

PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2025-2026

English Translation of Minutes of the Meeting on 18 February 2026

PARTICIPANTS

Present at the meeting were :

- Ms. Dalila MESSEGHEN, Headmistress,
- Ms. Lise TALBOT BARRE, Counselor for Cooperation and Cultural Affairs (via videoconference),
- Mr. Isadore REAUD, School Manager,
- Mr. Blaise FENART, Primary School Director,
- Mr. Christophe MONIER, Director of Administration and Finance,
- Ms. Feriel TIAR RAHMOUNE, President of the APE Bureau,
- M. Mathieu CASSONNET, Treasurer of the APE Bureau,
- Mr. Vincent BREITEL, Member of the APE Bureau (via videoconference),
- Mr. Nipith VACHARASINTOPCHAI, Member of the APE Bureau (via videoconference)

Apologies from:

- Ms. Muriel SCHMIT, Cooperation Attaché for the French language,
- Ms. Sirikorn MANEERIN, President of the FFE,
- Mr. Vincent ROUBINET, Vice President of the FFE,
- Ms. Marie DOYHAMBEHERE, Deputy Headmistress,
- Mr. David CANTAT, Member of the APE Bureau,
- Mr. Therdsiddhi HOPRASARTSUK-PELLAUMAIL, Vice-President of the APE Bureau,
- Ms. Natthanicha ANEKSOMBOONPHON LEPHILIBERT, Member of the APE Bureau

The meeting minutes were taken by Ms. Chanikan BUAKAEW, assistant to the APE Bureau.

MEETING TIMELINE

Start: 4:40 PM

End: 5:45 PM

AGENDA

1. Adoption of the agenda and the meeting introduction
2. Approval of the minutes of the meeting held on 17 December 2025
3. Declaration of potential conflicts of interest by participants
4. Finance Committee
5. HR Committee
6. Canteen Committee
7. Constructions & Purchases Committee
8. Communication Committee
9. AES Committee
10. Transportation Committee
11. Any other business
12. Date of the next Plenary Meeting with the APE

PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2025-2026

1. ADOPTION OF THE AGENDA AND THE MEETING INTRODUCTION

The meeting's agenda is unanimously adopted by the participants.

2. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17 DECEMBER 2025

The minutes of the meetings held on 17 December 2025, were approved by the members present.

3. DECLARATION OF POTENTIAL CONFLICTS OF INTEREST BY PARTICIPANTS

No declaration of a conflict-of-interest situation was made by the members.

4. FINANCE COMMITTEE

The Administrative and Finance Director highlighted a point requiring close attention regarding student enrolment trends. A decline, greater than initially anticipated, has been observed, with three to four fewer students than forecast in the original budget estimate, which had itself already been based on a declining scenario. This slightly more pronounced decrease is mainly due to withdrawals linked to changes in families' professional circumstances. It does not represent a concerning structural trend, but rather temporary adjustments that should nevertheless be taken into account in data analysis and budget monitoring.

No further comments were raised.

5. HR COMMITTEE

Since the last meeting of 17 December, several recruitments have been completed:

- A replacement has been arranged for an FLSCO teacher during maternity leave; the assignment will begin on 9 March and continue until the end of the school year.
- The position of Communications Manager has been filled. The newly recruited staff member has taken up her duties and was already introduced during the Communications Committee meeting.
- The position of Purchasing Officer became vacant after the former holder was appointed secretary to the Head of Primary School; a new recruit was hired and started approximately three weeks ago.
- The position of Library Assistant and Secretary to the APE Bureau has also been finalised. The new staff member will take up duties when classes resume on 9 March, and a handover period is planned in order to ensure continuity of service.

In addition, several recruitment processes are currently underway:

PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2025-2026

- The Teacher Librarian position is being filled for a one-year replacement during a sabbatical leave; the vacancy has been advertised and interviews are scheduled.
- The German teacher position is also concerned by a one-year sabbatical leave.
- Recruitment has been launched for a Classic French Literature teacher as well as for a Modern French Literature teacher.
- An English LVA teacher position may also become vacant at the beginning of the next academic year, as the current holder has expressed plans to return to France.

