



Association des sections internationales  
britanniques et anglophones

**ASSOCIATION DES SECTIONS INTERNATIONALES  
BRITANNIQUES ET ANGLOPHONES**

Association subject to the law of 1<sup>st</sup> July 1901 and the Decree of 16<sup>th</sup> August 1901

*Association régie par la Loi du 1<sup>er</sup> juillet 1901 et le Décret du 16 août 1901*

Reference no. / No. de référence: **W922003590**

Registered address / *Siège social*: **Section Britannique, Lycée International,  
2bis rue du Fer à Cheval, 78101 St. Germain-en-Laye**

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS**

**DATE:** Wednesday, 16<sup>th</sup> May 2018

**PLACE:** By online conference call (via GoTo).

**PRESENT**

1. James Cathcart (St. Germain), President
2. Shaun Corrigan (Fontainebleau), Treasurer
3. Betty Lau (Sèvres)
4. Lilli Parrott (Balzac parents)
5. David Gage (St. Germain parents), General Secretary

**ABSENT EXCUSED**

6. Nick Baker (St. Germain), Strategic Liaison Leader English
7. Rob Miller (Lyon), Vice President, Strategic Liaison Leader History-Geography
8. Peter Woodburn, (Ferney-Voltaire)

**MEETING**

The meeting started at 9:00.

**1. Finances**

- 1.1 Shaun Corrigan, Treasurer, summarised the financial position; annual subscription fees had been received from 53 members amounting to a total income of around €17,000 for the year. The current account balance is €2,759 and there is a savings account balance of about €11,500.
- 1.2 The insurance premium has been renegotiated and reduced to €350 per annum.
- 1.3 The 32 teacher-examiners who applied for the reimbursement of expenses have now received the corresponding payment from ASIBA, being €3,634 in total.
- 1.4 There was a discussion regarding a teacher-examiner who might not have been reimbursed for last year and thus might be reluctant to examine this year. However Shaun Corrigan confirmed that a reimbursement had been made and James Cathcart agreed to check with Nick Baker that all is in order. Betty Lau pointed out that when

SIEC reimburses expenses it is not clearly identified as such which can cause confusion.

- 1.5 Shaun Corrigan confirmed that the expenses claim is sent out in digital form via SchoolPost and that efforts will be made to have this sent out by earlier this year, normally in June; he will liaise with Catherine Sagne.

## **2. Cambridge Associate role / iGCSEs**

- 2.1 The President reported the iGCSE exams had generated around €100,000 of revenues for CIE this year which reinforces the good relationship between ASIBA and CIE. The numbers had been increased by candidates who would have previously applied via the British Council when it was a CIE approved centre. In addition, students at the BSP sat the exams under the umbrella of ASIBA's Cambridge Associate status. CIE has suggested a meeting with the President which will be organised when diaries allow.
- 2.2 The administration fee income generated for ASIBA was around €15,000 and in accordance with the standing decision of the Board this will be paid St. Germain as partial reimbursement of the costs of employing the OIB Administrative Coordinator.

## **3. Examination Sessions**

- 3.1 As in previous years the Board noted that ASIBA will need to bear around €800 of costs for temporary administrative staff to support the inspectors during the examining period.
- 3.2 Contingency plans are being put in place, in liaison with the authorities, to cover the eventuality of students and/or examiners being unable to attend orals due to SNCF strikes during the examination period. The plans included the eventual possibility of remote orals along the lines of the overseas protocol. This may involve purchasing two additional access rights to the GoTo platform, JC will investigate the possibilities and costs. The current cost of GoTo is €25 pm, any Board members can have access but only one meeting can take place at a time; Betty Lau will set up a Google diary to avoid time clashes.

## **4. University Entrance Group**

Betty Lau asked for an update on membership of the University Group in the context of one member leaving. James Cathcart said it was envisaged that the teacher taking over the university entrance role at Saint Germain would become an active member of the Group although not necessarily the Coordinator. Betty Lau expressed the preference to keep the group membership small to facilitate its functioning, James Cathcart proposed keeping the number as it is.

## **5. Room to Read**

- 5.1 A discussion took place on this year's Room to Read, which promotes international solidarity and the pleasure of reading, notably as to how many schools participated and how much was raised for the designated charities. It was suggested some information be posted on the website.
- 5.2 Betty Lau suggested organising a cocktail event at the start of next school year to recognise and celebrate the achievements of this year and stimulate more interest in Room to Read within the community. The meeting was supportive of this proposal and BL will explore the idea further, in cooperation with Julie Marks, including timing and venue.

