



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

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 Annual General Meeting of 20th December 2018
Procès-verbal de l'Assemblée Générale Ordinaire du 20 décembre 2018

DATE: 20th December 2018 at 15:20.

PLACE: Lycée français Jean Monnet, 9 avenue du Lycée français, 1180 Uccle,
Belgium.

PRESENT:

	Full name of members present or represented <i>Noms, prénoms des membres présents ou représentés</i>	Full name of the proxy or authorised representative <i>Noms, prénoms des mandataires ou représentants</i>
1.	Bruxelles Lycée français Jean Monnet	James Titheridge
2.	Buc Lycée franco-allemand	Siobhan Rostaing
3.	Colomiers Lycée Victor Hugo	Xavier Vuiller
4.	Ferney-Voltaire Lycée International, English National Programme	Laure Martin-Clark represented by David Gage
5.	Fontainebleau Lycée Internationale François 1 ^{er}	Shaun Corrigan
6.	Grenoble, CSI Europole	Emmanuelle Depierre represented by David Gage
7.	La Celle St. Cloud Lycée Corneille	Ann King represented by David Gage

8.	Le Havre Lycée Privé Saint Joseph	Kimberly Bertho represented by James Cathcart
9.	Lille Lycée International Montebello	Olive Kavanagh
10.	Limoges Lycée Auguste Renoir	Sally Brown represented by David Gage
11.	London Lycée Winston Churchill	Katherine Cummins represented by James Cathcart
12.	Luxembourg Lycée Vauban	Alan Murphy represented by James Cathcart
13.	Lyon Section Anglophone CSI	Julie Mortimer represented by David Gage
14.	Manosque École Internationale PACA	Nadine Hamard
15.	Marseille Lyceé St. Charles	Laure Choffrut-Marin
16.	Paris, Camille Sée Lycée Camille Sée	Pauline Popa-Jones represented by James Cathcart
17.	Paris, EIB École Internationale Bilingue	Amina Semmoud represented by David Gage
18.	Paris, Massillon Lycée Massillon	Claire Soleil represented by James Cathcart
19.	Paris, Ravel Lycée Maurice Ravel	Mary Gaynor represented by David Gage
20.	Rennes Lycée Victor & Hélène Basch	Kevin Owen
21.	Saint Germain en Laye Lycée International, British Section	James Cathcart
22.	Saint Germain en Laye APE Section Britannique du LI	David Gage
23.	Sèvres Sections Internationales de Sèvres	Claire Dray (Dir) represented by James Cathcart

24.	Versailles Lycée Notre Dame du Grandchamp	Odile Le Marois represented by James Cathcart
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MEETING

The agenda was taken as read. There were 24 members present or represented by proxy. No particular quorum is needed for the annual Ordinary General Meeting under the Articles.

1. President's Report

1.1 The President, James Cathcart, opened the meeting at 15:20 and specified that this is the annual general meeting of members which associations formed under the 1901 law are required to hold each year, notably to receive a report on the association's activities, to approve the accounts and elect the Directors for the coming year. He then presented his report on the activities of ASIBA over the last academic year, using slides to illustrate his presentation.

1.2 The President referred to the continuing activities of ASIBA in support of the OIB which include notably the following:

- Administration of OIB
 - Coordination of annual Subject Meetings (teacher and examiner training) at CIEP, Sèvres
 - Deployment of examiners
 - Liaison with *académies/rectorat* (convocations, payments etc)
 - Oral examination timetables
 - Coordination of results
 - OIB handbook
 - Contingency planning
 - Enquiries/support
- Strategic liaison role MEN – CIE
 - Curriculum and examination development
 - New sections / examination centres
 - Overseas examining
 - Improving examination administration
 - Facilitating and supporting bilateral partnership
 - Reform 2021
 - Communication - website
 - University entrance recognition

1.3 The President also mentioned ASIBA's community projects, notably the MUN (Model United Nations), Poetry Competition, Room-to-Read and the Readathon which raised over £50,000 last year.

1.4 Projects on which ASIBA has been working include the improvement of communications (SchoolPost), the development of an examiner database in Filemaker, creation of further support materials and remote moderation for oral exams.

1.5 As regards the development of materials, ASIBA has commissioned an Academic English History-Geography teachers' handbook from EAL and membership fees have effectively allowed ASIBA to mutualise the investment of €7,600 (half paid last year,

the balance this year). CIE has produced example candidate responses. ASIBA has been working in connection with the *Parcoursup* system of application to French universities with a view to ensuring the correct valorisation of OIB and the harmonisation of practice. The Parents' section of the website is under review and development led by Balzac parent Katharine Axten. Generally, ASIBA continues to work diligently to use funds so that all schools can have access to the best materials and tools.

- 1.6 The President reminded members of the growth of the British stream of the OIB since 2010, when there were 23 schools and 706 candidates, and this academic year with 46 schools and 1,370 candidates. This has had and, with project numbers of 49 schools and 1,687 candidates in 2020, continues to create challenges in the administration of the OIB.
- 1.7 A table was presented showing the number of oral examiners who had expenses reimbursed by ASIBA over the last 3 years and the total amount each year. This has increased from €1,790 in 2016 to €3,695 in 2018 which is within budget. This reimbursement is seen as positive and essential for the benefit of the whole OIB community by ensuring that potential oral examiners are not discouraged from volunteering for fear of being left out of pocket. ASIBA also reimbursed examiner lunches, the total amount being €1,334. James Titheridge commented on the challenges faced in getting reimbursed by the authorities for schools not within France as they are not on the national database, complicating the formalities.
- 1.8 ASIBA is participating actively in discussions on the implementation of the Bac reforms in so far as they impact the OIB and a meeting was recently held with DGESCO.
- 1.9 The President reported to the meeting on ASIBA's continuing activities as a Cambridge Associate for iGCSE exams in English language and Literature. This academic year there are 19 schools offering iGCSEs to students under the umbrella of ASIBA's Cambridge Associate status, which has risen from 4 in 2015, 11 in 2016, 15 in 2017 and 16 in 2018. He reminded members of the savings which ASIBA's Cambridge Associate status provides, there being no annual registration fee for the school (saving of up to €3,500 per year). There is an ASIBA administrative fee of €25 per candidate per entry (capped at €1,000 for OIB schools) and a CIE exam entry fee of €80 per candidate per subject payable by the candidate's family.
- 1.10 The meeting was reminded of the economic foundations of the OIB and the roles played by the Ministry of Education, CIE and ASIBA. The Ministry provides accommodation for annual subject meetings at the CIEP, makes examiner payments and partial reimbursement of examiner expenses. CIE pays inspectors' fees for setting exams and delivering marks, including travel and accommodation during examination sessions, and participation in the annual review meeting. ASIBA helps to bridge the gap by covering the inspectors' fees and expenses for attending training sessions, administrative assistance, the difference between oral examiners' expenses and reimbursements, assistant moderators' costs, community communications (website, email platform, on-line meetings platform etc.) and academic steering group meeting attendance expenses.
- 1.11 ASIBA's strategy continues to be to mutualise the economic burden across the whole community through ASIBA membership fees. Without this mutualisation the burden would continue to fall principally on teachers and the fee-paying sections, through their substantial time contribution, administrative support (OIB coordinator role), academic steering group expenses and examination centre costs. The long-term goal

continues to be for ASIBA to become self-funding for example through the further development of its Cambridge Associate role.

2. Treasurer's Report

- 2.1 The Treasurer, Shaun Corrigan, presented the accounts for ASIBA's financial year 2017-18 (1st September to 31st August) in the form of a statement of income and expenditure and the balance sheet as at 31st August 2018, as well as the budget for the current year 2018-19.
- 2.2 Membership fees amounted to €18,200. Around €12,000 had been generated through ASIBA's Cambridge Associate role (IGCSEs) which was allocated to covering part of the costs of the OIB Administrative Coordinator employed by the British Section of St. Germain-en-Laye. The goal remains for ASIBA to be able to cover in full the cost of an OIB Administrative Coordinator. The small donation received was a test on ASIBA's newly created PayPal account.
- 2.3 On the expenditure side the reimbursement of oral examiner expenses was €4,718 and for examiners' lunches during exam sessions €1,334, which were in line with the budget. Reimbursed moderator expenses had been €646. The travel expenses of the Academic Steering Group (meeting in Cambridge) was €1,156. The Treasurer commented that the insurance cost had been reduced through renegotiation and that the translation work is done at a favourable rate.
- 2.4 The bank balance at year end was around €27,500.
- 2.5 The Treasurer presented the budget for 2018-19. On the income side the members' fees will be around €18,000 and the iGCSE fees will be around €12,000. The budgeted amount for reimbursements of examiner expenses remains at €5,000. The CIE inspectors' expenses are budgeted slightly higher than the previous year. Overall the budgeted expenses are slightly under last year's actual expenditure. It was suggested that the Poetry Competition prize (€71 spent last year) be increased to enable more substantial prizes to be awarded. The balance of the money due for the EAL History-Geography teachers' manual (€3,800) will be taken from the reserves and not form the normal operating budget.
- 2.6 The Secretary invited the meeting to approve the accounts for the accounting year 2017-18 and the budget for the current year and they were unanimously approved by the members.

3. Election of Directors

- 3.1 The Secretary, David Gage, advised that the number of Directors may be a minimum of 7 and a maximum of 12. The Secretary reminded members that there are currently 9 Directors, composed of 3 *ex officio* Directors (all section leaders / teachers) and 6 elected Directors (4 section leaders / teachers and 2 parent representatives).
- 3.2 The 3 *ex officio* Directors, holding office by virtue of their position on the Academic Steering Group (ASG) or as a Strategic Liaison Leader (SLL), are:
 1. Shaun Corrigan (Fontainebleau) Deputy Coordinator, ASG
 2. Nick Baker (St. Germain) SLL English Language & Literature
 3. Rob Miller (Lyon) SLL History-Geography
- 3.3 All of the existing Directors are standing for re-election except for Peter Woodburn who is on a long-term leave of absence due to ill-health, to whom deep gratitude was expressed by the meeting for his many years of devoted service to ASIBA and the OIB community.

- 3.4 The Secretary confirmed the names of the 5 current Directors whose term of office expires at the end of this Annual General Meeting all of whom were willing to stand for re-election: James Cathcart, Betty Lau, Alan Geary (co-opted by the Board during the year), Katharine Axten (co-opted by the Board during the year) and David Gage.
- 3.5 The following were unanimously re-elected as Directors by the members to serve for a term expiring at the end of the next Annual General Meeting:
 - 4. James Cathcart (St. Germain)
 - 5. Betty Lau (Sèvres)
 - 6. Alan Geary (Lyon)
 - 7. Katharine Axten (Balzac, parent)
 - 8. David Gage (St. Germain, parent)
- 3.6 The President reminded the Directors that a Board meeting would be held immediately following this General Meeting to elect the following officers for the coming year: President, Vice-President, Treasurer and General Secretary.

4. Any Other Business

No-one raised any other business.

There being no other business, the President closed the meeting at 16:45 p.m.

Signed

James Cathcart, President

Signed

David Gage, Secretary