



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

DATE: 30th May 2016

PLACE: Remote meeting via video conference call (via GoTo).

PRESENT

1. James Cathcart (St. Germain), President
2. Peter Woodburn, (Ferney-Voltaire), Associate President
3. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
4. Shaun Corrigan (Fontainebleau), Treasurer
5. Nick Baker (St. Germain), Subject Leader English
6. David Gage (St. Germain parents), General Secretary
7. Lilli Parrott (Balzac parents)

ABSENT EXCUSED

8. Betty Lau (Sèvres)

MEETING

In the absence of the President (who joined the meeting at 11:20) the Secretary opened the meeting at 11:00.

1. IGCSE Associate Agreement

- 1.1 David Gage, the Secretary, gave the meeting some background information on the renewal of the Associate Agreement with Cambridge International Examinations (CIE) an amendment or new agreement was needed to renew the term and to record that CIE has agreed to send exam papers directly to the associate schools, thus reducing security risks.
- 1.2 After various communications a proposed revised agreement has recently been received with the key points, as negotiated between the parties on the first agreement,

duly included (notably as regards ASIBA's cap on liability which reflects its insurance cover).

- 1.3 The Secretary indicated that the new agreement appeared to be in order, that he would read it through and, unless any other issues arise, would recommend the President should sign. The Board unanimously agreed with this proposal.
- 1.4 The new renewal term will run until November 2018 and the Secretary suggested that the Board should consider seeking a longer term on the next renewal so that ASIBA can be confident on this source of revenues when considering its medium term planning.

2. Agreement for Services with BSPA St. Germain

- 2.1 The Secretary referred to the proposed Agreement for Services between ASIBA and the British Section Parents Association (BPSA) St. Germain-en-Laye, covering the approved annual contribution towards the OIB administrative costs, a draft of which had been circulated before the meeting.
- 2.2 The draft agreement reflects the principles already approved by the Board at previous board meetings namely that the surplus from the CIE Associate Agreement would be used to make a payment towards the OIB administrative costs. The Treasurer confirmed that these sums had already been included in the approved budgets.
- 2.3 The Board unanimously approved the draft agreement and the two initial payments due in respect of the current and preceding academic year.

3. Subscriptions

- 3.1 The Secretary reported that some outstanding renewal payments for the current year had recently been received, notably from the international school in Manosque and APELEVIS Strasbourg (with the school due to settle half) and Rob Miller had also received encouraging feedback from Aix Luynes. The Board thanked Rob Miller for having followed up on this.
- 3.2 The Treasurer agreed to check on the provenance of one unallocated payment of €250 received back in the last quarter of 2015.
- 3.3 The Secretary reported that of the schools currently entering candidates for the OIB only two had not been able to settle the ASIBA subscription this year. He proposed sending out a thank you letter to all members underlining that substantially all schools have contributed to the running of the OIB by settling their subscription to ASIBA and, as suggested by the President, reminding them to make the appropriate budget entry for next year.

4. Financial matters

Shaun Corrigan, the Treasurer, gave the meeting details of the balance of the savings account, some funds having been transferred across from the current account recently, and the approximate amount on the current account.

5. Donations

- 5.1 The Secretary reminded the meeting that ASIBA had been recognised as "*une association d'intérêt général*" and confirmed that an official donation tax receipt which ASIBA could use has now been drawn up.
- 5.2 The President, James Cathcart, referred to his draft letter to potential sponsors and invited Board members to review it and make any comments or suggestions via email.

He recommended that the website should have two separate pages, one for “Partners” and one for “Sponsors”. It was agreed that a letter to alumni would also be a welcome initiative and the President agreed to create a version of the letter aimed at that audience.

- 5.3 Rob Miller raised the question of ASIBA policy as regards potential sponsors, in particular as regards sectors or industries from which ASIBA should not seek or accept donations. The meeting agreed with this and Rob Miller agreed to work on a draft policy document for consideration by the Board.

6. MOU between CIE and Ministry

The President advised that the terms of the Memorandum of Understanding between the Ministry and Cambridge had been settled and the signing ceremony has been set for 15th June. Invitations will be circulated shortly and recipients should provide a list of persons who will be attending.

7. Website

The French translation of the website is progressing. The translator has been busy with the OIB handbook and been absent for a family event but is now back working on this project as time permits.

8. Annual General Meeting

It is possible that the Schools’ Forum meeting may become biennial in which event ASIBA’s Annual General Meeting could only be scheduled to take place during the Schools’ Forum meetings every other year. This possibility will be further discussed shortly and depending on the decision ASIBA may need to consider how members could validly attend the AGM remotely.

There being no further business to discuss the meeting closed at 11:45.

Signed

James Cathcart, President

Signed

David Gage, General Secretary