



INTERNATIONAL COMMUNITY
SCHOOL OF ABIDJAN

Board of Directors

Minutes of Meeting > Wednesday August 25, 2021

Were present:

- Mr. Andrew GREENLAW - US Embassy representative/Trustee
- Mr. Seamus HENNESSY - Director
- Mrs. Couro KANE - Trustee
- Mr. Joachim LUBIBA - Trustee
- Mr. Vivek SARASWAT - Chair
- Mr. Clyde VACHER - Trustee
- Mr. Bart WILLEMS - Trustee
- Mrs. Yasmine YESSOUFOU - Trustee

In attendance via Zoom

- Mrs. Sireesha KUMAR - Trustee
- Mr. Christopher NOHR - US Embassy representative/Trustee

1. Call to Order

The meeting was called to order by the acting Chair, Mr. Vivek SARASWAT, at 18:10.

2. Agenda for the meeting was read out:

- Call to order
- Approval of minutes
- Correspondence
- Board Report
- Governance Committee Report
- Director's Report
- AOB
- Date of Next Board Meeting
- Adjournment of Session

3. Approval of Minutes

The Minutes of the meeting held on June 9 were approved by all present.

4. Correspondence

The Director shared a letter from Médecins Sans Frontières requesting a rebate in School fees for its employees. As rightly pointed out by the Chair, ICSA cannot make an exception to what is common practice, as approved by the AGM and set in the Rules and Regulations. Hence, the Board advised the Director to convey this information to MSF. For information, a family from MSF has enlisted their child to ICSA this year.

5. Board Report

1. Report of the Governance Committee

The Chair of the Governance Committee gave a report of the last Governance Committee meeting held on August 18, 2021. He shared to the Board the important points discussed at this meeting, namely:

- Review and re-approval of the Governance Charter, which will have to be readapted to the current state of affairs at ICSA.
- Discussion on the Strategic Plan 2019-2021, which will be key in the forward pathway for the redefining of the new Strategic Plan. Based on an analysis of the Strategic Plan/Action Plan Template 2020-2021, the KPMG Audit, the IB Authorisation and MSA Accreditation visits at year-end, a new Strategic Plan with a detailed action plan will be proposed to the Board.
- Communication, which, according to the Committee, will be of utmost importance within the School and its Strategic Plan. The Governance Committee chair proposed to include "Quality Communication" as an add-on to the Strategic Plan of the School, with specific goals set such as:
 - By the end of the 2021, hire a Communication Manager
 - Management will propose, during the first quarter 2022, a Brand Platform and Communications Charter which will be approved by the Board by 31st of March 2022
 - The approved communication strategy will be implemented as of the 2nd quarter 2022
- The Chair of the Governance Committee also stressed on the importance of a proper SWOT Analysis to be carried out at School in the process of making the new Strategic Plan. He made it clear that this process should be carried out with a variety of school stakeholders. Mention was made of using external resources to help us out in carrying out that exercise.



INTERNATIONAL COMMUNITY
SCHOOL OF ABIDJAN

Board of Directors

Minutes of Meeting > Wednesday August 25, 2021

The Board Chair thanked Governance Committee members for the work they had carried out. He made mention of the Meeting he had had with the Vice President and the Director to discuss the importance of Communication at ICOSA.

After some sharing of thoughts, the Board unanimously decided to embark on the elaboration of a proper Communication Strategy and the recruitment of Communication & Events Manager for ICOSA. The Chair asked the Director and the Finance Committee to work on the Job profile and Salary scale for this post.

6. Director's Report

i. Number of students

The Director told Board members of the excellent turnout of students for the school year. Figures have never been so high, and he said that there were students still on the waiting list. He raised the particular case of Grade 4 where there was the possibility of opening a third Class as there were quite a few students on the waitlist and two existing classes with 24 students' occupancy.

The Chair asked the Director for further clarifications. The latter explained that the children on the waiting list were from families already having brothers or sisters at school and it would be hard to separate them. Based on space availability and financial calculations, an additional Grade 4 would bring extra income to School and enable class occupancy of 16/17 per Grade 4 class. The main challenge would be to recruit a Teacher for the Class and to inform parents accordingly about the swap of classes.

Upon the proposal of the Chair, the Board unanimously approved the opening of a new Grade 4 class and asked the Director for updates as to Opening of Class, Recruitment of Teacher and Communication to parents.

ii. IB Authorisation

The updated Report for the IB Authorisation process will be sent by the end of October and a virtual visit will then happen by the end of November 2021. Board Members will be kept informed of this visit and of the whole process. A meeting with the IB School Team may be also perhaps organised for new Board members, as it was the case last year, or willing Board members may meet the School IB Team.

iii. Middle States Association (MSA) Accreditation

The updated report will be sent before the end of October. Then a virtual visit will happen within 3 weeks.

The Director will update the Board on this process at its next Meeting, especially in terms of Focus groups and Topics.

iv. Personnel

The Director informs the Board that a French teacher has had to leave employment due to medical reasons. The Director informs the Board that School is looking for replacement actively and both at local and international level. He will update the Board as to progress on this topic at its next meeting.

v. COVID 19

The Director shared his findings about COVID 19 in schools after having exchanged with international schools across Africa. Mandatory vaccination depends on a country's legislation. Maximum use of networking and communication is encouraged so as to support and inform the Community.

A survey was sent to the whole community. 65 people responded and 93% of those are vaccinated. Replies from all admin and teaching staff have been received. 65% are already vaccinated and 10% more would like to be vaccinated. Team members have been sent to Palais de Sports for vaccination. The other 25% will be asked to attend small group meetings with a US Embassy representative engaged in handling COVID-sensible projects and a local doctor, with a possible on-campus vaccination event at the end of September.

ICOSA will organise a vaccination drive, with the support of the US Embassy. Rapid Antigen tests have been purchased and are available for use in special cases. The COVID process is also being updated as per information gathered on the current state of the pandemic.

The Chair thanks the Director for this update and stresses on the fact that we need to have a very hands-on and documented approach to that challenge.

7. AOB

The Board email has been made available to the Chair, the Vice President, the Secretary, and the Treasurer.

**Board of Directors****Minutes of Meeting > Wednesday August 25, 2021**

8. **Date of Next Meeting**
The Board will meet on Wednesday September 22, 2021, at 18:00 at ICSA.
9. **Adjournment**
The meeting ended at 19:45.

Clyde VACHER
Secretary to the Board
board@icsabidjan.org