



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*

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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:** 9<sup>th</sup> October 2015

**PLACE:** By telephone conference call (Skype)

**PRESENT**

1. James Cathcart (St. Germain), President
2. Peter Woodburn, (Ferney-Voltaire), Associate President
3. David Gage (St. Germain parents), General Secretary
4. Betty Lau (Sèvres)
5. Lilli Parrott (Balzac parents)

**ABSENT EXCUSED**

6. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
7. Shaun Corrigan (Fontainebleau), Treasurer
8. Nick Baker (St. Germain), Subject Leader English

**MEETING**

The President opened the meeting at 9:10.

**1. Website**

- 1.1 James Cathcart, the President, reported that a training meeting with the website developer had taken place recently to understand better how to use WordPress. Those attending, being the President and Rob Miller, Vice President, found WordPress user-friendly and it is hoped that the key ASIBA officers can subsequently be trained in its use.

- 1.2 The members of the Board were invited to look at the website and give any comments they may have. It was suggested by Lilli Parrott that some text be added on the origins of ASIBA and why it was originally formed.
- 1.3 The Board discussed the population of the site with further needed documents, links and text and certain members were attributed tasks in this respect. The Secretary is to provide the members list and various Association documents. As regards the various sections on the site the following responsibilities were agreed;
- OIB Administration – PW
  - History-Geography – RM
  - English – NB
  - IGCSE – JC and BL
  - Activities and Projects – RM and SC
  - Brevet – SC
- 1.4 It was requested that all the agreed contributions to the website be made by 6<sup>th</sup> November so that the website is developed as far as possible for presentation to the AGM on 27<sup>th</sup>.

## **2. Budget and Financial matters**

- 2.1 The Treasurer reported on the draft budget and mentioned that there had been claims expenses received from 27 teacher examiners but it was noted that certain of them may not fall within the criteria for this year approved by the Board, as their schools have complementary sources of revenue. However the proposal remains to extend the right to reimbursement to all schools.
- 2.2 Rob Miller raised the general issue of the reimbursement of travel and accommodation expenses for ASIBA officers, which are currently borne entirely by the employer school / parents association whilst the whole community benefits. The Board was supportive of the principle subject to ASIBA having the financial ability to do so, further discussion was deferred. The Board is seeking to limit travel expenses by having more meetings by remote connection but some travel and accommodation such as for the annual meeting in Cambridge (where 4 ASIBA representatives normally attend) is unavoidable.
- 2.3 The President mentioned that the school exam centres which have traditionally charged a small fee to students' families to cover expenses had been actively encouraged not to charge any fee for expenses, as a quid pro quo for the per capita ASIBA annual subscription fee and the reimbursement of teacher examiners. It was noted that although the host exam centre school has certain costs, the families of the students travelling to the centres also incur expenses.
- 2.4 It was noted that ASIBA's insurance premium had increased from €635 to €755 and it was agreed that this would be looked into.

## **3. AGM**

A brief discussion took place on the forthcoming Annual General Meeting and the presentations which would be made.

4. **Communications**

The communications programme SchoolPost is now being used by ASIBA and it is expected that this will save the OIB Administration Coordinator a significant amount of time. The intention is to add SchoolPost on the drop-down menu under the “Teachers” tab on the website.

5. **Cambridge iGCSEs**

5.1 7 or 8 new schools will start to offer IGCSEs this year under the ASIBA umbrella, thus benefiting from the preferential financial conditions accorded to ASIBA as the official Cambridge Associate in France.

5.2 It is hoped that, subject to ASIBA’s ability to manage the administration, that this system will continue to permit more schools to offer IGCSEs to their students (and not be discouraged by the costs) which is considered important for their OIB preparation. It has also enabled ASIBA to increase its revenues which can be used for the benefit of the OIB community.

6. **FDEI**

Some feedback was given FDEI, there were some differing views on a letter recently sent by FDEI and it was proposed that the President with the officers / Academic Steering Group formulate an appropriate response.

There being no further business to discuss the meeting closed at 10:15.

*Signed*

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**James Cathcart, President**

*Signed*

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**David Gage, General Secretary**