

**In presence of:**

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

**For the school Management:** Jean-Yves Deparis, Ashok Bhandari

**Teachers' representative:** Maily's Cloitre

**Technical staff's representative :** -

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

**Excused:** Prina Nepal

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**1. Preliminary message addressed by Teachers' Representative, on behalf of EFIK teachers and technical staff members.**

- Mrs. Cloitre, in her position as Teachers' Representative, has expressed a concern on behalf of some of the school staff members, relating to Mrs. Casiulis' contract being not renewed for the next school year. Mrs. Cloitre took a few minutes to read a message on behalf of concerned/represented staff members. The main message of this letter was to notify the CG of a loss of trust between the staff and the management (EFIK Management and CG) of the school, as well as some decision-making lacking clarity and fairness. The staff, through Mrs. Cloitre, expressed a concern related to always keeping trust among all staff members and their Management, and also to maintain positive relationships and clear communication for a better future.
- Having listened to this message and being concerned by its serious content, the CG Members then tried, without obviously asking for names, to understand if this message was addressed by all the staff, or at least to obtain an estimation of the number of people who wished to express this plea. This only to assess the extent of this concern among the school staff and to enable the CG to react proactively with appropriate response.  
→ *No answer given to this request. CG acknowledged.*
- Mrs. Cloitre then added that the staff is expecting a written response from the CG, to all staff members, as well as all parents.
- CG Members, in order to properly prepare an appropriate answer, requested Mrs. Cloitre to furnish the full text of the message in written (email or hard copy of the text) insofar as its content was dense and detailing a number of allegations deserving an equally detailed response. The better and formal way to address such concern is in writing.  
→ *CG request remained denied. CG acknowledged.*

**Conclusion :** *CG Members, represented by their President, have therefore acknowledged receipt of this message and confirmed that a written response will be sent shortly, reminding that involving parents in this matter is not appropriate.*

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## 2. Monthly report and update from Mr. Deparis

- Visit from Mr Cario. South Asia AEFÉ Head.

A report from him will probably be sent out. He seems satisfied with his visit and with the direction EFIK is taking. He reiterated his encouragement to maintain a calm social climate and serious budget control. Discussion about the school's ambiguous status with regard to the administration in Nepal and France (possibly declaring a 1901 association in France). He recommends not starting any procedures in France and keeping the current operating structure in Nepal.

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## 3. Finance

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

The news is good. A month ago, a lot of parents still had pending dues, but only few are remaining today. Amounts to be paid are minor, mainly related to extra activities. The Administration Officer will keep on reminding all concerned to clear their dues by the end of the school year.

- **Building and furniture maintenance**

- The principal would like to break a wall between 2 classes (Grade 1 and 2), to make a bigger classroom with more space and more friendly use.
- Furniture : Principal has given his design for manufacturing adjustable chairs (in height). Some tables would also be required and he is waiting for the quotations (taking more time for the chairs).
- Integrity of school buildings : Any renovation works would need to be made as per seismic requirement and building's integrity. A discussion took place about the need for safety related to fire, earthquake risk, electric wirings, gas heating, etc.

**CG's conclusion :** *A proper heating equipment should be considered, as the gas heaters are not a sustainable heating system and it shows hazard risks (leakage, air quality). Thanks to the new windows being fitted, the thermic and phonic insulation will improve. This topic should be discussed while settling the next budget and CG might consider investing in a proper heating solution.*

- Grills will soon be added to all new aluminium windows for children's safety.
- Some of the playground equipment needs to be maintained and fixed properly (some of the structures are getting loose and need to be tightened again).

**Principal's conclusion :** *Maintenance works are a challenge at EFIK. The question to employ a dedicated staff for maintenance is still there and might be discussed for the next budget discussion. About the heating system, a solution was searched last year, without proper conclusion (AC impossible to install for the whole school, infra red heaters consume too much energy and poor efficiency, central heating difficult to install in an old structure).*

- **Change of name and signature on the French bank account.**

- Almost finished - done within the first week of June.
  - Debit card will also be delivered on the name of the president, Laurent Hay
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## 4. Human Resources

- **Recruitment for next school year.**

- Administration Officer : 1 person is shortlisted and fitting to EFIK's requirements. 32 candidates have expressed their interest but only few were as per school's needs. Shortlisted person's employment to be finalised soon with a concrete offer. Hopefully, this person will take the position. The goal would be that this person handles proper communication with parents + being responsible for some field visits around the school premises + handling the technical team for a day to day proper management (cleaning, security, maintenance).

- Communication Managers : This profile requires a wide range of qualifications and is therefore rare. The principal is promoting an internal staff instead of outsourcing these tasks. However, this profile being extremely challenging to find, a discussion takes place as the CG had collected offers from external companies earlier.

