



ASIBA
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**
(ancien siège 21 allée de Bourrienne, 92500 Rueil-Malmaison)

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

DATE: 26th November 2013

PLACE: Collège de Sèvres, Salle U100, 1 parvis Charles de Gaulle, 92310 Sèvres

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. David Gage (St. Germain parents), General Secretary
6. Nick Baker (St. Germain), Subject Leader English
7. Aviva Brooks (Balzac parents)
8. Michael Segalla (Buc parents)
9. Tom Adams (EIB Étoile)
10. Betty Lau (Sèvres)

In Attendance

Catherine Sagne, British OIB Schools and Examination Centres Administrative Co-ordinator

MEETING

The President, James Cathcart (JC), opened the meeting at 10:15

1. New Directors

In accordance with its powers under Article 12 of the Articles of Association the Directors unanimously appointed Aviva Brooks (Balzac parents) and Tom Adams

(EAB teacher), effectively replacing Derek Erb and Ivan Karaïvanov who had not sought re-election at the AGM.

2. Articles of Association

- 2.1 JC introduced a proposed change to the Articles of Association to give the two CIE (Cambridge) inspectors the status of ex officio members of the ASIBA Board and to increase the number of Directors from 7 – 12 to 9 - 14. JC said that this would enhance the close links between ASIBA and CIE, improve communications and serve to increase further ASIBA's standing and credibility within the OIB community.
- 2.2 The Board unanimously supported these changes and agreed to present the proposed changes to the members at the next General Meeting.

3. Subscriptions

- 3.1 The Secretary, David Gage (DG), reiterated the changes made to the structure of membership and renewal subscription fees at the last AGM, notably one annual membership fee per school site (giving the right to two members: the school and APE) composed of a fixed €250 fee and a supplementary discretionary fee based on a suggested fee per OIB student (*Terminale* and *1ère*), possibly to be contributed by parents in appropriate cases. The renewal forms will be sent out very soon.
- 3.2 A discussion took place on communicating these changes effectively to members and JC confirmed that he had drafted a suitable covering letter and cover letter to parents to aid schools which might need to request parental support.
- 3.3 The meeting was reminded that one of the objectives is to enable the true costs of administering the British OIB currently being borne by the St. Germain-en-Laye APE, namely approximately 50% of the time of the OIB Administrative Coordinator, to be covered by the whole community through ASIBA.

4. Development Plan and Role of ASIBA

- 4.1 JC presented the ASIBA Development Plan 2013-14 (annexed to these Minutes); the objectives stated were supported by the Board.
- 4.2 A discussion took place on the role of ASIBA notably in the organisation of the timetable for the orals and organisation of the smooth administration of the exams. Attention was drawn to the functions assumed by CIE on the one side (sets the paper) and by the French Ministry of Education / its organs on the other and what was left in the middle for ASIBA / the OIB community to provide.
- 4.3 JC summarised the role of ASIBA in this context as administration of the organisation of the exams, development, training of examiner-teachers and continuing quality assurance in conjunction with CIE.

5. Internal Communications

It was agreed that ASIBA internal communications need a better framework and it was approved that the Administrative Coordinator should receive (for logging and response or forwarding to the right person) emails arriving at info@asiba.info with a copy to the President and the Secretary.

6. Website Development

The development of the website to be discussed with Derek Erb, who has kindly agreed to administer the site for the time being and to make its on-going up-dating simple enough for a non-technical person to manage. Aviva Brooks indicated she would be willing to help if the site is in a user-friendly format.

7. Cambridge-ASIBA IGCSE Associate Agreement

- 7.1 JC presented the proposals reminding the meeting that CIE had offered ASIBA the reduced rate of €1,600 to become an approved IGCSE associate in France. The intention would be to start in the first year with just a few of the schools (ones with between 10 and 20 students) to make sure that ASIBA (through the Administrative Coordinator) can cope with the administration.
- 7.2 Insurance cover for ASIBA is being looked into and DG / JC will report back to the Board in due course.
- 7.3 It would be of interest to schools with a smaller number of OIB students to enter students for IGCSEs through ASIBA's status as a CIE Associate (larger schools would be better to be an approved associate / centre). Facilitating schools offering and students taking IGCSEs is seen as very important to accustom students to British examination techniques.
- 7.4 It was pointed out that OIB students would normally take IGCSEs in 2nde (European Sections take the exams in 1ère). There was a discussion on the timing of taking Language and/or Literature and preparing the History programme in one academic year. Each student pays a CIE fee currently being €73.50 per subject to be taken.

Nick Baker and Michael Segalla had to leave the meeting at this point.

- 7.5 After debate on the merits and possible fee structure the Board unanimously approved a flat administration fee for ASIBA as the IGCSE CIE Associate / centre of €25 per student per subject, the intention being to keep it simple and at a modest level to encourage schools to offer IGCSEs.
- 7.6 The possibility of ASIBA taking responsibility for the initial inspection each school wishing to offer IGCSE programmes was discussed (CIE inspection fee of around €800). JC expressed the view that this would be useful for ASIBA to play this role, enhancing its quality assurance role under the umbrella of CIE. It would involve a half day visit (rooms, safe/storage area, security measures, possibly teacher CVs); the approved school receives a plaque. The meeting approved a proposed ASIBA inspection fee of €250 plus expenses, it was likely that JC and Rob Miller could take on the role (estimated 2-4 inspections in the first year).

8. ISCO association (Futurwise)

JC has invited Julia Watson (European Director of ISCO) to attend the Schools' Forum in January 2014 where she will deliver a training session on issues in university entrance and present the Futurwise programme (careers guidance). JC plans to investigate a discount rate for this programme for ASIBA schools.

9. Any Other Business

- 9.1 One Assistant Moderator had not yet invoiced expenses but should be reminded to do so (CS to follow up).
- 9.2 PW with JC had attended a DGESCO meeting and there is some willingness to consider consulting ASIBA on possible new British OIB Sections, from ASIBA's point of view this should notably include a review of potential students, teachers and ethos. The Board viewed this as extremely important for the maintenance of standards in the best interests of the potential student and schools themselves but also the whole British OIB community.
- 9.3 New OIB schools in Singapore and Nairobi will create challenges for the oral examinations in particular; possibilities of distance examining will need to be considered.

There being no further business to discuss the meeting closed at 13:20

Signed

James Cathcart, President

Signed

David Gage, General Secretary

ASIBA development plan, 2013 - 2014

Objective	Action required	Timeframe & person(s) responsible	6 month review	End of year review
1. Improve internal organisation and communication	<ul style="list-style-type: none"> • Implement new approach to internal communications (see communications proposals) and review • Establish working group to develop website • Review and improve new schools' liaison 			
2. Establish status as CIE's official interlocutor on OIB issues in France	<ul style="list-style-type: none"> • Update statutes and agree at AGM • Add 'Cambridge Associate' on website • Agree fees for Cambridge inspectors • Establish links with other associations eg <i>Lycée à sections internationales Proverseurs' association</i>, ELSA 			
3. Implement the IGCSE association agreement and review and adjust accordingly	<ul style="list-style-type: none"> • Negotiate contract • JC / CAS Examinations Officer training • JC (& other?) CIE inspection training • Review administrative implications and plan accordingly 			
4. Increase revenues	<ul style="list-style-type: none"> • Develop donations from parents • Launch the sponsorship campaign • Research the feasibility of contributing to the cost of administrative support provided by St Germain 			
5. Develop ASIBA's identity as a schools' group	<ul style="list-style-type: none"> • