

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

DATE: 4th October 2016

PLACE: CIEP, Sèvres with remote attendance via video conference call (via GoTo).

PRESENT

In person

1. James Cathcart (St. Germain), President
2. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
3. Shaun Corrigan (Fontainebleau), Treasurer
4. David Gage (St. Germain parents), General Secretary

By remote link

5. Lilli Parrott (Balzac parents)
6. Nick Baker (St. Germain), Subject Leader English

ABSENT EXCUSED

7. Betty Lau (Sèvres)
8. Peter Woodburn, (Ferney-Voltaire), Associate President

MEETING

The President opened the meeting at 16:20 and referred to the agenda which had been circulated to the Board.

1. Budget / Financial Matters

- 1.1 The Treasurer, Shaun Corrigan, went through last year's budget as compared to actuals, highlighting any material items to be drawn to the attention of the Board.
- 1.2 The IGCSE activities had created a positive balance of around €4,700, but some fees are still to be collected. An amount of around €2,500 due in relation to the website development had not been budgeted (it represents the 2nd instalment on the development fee) and the balance would need to be taken from reserves. There were some costs / expenses yet to be invoiced / claimed such as examination centre lunches, but the Treasurer confirmed that actuals would not be too far off budget.

- 1.3 The President, James Cathcart, remarked that the SchoolPost cost seemed more expensive than originally anticipated and it was agreed that this would be checked. He also queried one assistant moderator's expenses of €900 which was significantly more than the norm. Nick Baker said that this was an exception that there were valid reasons why it might be higher (significant travel and additional night's accommodation) but it was agreed that the amount should be double-checked by Nick and James in conjunction with the bursar at St. Germain.
- 1.4 Rob Miller suggested that Assistant Moderator expenses claims should go through the relevant Subject Leader (who are familiar with the logistical requirements of the exams grid) initially so that any issues can be checked before the claim is passed on for reimbursement. The Board unanimously agreed with this proposal.
- 1.5 The President underlined the need to continue to consider moderator costs when the examination grid is being established. It was noted that for history-geography the moderators are mainly based at the applicable examination centres and so there is very little extra by way of expenses but this was not generally the case for language-literature moderators.
- 1.6 Nick Baker mentioned that the tea and coffee provided at ASIBA's expense for the participants in the recent Subject Meeting had been very much appreciated and is important to allow a break in an intensive day as well as giving the participants an opportunity to interact outside the formal sessions. The Treasurer proposed and the Board unanimously approved the inclusion of this modest cost in the budget.
- 1.7 The Secretary, David Gage, mentioned that the insurance premium had increased year on year but it was unclear why and indeed the risks related to the IGCSE exam papers had been reduced by the fact that Cambridge now sends them directly to the relevant ASIBA member schools. He agreed to investigate and report back.
- 1.8 The Treasurer agreed to update the budget for this year in line with the discussions including putting subject meeting expense on separate lines.
- 1.9 The President reminded the meeting that the French State currently generously provides a budget for the use of the CIEP for Subject Meetings but there was some uncertainty as to whether this could be maintained at the same level. Accordingly he suggested that the Board should investigate alternatives such as online oral exam training to see what the options and costs might be if needed (GoTo, ClearSea, Webex.....). Rob Miller agreed to explore this.

2. Sponsorship Initiatives

- 2.1 The President confirmed that he had enjoyed very positive discussions with Vivendi and it was ready to commit to an annual donation to support ASIBA's work. James will continue to progress this very promising initiative.
- 2.2 The Secretary was requested to follow up with officers and members to see if a list of further potential sponsors could be established and to whom the President's letter of request could be addressed. He will also do some research on a suitable policy document / social responsibility charter notably covering which types of entities / industries would or would not be considered appropriate sponsors for ASIBA.
- 2.3 The Secretary agreed to investigate the possibility of having a PayPal account for ASIBA with a link on the donations page as this would clearly encourage spontaneous donations from internauts who visit the site.

3. Membership / renewals

- 3.1 The Secretary presented to the meeting the final position as regards membership / renewals 2015-16: of the schools currently presenting candidates for the OIB there was one significantly large non-payer (€1,330), two other smaller non-payers (€540 in total) (one of which has agreed to re-join and pay this year) and one school which still owes half of the annual subscription (but which has indicated this will be settled). There are two other non-member OIB schools but these are not yet presenting OIB candidates (one of these has already confirmed that it will join this year).
- 3.2 It was agreed that there should be further follow-up on the significant non-payer to see if a solution can be found to raise the modest sum of €10 per *Terminal* student to support ASIBA. It was noted that there had been some encouraging feedback last year but the situation remains unclear. This represents a material shortfall for ASIBA which is in effect being borne by the rest of the community of schools and parents.
- 3.3 As regards the current year 2016-17, the Secretary confirmed that the renewal requests are ready to be sent out and will be sent by post as usual this week with the President's cover letter in both French and English.

4. AGM

- 4.1 The question of whether the Schools' Forum meeting should continue to take place annually or become biennial has not yet been settled, different members have different views. Peter Woodburn is due to circulate a questionnaire on the subject.
- 4.2 The President proposed and the Board agreed that the Schools' Forum meeting should be retained this academic year and it was proposed that it would be held in Lyon during the week of 23rd January, probably on Friday 27th. The Schools' Forum committee will discuss further and set the date as soon as possible so that the ASIBA AGM may be convened on the same day, probably just after lunch between 14:00 and 15:00.
- 4.3 The Secretary will work on an agenda which will include a proposal to allow AGMs to be held remotely i.e. allowing remote attendance via video link. It was acknowledged that the technology would need to be sufficiently reliable but in any event it would be useful for ASIBA to have this possibility under its Articles of Association especially if Schools' Forum meeting become biennial.

5. Website

- 5.1 The Board agreed that a separate website page for partners/sponsors would be appropriate and the President undertook to deal with this.
- 5.2 The President will follow up on the translation of the website into French, this is in hand but there have been some delays.
- 5.3 As regards potential online teacher-examiner training, the President suggested that the use of online tools by Cambridge could be investigated with a view to establishing similar tools to assist ASIBA in assuring the standardisation of exam techniques. Rob Miller suggested that meetings or appropriate parts of them could be recorded and placed on the website. Nick Baker agreed to investigate the possibility of creating such videos with his colleagues within the language-literature community.

There being no further business to discuss the meeting closed at 17:40.

Signed

Signed

James Cathcart, President

David Gage, General Secretary