Although the vacancy has not yet been formally confirmed, recruitment is being anticipated in order to secure the process. Interviews are being conducted in advance and a ranking of candidates is established so that, should the departure be confirmed, the recruitment can be finalised quickly. This anticipatory approach reflects the need to recruit qualified teachers within a constrained timetable.

It was specified that the recruitments presented within the HR Commission and APE framework concern local contracts only, while other categories of recruitment fall under separate bodies.

6. CANTEEN COMMITTEE

The Canteen Committee met on 3 February. On this occasion, the draft specifications relating to the launch of the tender process were presented to committee members.

The provisional schedule for the procedure was also shared. Feedback from parents and committee members was provided. All observations were taken into account in order to adjust the document in line with the established schedule.

Publication of the specifications on the school website is planned no later than Friday, 20 February.

7. CONSTRUCTIONS & PURCHASES COMMITTEE

The Constructions & Purchases Committee met in January in order to review the planned works included in the school budget.

Several renovation and improvement projects are scheduled:

- Renovation of the main infirmary room.
- Continuation of the renovation programme for the primary school toilets, with the aim of refurbishing all facilities not yet renovated over previous years.
- Construction of adult toilets and showers near the stadium, in order to improve reception conditions during events held on site, as the current infrastructure is insufficiently adapted.
- Improvement works in the secondary courtyard, at the agora area, consisting of raising and levelling the ground in order to reduce flooding and the accumulation of water and mud during heavy rainfall.

PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2025-2026

- Similar works in the two-wheeler parking area, which is regularly affected during heavy rain, in order to improve accessibility and safety.
- Installation of a second protective covering above the canteen roof, after a risk of water infiltration was identified during recent renovation works.
- Refurbishment of the flooring in the fitness room in order to adapt it to the specific use of this space.

The implementation schedule provides that the most substantial works, particularly those relating to the infirmary, will be carried out during the summer holidays. Other works, such as resurfacing the two-wheel parking area, will take place during mid-term breaks. Specific communication will be sent to staff in order to anticipate access constraints during construction periods.

The importance of strengthening communication around these improvement and beautification projects was underlined. Regular information, particularly through the school's communication channels, would make it possible to better highlight the investments made, explain their objectives, and anticipate any questions from families.

8. COMMUNICATION COMMITTEE

The Communications Committee met on 12 February. This meeting provided an opportunity to present the communication strategy plan as well as the actions currently being implemented during the school year.

The new Communications Manager was also introduced on this occasion. Initially, she will continue the plan established by her predecessor. However, adjustments will be considered for the coming years, in consultation with the committee, in order to adapt and further develop the school's communication strategy.

Discussions notably focused on the need to strengthen the visibility of ongoing projects and achievements, in particular the improvement works currently underway. The importance of placing this approach within a structured and coherent school enhancement strategy was emphasized.

The objective is to develop communication that is more dynamic and clearer, enabling the school to better reach its target audiences, whether families already enrolled in the school or those who may join in the future. This strategy therefore aims to strengthen the school's attractiveness and support its development.

9. AES COMMITTEE

The AES Committee met in early January, following the holidays, in order to review the results of the two surveys carried out after the Open House events.

PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2025-2026

Overall, the results appear satisfactory. Comments submitted by parents were given particular attention; they were forwarded to the various coordinators and activity leaders so that they could review them and make adjustments where appropriate.

Regarding registrations for the second semester, enrolment figures are broadly comparable to those of the first semester, although with a slight decrease, which is a phenomenon usually observed at this time of year. Nevertheless, the total number of registrations remains higher than the previous year.

Ms. TIAR noted that certain activities, for example “Phares”, are extremely popular and become fully booked as soon as registration opens, sometimes within a few minutes. This situation may create frustration for families who are unable to register their child in time. She suggested that consideration could therefore be given to registration procedures and capacity management in order to improve the clarity and fairness of the system.

