



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 Ordinary and Extraordinary General Meeting of 27th January 2017 Procès-verbal de l'Assemblée Générale Ordinaire et Extraordinaire du 27 janvier 2017

DATE: 27th January 2017 at 15:15 p.m.

PLACE: Salle des Conseils, Cité Scolaire Internationale, 2 place de Montréal, Lyon

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.	Aix Lycée Georges Duby	Sharon Miron-Hughes
2.	Bordeaux Assomption Sainte Clotilde	Cynthia Tournier
3.	Buc Lycée franco-allemand	Myrto Petsota
4.	Chantilly APARC	Astrid Trowbridge
5.	Ferney-Voltaire ALA-ELP	Anne-Marie Twomey
6.	Fontainebleau Lycée Internationale François 1 ^{er}	Shaun Corrigan
7.	Grasse Institut Fénelon, Section Anglophone	Nicole Verduci represented by James Cathcart

8.	Grenoble, CSI Europole	Emmanuelle Saulnier-Depierre
9.	Le Havre Lycée Privé Saint Joseph	Garry Headland
10.	Limoges Lycée Auguste Renoir	Sally Brown represented by James Cathcart
11.	London Lycée Charles de Gaulle	David Kelly / Kathryn Hadley
12.	Luxembourg Lycée Vauban	Alan Murphy represented by James Cathcart
13.	Lyon Section Anglophone CSI APESA	Rob Miller Isabelle Darlow
14.	Marseille Lyceé St. Charles	Laure Choffrut-Marin represented by James Cathcart
15.	Nancy Lycée Jeanne d'Arc	Emilie Desassis represented by James Cathcart
16.	Paris (Massillon) Lycée Massillon	Claire Soleil represented by James Cathcart
17.	Rennes Lycée Victor & Hélène Basch	Kevin Owen
18.	Saint Germain en Laye Lycée International APE Section Britannique du LI	James Cathcart David Gage
19.	Sèvres Sections Internationales de Sèvres	Claire Dray

MEETING

The agenda was taken as read. There were 19 member establishments present or represented by proxy out of a total of 42 paid up member establishments. No particular quorum is needed for the annual Ordinary General Meeting under the Articles and the quorum for the Extraordinary General Meeting part of proceedings, being one third, had been attained.

1. President's Report

- 1.1 The President, James Cathcart, opened the meeting at 15:20 and presented his annual report to the meeting using slides to illustrate his presentation.
- 1.2 The President reminded members of the organisational structure of ASIBA referring notably to the roles of the main operational organs as shown on the organisational chart, namely the Academic Steering Group, the Schools' Forum and the Board of Directors. He also referred to the various subgroups responsible for English language-literature, History-Geography, university entrance / recognition and extracurricular

projects. These bodies operate remotely whenever possible to keep costs to a minimum.

- 1.3 The President reminded members that the activities of ASIBA in support of the OIB include notably the following:

- **Administration**

- Annual Subject Meetings (Teacher and Examiner training) at CIEP, Sèvres
- Deployment of examiners
- Liaison with academies / rectorats, convocations etc.
- Oral examination timetables
- Coordination of results
- OIB handbook
- Enquiries / support to members / sections

- **Strategic liaison role MEN / CIE**

- Curriculum and examination development
- New sections / examination centres
- Overseas examining (e.g. Guadeloupe, Athens and Singapore)
- Improving examination administration
- Facilitating and supporting bilateral partnership

- **University entrance recognition**

- 1.4 The activities of the Academic Steering Group in the previous year included notably:

- Central coordination: *Mission de Pilotage des Examens* (MPE)
- *Bon à tirer* – liaison with CIE so exam papers can be checked
- Introduction of online marking last year – *dématérialisation* (*Viatique* by Neoptec)
- Extension of overseas examining to Guadeloupe last year (as well as Singapore and Athens)
- New examination centres: Boulogne, Bordeaux, Celle St Cloud, Chambéry, Luxembourg
- New oral examination centres: Ferney-Voltaire, Boulogne and Guadeloupe
- Contingency planning (industrial action)
- Special considerations
- September session
- Oral examiner reimbursements - State pays €45 and ASIBA makes it up to a reasonable amount

- 1.5 The President was pleased to report that the *Protocole d'Accord* (Memorandum of Understanding) which had been under negotiation between the MEN and CIE had been signed on 15th June at a ceremony held at the Lycée International St. Germain-en-Laye. It includes recognition of the role of ASIBA as a partner within the OIB organisation.