## **6. COA (Centigrade)**

- 6.1 James Cathcart updated the Board, a message had been sent out asking people to respond to ASIBA by email if they would like to benefit from a free trial of COA

(Centigrade). Four schools responded and ASIBA forwarded the contact details to COA which sent out a product to test. Beyond the trial, schools must contact COA direct and are eligible for a 10% discount.

- 6.2 The President also referred to the MaiaLearning platform which is a centralised student and data management tool which is geared primarily towards applications to US universities. The Board was reminded that there is a webinar on it this afternoon.

## **7. IGCSE training**

- 7.1 Betty Lau raised the question of ASIBA organising language / literature iGCSE teacher training next year along the same lines of the training session organised by St. Germain in the past. Shaun Corrigan supported the idea.
- 7.2 James Cathcart reported that Abigail March at Cambridge had already suggested another Cambridge training session at the start of the school year. A venue was needed which could accommodate up to 30 people, with internet access for the trainer and photocopying facilities. Cambridge charges a fee but the host school gets 2 free places and photocopying charges and the cost of meals are reimbursed. Shaun Corrigan was confident that Fontainebleau would be willing to host but will verify.
- 7.3 This would be “advanced” training for existing iGCSE teachers and it was suggested that one language and one literature session could be envisaged. James Cathcart will be seeing Abigail Marsh at the end of May and will explore this further. Cambridge would need 2-3 months’ lead time. Based on past practice about half of the attendees might come from out outside the British OIB community but whether it can be limited to OIB schools or they could have booking priority will be checked.

## **8. Schools Forum 2019**

- 8.1 Betty Lau confirmed that Lycée Charles de Gaulle, Dijon, had expressed an interest in hosting the next Schools’ Forum. It was noted that one had been held in Dijon not so long ago and a discussion took place on other possibilities perhaps even outside France, such as London or Brussels, but London was probably too expensive in terms of travel and accommodation. James Cathcart suggested considering somewhere outside Paris but relatively central and well served by the rail network. Betty Lau will investigate further with possible locations.
- 8.2 It was confirmed that the Schools’ Forum would be retained as an annual event and teachers / schools can decide to attend annually or not depending on circumstances. James Cathcart suggested that people unable to attend physically might be able to attend remotely via GoTo.
- 8.3 The possible date of the meeting was discussed and it may be desirable to bring it forward to December if a suitable date can be found, perhaps the week before the holidays although that week may have various pre-Christmas end-of-term events. Betty Lau will investigate the possibilities.

## **9. Google or Facebook classroom platforms**

- 9.1 James Cathcart suggested that the Board needs to identify the needs and analyse if one of these platforms is needed. The potential role of ASIBA website, which is possibly being underused, would also need to be reviewed.
- 9.2 It was noted that the History-Geography community is using Cambridge Moodle to store model orals and can be used for training and that there are wikis which are used by the subject communities. James Cathcart suggested creating a working group to review and Betty Lau agreed to discuss with colleagues.

**10. Calendar of ASIBA meetings, events, actions etc.**

DG to re-circulate the draft.

**11. Outsourcing of iGCSE / CIE Associate work**

James Cathcart has tried to meet with the external consultant but planned meetings have had to be postponed due to other commitments. James to try to reschedule a meeting.

**12. Website - French version and any other matters**

12.1 No progress has been made. James Cathcart suggested that a message be sent out to the community via Schoolpost asking for French mother tongue volunteers to do some translation work. Not all pages need to be translated so someone would need to co-ordinate and someone act as editor and quality control person.

12.2 Lilli Parrott will update the list of OIB schools on the site, for example there is a new collège in Paris commencing an international section in September. The link to the Ministry list will be maintained. An annual review and update in January is to be added on the ASIBA calendar.

**13. Directors**

13.1 The position of Peter Woodburn, who is suffering from ill-health, will be reviewed in September. The meeting wished him well.

13.2 Lilli Parrott will be stepping down in the summer and she will present the new Balzac representative with a view to her//him being appointed as a Board member probably at start of new school year. Lilli noted that a remote meeting was not ideal for a new person and James Cathcart suggested if the meeting is remote than the new member could join James Cathcart and David Gage in St. Germain to attend the meeting together in person. DG said he could be available to meet the Balzac person to give a briefing on ASIBA and provide background information.

**14. Next Board Meeting:**

Next meeting: remote meeting at 9 a.m. to c. 10:30 a.m. on Monday 9<sup>th</sup> July.

There being no further business to discuss the meeting closed at 10:30

*Signed*

**James Cathcart, President**

*Signed*

**David Gage, General Secretary**