10. TRANSPORTATION COMMITTEE

The Transport Committee met on 11 February in the presence of representatives of Montri.

The meeting took place in three parts.

1. Operational Activity Report

Representatives of Montri presented a detailed report covering:

- changes in the number of registrations (increase or decrease),
- van punctuality,
- the number and nature of complaints received,
- methods of handling complaints and responses provided.

The presentation, delivered in a structured and professional manner, showed an overall decrease in the number of delays. However, it was once again requested that two types of delays be distinguished:

- contractual delays, defined as any arrival after 7:45 AM;
- delays having a real impact on schooling, corresponding to arrivals after 8:00 AM

This distinction would make it possible to differentiate administrative delays from delays that genuinely penalise students, as students need the fifteen minutes before classes begin to prepare themselves and reach their classrooms in good conditions.

2. GPS Monitoring and Satisfaction Survey

An update was also provided regarding GPS monitoring. Significant difficulties had been reported at the beginning of the year (and especially the previous year). The identified issues are said to have been resolved through system updates. The volume of complaints relating to GPS has decreased, leading to an overall satisfactory assessment of the situation. This matter

PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2025-2026

will nevertheless remain under close review, given the traffic conditions in Bangkok and the need for families to be able to track journeys.

Montri also presented the results of its satisfaction survey, carried out twice a year among families. The results were very positive, with a high level of satisfaction across categories (staff quality, vehicle quality, organisation of the service, etc.).

3. Inspections and Committee Monitoring

The Transport Committee plans to continue the unannounced inspections carried out in previous years. These are checks conducted in the morning on a random sample of vans (approximately 10 to 15 vehicles), using an inspection checklist covering in particular:

- qualifications of drivers and bus monitors,
- compliance with required language criteria,
- presence of mandatory equipment (fire extinguisher, window breaker, seat belts, onboard camera, etc.).

These checks constitute a compliance verification exercise regarding the tender specifications and also send a clear signal regarding the seriousness of the monitoring carried out by the committee.

The possibility was also discussed of requesting, on a random basis, video extracts corresponding to a specific route and time in order to verify that images are properly stored within the required timeframes. To date, no situation involving the absence of cameras has been observed. This occasional verification practice will nevertheless be formalised.

At the end of the meeting, representatives of Montri answered specific questions submitted by parents through the School Council or through other channels.

Projet immobilier LFIB 2032

LFIB Management met, on Thursday 5 February, with a representative of the family owning the land in order to review progress regarding the lease renewal.

Following this meeting, the family members consulted among themselves and sent the Foundation, on 10 February, a letter of commitment drafted by their lawyer and signed by the majority of the members concerned.

This letter confirms their intention to proceed with the lease renewal. However, it states that additional time is required in order to finalise a financial counterproposal, allowing time to consult all family members and reach a consolidated position.

Receipt of this document constitutes a significant step forward in the matter. For the first time, a written commitment, formalised through legal counsel, confirms intentions that had until now only been expressed verbally.

PLENARY MEETING WITH THE APE BUREAU

– SCHOOL YEAR 2025-2026

The matter nevertheless remains under close monitoring. Discussions will continue through the respective legal advisers. In view of the Ramadan period, a waiting period is anticipated before active discussions resume.

11. ANY OTHER BUSINESS

Ongoing Tender Processes

It was recalled that the tender relating to the renewal of the catering service provider is currently underway. In addition, two other major tenders will be launched this year:

- one concerning the security contract (current provider: SDS),
- the other relating to cleaning services (current provider: PCS).

There are no particular difficulties with the current providers. However, in line with good governance practices, a maximum contract duration of five years is applied. As this term has now been reached, it was decided to proceed with the renewal of these contracts.

The specifications are currently being drafted. In the interest of transparency, it is planned to share the draft with certain members of the APE Bureau in order to gather any feedback prior to publication.

