



**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: 21st June 2013

PLACE: By telephone conference call (Skype)

PRESENT

1. James Cathcart (St. Germain), President
2. Shaun Corrigan (Fontainebleau), Treasurer
3. David Gage (St. Germain parents), General Secretary
4. Nick Baker (St. Germain), Subject Leader

ABSENT EXCUSED

5. Ivan Karaïvanov (EAB Étoile)
6. Betty Lau (Sèvres)
7. Rob Miller (Lyon), Vice President
8. Peter Woodburn, (Ferney-Voltaire)

MEETING

The President opened the meeting at 17:10

1. Associate Agreement with Cambridge

- 1.1 The President reminded the Board that the only agenda item was the proposed Associate Agreement with Cambridge International Examinations under which ASIBA would represent CIE in relation to the iGCSE exams in France.
- 1.2 The President referred to his Proposal document of 14th June which summarised the perceived advantages as follows:
 - a. Strategic:

- establish UK exams in international sections and reinforce their distinctiveness from European Sections
 - raise ASIBA's profile for members
 - b. Enable sections that currently find registration fees prohibitive to take iGCSEs
 - c. Pedagogical / professional development:
 - enable all SI pupils to take exams linked to UK national standards two years before taking the OIB
 - offer an additional and earlier opportunity for teachers to be in contact with UK standards (useful for raising standards of examiners, especially of new schools / with French teachers etc.)
 - help support the transition from collège to lycée, especially where schools are separate
- 1.3 The President also referred to the risks/disadvantages listed in this proposal and the possible solutions and/or means of limiting risks
- 1.4 The President passed on the concerns expressed by Peter Woodburn (who was unable to attend), notably the time demands on managing such a role, the administrative burden on the President and the risk of a successor finding it difficult to sustain the role, liability issues e.g. if there is a breach of security and exam papers need to be reprinted, whether other exam boards offer a comparable product at a lower cost.
- 1.5 Nick Baker expressed the view that the Cambridge language and literature iGCSE is the most suitable for OIB students and that the associate agreement would help to reinforce the strong links between the OIB/ASIBA and CIE. He also mentioned that the Cambridge English language iGCSE is linked to the CEFR and recognised by the UK Border Agency now recognised by the UK Border Agency which would assist non-EU OIB students and might help to negotiate an improved recognition of the OIB at NARIQ. Shaun Corrigan the Cambridge associate role would reinforce ASIBA's legitimacy.
- 1.6 The President said that his main concern was the question of liability in the event of a breach of security and that ASIBA would need to be careful that the person receiving exam papers at each of the participating schools was fully aware of the required security measures. A discussion took place on how the potential liability might be covered by insurance and it was agreed that the Secretary would investigate this.
- 1.7 The President gave some background information on the schools which have already been inspected. Cambridge carries out the initial inspection. The president suggested that if the decision was taken to go-ahead that there should be a one year trial period for the academic year 2013-14 with a relatively limited number of schools which have already been inspected by CIE. If the trial were successful ASIBA could encourage further schools for the academic year 2014-15. The invoicing and bookkeeping could be dealt with by the bursar at St. Germain. It was believed that there would be no VAT, tax or auditing issues related to this activity as the amounts would be under applicable thresholds but this should be checked.

2. Decisions and Action Plan

- 2.1 The Board agreed with the strategic reasons for going ahead with the Associate Agreement.

- 2.2 The Board took the view that the sustainability issue can be overcome: alternatives to the President taking on the role can be found in the community e.g. an examinations officer (other Head of Section) working at distance with Catherine Sagne. In addition the majority of the administration work will be done by a permanent and designated member of staff at St Germain so there will be continuity on the ground. The Board approved the concept of the project starting modestly with a few schools where delivery and hence security can be assured for 2014 and then review and reassess the administrative burden.
- 2.3 ASIBA will investigate ways to mitigate / cover financial liabilities in the case of a breach of security: either through arranging insurance or through building up reserves through increased membership fees / corporate sponsorship.
- 2.4 Therefore, the Board decided to go ahead with the Associate Agreement for a trial period with limited membership on the conditions that:
- Initially CIE does the centre inspections
 - ASIBA is not liable for any breach of security unless due to our own negligence i.e. member schools should be liable for any breaches in their own school (David Gage to analyse the draft template agreement)
 - 2014 = trial year incorporating only those schools that have been registered this year by CIE
 - 2015: will consider integrating schools who request admission and who are inspected and registered by CIE on condition that administrative processes do not prove to be over-burdensome (including invoicing and accounts)
- 2.5 Action plan:
- Request template agreement (JC, today)
 - Check termination of agreement, any long term commitment?
 - Check liability for negligence under the contract
 - Find out which schools have been registered with CIE this year and would like to offer iGCSEs next year (JC, today)
 - Contact MAIF via Evelyne Berger regarding possible insurance against liabilities (next week)
 - Contact Mme Cazelles Kahn (accountant) to consider accounting issues (provide her with an idea of monies involved)
 - Ask Derek Erb to show us how to invoice and assess the workload involved
 - Final proposal to be circulated to the ASIBA Board by 5th July

There being no further business to discuss the meeting closed at 18:05.

Signed

James Cathcart, President

Signed

David Gage, General Secretary