- 1.6 The President reported on the main developments and activities during the year which included:

- Implementation of the SchoolPost email system
- Extension of examiner reimbursements to insure availability of examiners and fairness of treatment. €4,000 cap in last year's budget, increased to €5,000 cap in this year's; maximum reimbursement from ASIBA is €30 per day (on top of the €45 daily allowance from the authorities).
- Funding of examiners' lunches from the common pool so that neither the examination centre school itself nor the examiner has to bear this cost.
- ASIBA Poetry Competition – now in its third year

- Continuing website development – the President presented the Teachers’ portal and drew attention to the many useful resources now available to teachers there. A Parents’ Associations section could be developed. He noted that a huge amount of work has gone into the website and further development is underway and which had been discussed during the Schools’ Forum meetings. The subject communities are also encouraged to use it as a hub for resources and communications.
 - Developing partnerships (section Partners on the site):
 - Beauville Arts – possible creation of an ASIBA week
 - Inspiring Futures
 - Room to Read readathon
 - Recognition as an association d’intérêt général, so ASIBA may issue tax receipts.
 - Sponsors – ASIBA hoping to secure corporate sponsorship.
- 1.7 The President gave an overview of the economic foundations of the British OIB highlighting the costs which are borne and services provided by the MEN on the one side and CIE on the other and how ASIBA contributes to the continuing successful functioning of the OIB by allowing the gap to be bridged, notably by covering Cambridge inspectors’ fees and expenses for the examiner training sessions, partially funding the needed administrative assistance (notably OIB Administrative Coordinator, bookkeeping assistance, administrative management), making up the difference between oral examiners’ costs and reimbursements, covering assistant moderators’ costs, providing communications systems (website, email etc.) and partially funding academic steering group expenses where physical meetings necessary.
- 1.8 The objective of ASIBA is to share the burden around the whole OIB community rather than it being supported in effect solely by the parents of a limited number of fee-paying section schools and their teachers / heads of section. The President referred to the change in the subscription fee rate adopted in 2015 Annual General Meeting (€10 per *Terminale* student with €250 minimum) which formed part of ASIBA’s strategy to seek to mutualise the burden of cost across all those who benefit. Accordingly ASIBA has been able to cover costs such as the Cambridge inspectors’ training fees and expenses, website development, annual up-dating of OIB handbook, assistant moderators’ expenses and shortfall in examiners’ expenses.
- 1.9 The longer-term strategies of ASIBA to enable it to become self-funding include raising funds from sponsorship and donations and further development of its Cambridge Associate role. The President explained the material saving for schools offering students IGCSE exams under the umbrella of ASIBA’s status as a Cambridge Associate, as the administrative fee to ASIBA (€25 per entry) is capped at €1,000 which is materially less than the normal CIE registration fee (€1,600 for a state school and €5,900 for a private one). The number of schools offering IGCSEs through ASIBA has increased from 4 in 2015, to 11 in 2016 and 16 in 2017, increasing annual income from around €4,500, to €8,00 and to €12,000, which has enabled ASIBA to cover part of the OIB Administrative Coordinator’s services. However although the development of this activity creates more work for the President and the OIB Administrative Coordinator (and the St. Germain-en-Laye bursar who also provided assistance) it is hoped that its continuing development could assist ASIBA in being able to cover the full cost of an OIB Administrative Coordinator at some point in the future.

