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Mr. Laurent HAY

Date, signature

15/05/2026



Mr. Benoît PERRAUD

Date, signature

15/05/2026



Mr. Jean-Yves DEPARIS

Date, signature & EFIK stamp



This Minute is composed of 4 pages.