**Conclusion** : CG decided to make a try with an external service provider, though the cost will be surely higher and the flexibility in terms of availability will be lacking, but the work delivered is surely more professional.

→ Topic to be discussed further for determining a partnership strategy, according to the offers provided.

→ Secondly, the teachers' representative expressed teachers' interest in being involved in clicking class pictures at specific times (activities, class life), in order to showcase more the school life and its daily activities. This involvement will reduce the editing costs, enable framing punctual events or scenes and at the end make our partnership with the external service provider more cost effective and practical.

- Primary teacher not renewed. The school map has been restructured to enable more efficient pedagogical work. In that context, one of the primary teachers' hours have been reduced to 7 hours per week. Recruitment of a part time teacher is being processed.

- Ram will be extended by 1 year. As per Labour Act related to retired personnel, he can't be employed as a titular staff of the school and a contractual employment will be organised with him, on a 35-hour scheme without ISAE wages. His successor will also have the same employment condition.

**Conclusion** : Approved at the unanimity.

- Since all teachers receive an ISAE for their side duties, for questions of equity, the Principal suggested that this kind of wages (also called functional indemnity in the French Civil Service) should be attributed as well for the Finance Manager and the Administration Manager who are key personnels for the daily school operations. The difference in terms of budget would be tentatively 1 200 EUR per year and per staff (Gross Salary).

**Conclusion** : To be discussed while discussing the next budget (end of the year 2026).

- **Interviews process**

End of the year evaluation of all staff being conducted.

Administration officer will assist the Principal.

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## 5. Communication

- **Flyers / brochures** to be displayed in different places. Updates?
- Principal is waiting for Communication Officers' proposal. To be followed up.
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## 6. Document update

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

Last check for approval. Vote if ok. Then to be validated at the General Assembly

**ENG**

[https://docs.google.com/document/d/1Wq1w9OsV0YSavB22DHJ1PTs3maK0Eovk/edit?usp=drive\\_link&oid=111033663491949628972&rtpof=true&sd=true](https://docs.google.com/document/d/1Wq1w9OsV0YSavB22DHJ1PTs3maK0Eovk/edit?usp=drive_link&oid=111033663491949628972&rtpof=true&sd=true)

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[https://docs.google.com/document/d/1aN0C5io8fsU5-RXN5NsQHm3s9nmiBV6a/edit?usp=drive\\_link&oid=111033663491949628972&rtpof=true&sd=true](https://docs.google.com/document/d/1aN0C5io8fsU5-RXN5NsQHm3s9nmiBV6a/edit?usp=drive_link&oid=111033663491949628972&rtpof=true&sd=true)

**Conclusion** : *That still needs to be finalised, especially on the French Embassy's end. To be finalised and submitted to vote at next GA.*

- **Update in the General Conditions of Employment.**

Administration proposes a new draft to simplify and clarify the document. Few modifications to be presented by the Principal. Vote if ok

Only in french for the moment :

[https://docs.google.com/document/d/1M-Fd\\_6amMlw3uF3mLKfJysECOgGTAT/edit?usp=drive\\_link&oid=111033663491949628972&rtpof=true&sd=true](https://docs.google.com/document/d/1M-Fd_6amMlw3uF3mLKfJysECOgGTAT/edit?usp=drive_link&oid=111033663491949628972&rtpof=true&sd=true)

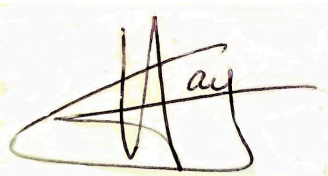


**Conclusion** : *That still needs to be finalised as some points need to be discussed :*

- *Harmonising the salary grades in a more simple way and to give more recognition to degree teachers.*
  - *Yearly salary adjustment as per inflation to be reevaluated every year. The current practice is a 3 % increase every year, with an evaluation once every 3 years. That would require more flexibility and adaptability to the local economical context, but also the fiscal decisions and forex exchange rates that would impact salaries.*
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**General Assembly date : 20th June 2026**  
**(with the end of the year school festival)**

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## SIGNATURES

EFIK PRESIDENT	EFIK GENERAL SECRETARY	EFIK PRINCIPAL
<p><b>Mr. Laurent HAY</b></p> <p>Date, signature</p> <p>09/06/2026</p> 	<p><b>Mr. Benoît PERRAUD</b></p> <p>Date, signature</p> <p>03.06.2026</p> 	<p><b>Mr. Jean-Yves DEPARIS</b></p> <p>Date, signature &amp; EFIK stamp</p>  <p>Ecole Française Internationale de Katmandou</p>

*This Minute is composed of 5 pages.*