The procedure will follow the usual stages:

- publication and communication of the tender;
- question-and-answer period shared with all candidates;
- site visit and presentation of the specifications;
- submission of offers within a defined deadline;
- committee review;
- final decision.

The schedule will, where applicable, take into account a transition period allowing the outgoing provider to fulfil contractual obligations and ensure continuity of service for the following school year.

It was specified that no formal rule currently determines which members of the APE Bureau are associated with this work (presidency, treasury, constructions committee, etc.). Further consideration may be given to this matter.

Organisation of APE Email Addresses

An exchange took place regarding the management of APE email addresses.

Mr. TIAR noted that there is currently no single mailbox accessible to all members of the Bureau, combined with a centralised archiving system. The current system relies mainly on individual addresses as well as a forwarding alias, which complicates:

- access to previous correspondence;

PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2025-2026

- continuity when Bureau members are renewed;
- traceability and archiving of parents' requests.

Several options were discussed:

- creation of a generic shared mailbox such as "APE Bureau";
- retention of individual addresses as a complement, depending on needs;
- creation of a shared archive space (drive structured by year).

It was agreed that the APE Bureau would clearly define its needs in the form of functional specifications, then contact the IT Manager in order to implement a suitable solution.

Sale of Flowers Within the School

A question was raised regarding a possible flower sale organised within the school on the occasion of Valentine's Day.

Management recalled that no sales or commercial activity may take place within the school premises. No commercial transaction took place within the school premises.

However, some students organised, outside the school, the purchase of flowers or small gifts, which were then distributed on the relevant day. These initiatives, carried out outside the school framework and without transactions within the school, do not constitute internal commercial activity.

It was also recalled that a mini-enterprise exists within the school. This initiative is strictly supervised by two teachers and the CPE, legally validated, and monitored by the administration. Within this specific educational framework, activities of a commercial nature may be carried out in accordance with the applicable rules.

Transport Grants

An exchange took place regarding the situation of a family that had applied for a transport grant. According to the information reported, the family had received favourable notification from the embassy, but the school had not made the corresponding payment on the grounds that the transporter chosen was not the provider contracted with the school.

Mr. MONIER recalled that the transporter eligible under the grant scheme is the one contractually linked to LFIB, namely Montri. This information had been reiterated by the French Consular Services to the family and forms part of the prerequisites for the award of a transport grant by AEFE. No information regarding any other transporter appears on our website apart from Montri, which is the provider contracted with the school. Furthermore, the family had not contacted the school to inquire about the conditions for obtaining a transport grant.

The difficulty mainly concerns families arriving during the school year and falling under the second grants round. For these families, applications are reviewed, but official notification is

PLENARY MEETING WITH THE APE BUREAU – SCHOOL YEAR 2025-2026

only issued in December. During this interim period, the school has no confirmation as to whether a transport grant or any other grant has actually been awarded. It is therefore impossible to guarantee coverage of transport costs in advance. In this context, if a family chooses a non-contracted transporter, reimbursement cannot be made.

It was also specified that the payment process is not based on a prior direct payment. AEFE sends the school the list of beneficiary students after the official decision. The school then verifies with the transporter that the students concerned are duly registered and proceeds with payment directly to the transporter according to the applicable arrangements. If a transport grant theoretically attributable to a family is not paid to Montri, it is returned by LFIB to AEFE at the end of the school year when the end-of-campaign reconciliation is prepared.

Regarding the processing of applications, it was recalled that grants are managed exclusively by the social services department of the Consular Section of the Embassy of France. This department supports families in preparing their files, reviews applications, and organises the Consular Council dedicated to school grants, which issues an opinion. The final decision rests with the national committee.

A proposal to organise an information meeting on grants was mentioned. However, it was recalled that institutional communication regarding grant campaigns is handled by the Consulate. The school relays this information to families without intervening in the processing of applications.

12. DATE OF THE NEXT PLENARY MEETING WITH THE APE

The next Plenary Meeting with the APE Executive Committee is scheduled for Tuesday 28 April at 4.30 PM.