2. Treasurer's Report

- 2.1 The Treasurer, Shaun Corrigan (SC), presented the accounts for 2015-16 (the accounting year being the academic year) in the form of a statement of income and expenditure with a comparison to the budgeted figures and the proposed budget for the current year 2016-17.
- 2.2 Membership fees had generated around €14,800 and around €7,500 had been generated through ASIBA's Cambridge Associate role (IGCSEs) in the last accounting year, just under the budgeted figure.
- 2.3 On the expenditure side the reimbursement of oral examiner expenses and lunches had been materially under budget but SchoolPost licence fee and translation cost had been higher. The other items were largely close to budget. As regards the oral examiner expenses the Treasurer underlined that as the amount of the reimbursement from the authorities was known examiners were not obliged to wait for the actual reimbursement to claim the shortfall from ASIBA (up to €30 per night). Astrid Trowbridge (parent, APATC, Lycée Jean Rostand, Chantilly) raised a question, on behalf of the teachers, as to the claims procedure and the Treasurer responded and a final reminder will be sent out via SchoolPost communications.
- 2.4 The Treasurer referred to the payment of €7,500 in administrative support representing a contribution covering part of the costs of the OIB Administrative Coordinator (and bursar) borne by the APE of the British Section in St. Germain-en-Laye. He commented that ASIBA needs to work towards having a reliable income adequate to cover in full the cost of an OIB Administrative Coordinator, possibly a self-employed service provider, at some point, such as on eventual retirement.
- 2.5 The Treasurer presented the budget for 2016-17. On the income side the iGCSE fees will amount to around €9,000 which will be used as a partial reimbursement of the cost of the OIB Administrative Coordinator. The President commented that the only material change in expenditure was the travel expenses of the Academic Steering Group for one physical meeting per year in Cambridge which is an unavoidable expense; the Treasurer stressed that all efforts are made to minimise travel through remote meetings.
- 2.6 The balance on the Livret A at year end was around €11,400 with a final payment related to website development of €2,020 to be debited.
- 2.7 The Secretary invited the meeting to approve the accounts for the accounting year 2015-16 and the budget for the current year and they were unanimously approved by the members.

3. Amendments to Articles of Association

- 3.1 The Secretary presented to the meeting the proposed revisions to the Articles of Association a draft of which had been circulated to members with the Notice calling this AGM/EGM and the red-lined draft was put up on the screen. The Secretary reminded the meeting that the proposed changes would allow for the possibility of remote attendance and postal / electronic voting at General Meetings, confirm that remote attendance is permitted at Board meetings and allow for Schools' Forum's meetings being held once every two years (rather than annually).
- 3.2 It was noted that the required quorum for an EGM, being not less than one third of the members had been attained.
- 3.3 The Secretary put forward the resolution that the proposed revisions to the Articles of Association, as shown in the document attached to the Notice calling the meeting and

as presented to members present, be adopted. The members present unanimously passed the resolution.

4. Election of Directors

4.1 The Secretary reminded members that there are 4 *ex officio* Directors, holding office by virtue of their position on the Academic Steering Group or as a Subject Leader accordingly the following persons are automatically Directors:

1. Peter Woodburn, (Ferney-Voltaire) Coordinator, Academic Steering Group
2. James Cathcart (St. Germain) Deputy Coordinator, Academic Steering Group
3. Nick Baker (St. Germain) Subject Leader English Language & Literature
4. Rob Miller (Lyon) Subject Leader History-Geography

4.2 The Secretary indicated the names of the 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: Shaun Corrigan, David Gage, Betty Lau and Lilli Parrott.

4.3 The Secretary asked if anyone present wished to stand for election as a Director - none did.

4.4 The following were unanimously re-elected as Directors by the members to serve for a term expiring at the Annual General Meeting to be held in 2016:

5. Shaun Corrigan (Fontainebleau)
6. David Gage (St. Germain, parent)
7. Betty Lau (Sèvres)
8. Lilli Parrott (Balzac, parent)

4.5 The President reminded the Directors that a Board meeting was to be held immediately following this General Meeting to elect the following officers for the coming year: the President, Vice-President, Treasurer and General Secretary; the office of Associate President being an *ex officio* role (held by the Coordinator of the Academic Steering Group).

5. Any Other Business

Astrid Trowbridge (parent Lycée Jean Rostand, Chantilly) raised a question, on behalf of the section's teachers, related to entrance testing and the President referred her to the Teachers portal on the website which including marking criteria.

There being no other business, the President closed the meeting at 16:35 p.m.

Signed

James Cathcart, President

Signed

David Gage, Secretary