

asiba

Association des sections internationales
britanniques et anglophones

ASSOCIATION DES SECTIONS INTERNATIONALES BRITANNIQUES ET ANGLOPHONES

Association subject to the law of 1st July 1901 and the Decree of 16th August 1901

Association régie par la Loi du 1^{er} juillet 1901 et le Décret du 16 août 1901

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS PROCÈS-VERBAL DE LA RÉUNION DU CONSEIL D'ADMINISTRATION

DATE: Tuesday, 29th August 2017

PLACE: Meeting held by video conference call (via GoTo).

PRESENT

1. James Cathcart (St. Germain), President
2. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
3. Nick Baker (St. Germain), Subject Leader English
4. David Gage (St. Germain parents), General Secretary
5. Betty Lau (Sèvres)

ABSENT EXCUSED

6. Shaun Corrigan (Fontainebleau), Treasurer
7. Lilli Parrott (Balzac parents)
8. Peter Woodburn, (Ferney-Voltaire), Associate President

MEETING

The President opened the meeting at 09:05 and referred to the agenda which had been circulated by email.

1. Minutes of last meeting

The draft Minutes of last meeting held on 19th June, which had been circulated and adjusted to reflect comments received, were approved for signing.

2. Membership

- 2.1 Membership renewal requests to members 2017-18 – DG will liaise with JC on a President's cover letter and with Catherine Sagne (OIB Administrative Coordinator) on the candidate numbers and any changes in contact details. It was agreed that a target date for sending out the renewal form would be the second week of the new term. If not all the data has been received by CS by then DG may send out partially or, possibly, with the number of students and calculation left blank and to be completed

by the recipient but fears were expressed as to the risk of errors or delays in completing the information if that route were taken.

- 2.2 The membership renewal communications will include advanced warning of the AGM in January but make clear the distinction between it and the 2-day Schools' Forum meeting which will precede it. The cover communications should highlight the need to quote the reference details in the case of bank transfers (as already requested in the payment instructions) as some payments still arrived last year without the sender being clearly identified.
- 2.3 Action point carried forward: JC to liaise with the OIB Administrative Coordinator to follow up with the contact persons at the 2 schools which had not been able to pay the membership subscription last year.
- 2.4 The Board agreed that PayPal could be added as an additional option for paying the subscription fee although it was uncertain how many members (perhaps some APEs) might find that useful. DG will check if any costs would be involved and the email address to which notice of receipt of funds would be received, which should be the Treasurer and/or St. Germain bursar.

3. Website

- 3.1 French version of site – JC will check on status when he sees the translator this week and will report back.
- 3.2 The main on-going website developments relate to the L/L and H/G subject pages and are being dealt with by the Subject Leaders and their colleagues.
- 3.3 DG to follow up on the PayPal button on the donations page.

4. Board / Board meetings

- 4.1 The meeting to be held on 29th September at the CIEP, Sèvres will start at 4 p.m.
- 4.2 The Board felt that it would be very useful for ASIBA to have its own on-line conferencing facilities, such as GoTo, the annual basic subscription for which would be €446.40 for up to 26 users. Such a platform could be used not just for Board meetings but also for subject meetings, training sessions and examining. NB suggested investigating alternatives such as FaceBook Workplace which is normally free of charge to educational organisations and the Board agreed, noting that security is one element to be taken into account. NB to report back on his findings at the next Board meeting and pending that meeting the Directors to consider what ASIBA ideally wants and needs from such a platform.
- 4.3 DG has now followed up by email with a view to discussing with the Reims parent potentially interested in becoming a Director.
- 4.4 Peter Woodburn has stepped down as School's Chair / Associate President but he has expressed the wish to remain on the Board. The Board unanimously approved the continuing appointment of Peter Woodburn as a Director until the next AGM in accordance with its powers under article 12 of the Articles of Association. The Board decided not to appoint a replacement Associate President at this time and to review the need for this office. JC suggested that it might be more coherent if the President were to fulfil the ASG Coordinator / Schools' Chair role. To be discussed at the next meeting.

5. Schools' Forum (with AGM), January 2018

- 5.1 BL confirmed that Geneviève Donelly, Head of Section at Lycée Gustave Flaubert, Rouen had spoken with the *Provisieur*, who had kindly agreed with the proposal to

host the Schools' Forum on 25th and 26th January. The Board expressed its thanks to BL, GD and the Proviseur.

- 5.2 BL volunteered to take on the role of organising the invitation to be sent out as soon as possible in September via SchoolPost. Some discussion took place on the content of the invitation and the organisation of the Forum, including inviting participants and outside speakers to run workshops on topics of interest.

6. Fundraising / Publishers

- 6.1 The possibility of certain publishers attending Subject Meeting to promote their appropriate educational resources was discussed again. JC said that it should be verified that this would not infringe any internal rules of the venue (CIEP). BL has identified three publishers with resources most suitable for the L/L programme which could be considered for endorsement by ASIBA. BL will continue to follow up on this.
- 6.2 The Board agreed that it would continue to take into account the ethical and moral dimension and would only be willing to promote and endorse resources which the subject leaders and teams have objectively judged to be appropriate. JC suggested further research into the best process for endorsing educational resources and will seek further guidance from Cambridge during the up-coming meeting.
- 6.3 JC will seek to meet with the British Council in due course.

7. Annual calendar

DG has prepared an outline draft calendar of ASIBA meetings, events, recurring action points and so on which he will circulate for further input from the Directors. The form the calendar will take and whether it will be posted on the website or just internal will be considered further at the next meeting.

8. Budget and Expenses

- 8.1 The Treasurer had been unable to attend the meeting. JC and RM will follow up with him to ensure that an updated current year budget is circulated as soon as possible.
- 8.2 JC summarised how the reimbursement of examiner expenses had functioned last year and what had been learned. Examiners need to lodge their claims more quickly (not wait for their reimbursement from the state) and ASIBA should make every effort to speed-up its reimbursement process this year.
- 8.3 The process was discussed: requests are made on a standard form via SchoolPost, the Treasurer processes, including checking the supporting documents, confirms to the bursar who then raises the cheques, finally the President reviews and signs. JC recapped that ASIBA sets aside an available amount in the budget and if claims were to exceed that amount then priority would be given to state schools without a fee-paying section and if necessary adjusted pro rata between claimants.
- 8.4 JC questioned whether ASIBA could be subject to some form of audit in connection with the reimbursements and it was agreed that it is important that the supporting documents for each claim are checked. BL suggested that the table of proposed reimbursements should be circulated to the Board by the Treasurer as an extra check and balance and this was approved by the Board. RM suggested sharing the table through GoogleDocs.

9. Cambridge Associate Agreement

- 9.1 JC had a meeting with Cambridge in July at which ASIBA's performance under the Associate Agreement (iGCSE programmes / exams) was reviewed; CIE was pleased

with progress as number have exceeded the initial projections. However, compared to some other European countries, such as Italy, significant further development in France should be possible.

- 9.2 JC referred to the business case report circulated before the summer holidays which contemplates the use of an external resource to develop the activity further. JC referred to the potential target schools such as private schools with a bilingual stream or European section and eventually European section state schools. NB sounded a note of caution due to the variable standards of English within European sections of state schools and said that normally the level reached at the end of *Terminale* is B2 on the European scale, which is the same level as LV1. JC recommended that a feasibility study should be carried out notably to assess the extent to which the market could be developed.
- 9.3 The question of an extension of the term of the Associate Agreement (currently to November 2018) will be raised at the forthcoming meeting in Cambridge.

There being no further business to discuss the meeting closed at 10:28.

Next Board Meeting:

Physical meeting at 4 p.m. on Friday 29th September at CIEP, Sèvres

Signed

James Cathcart, President

Signed

David Gage, General Secretary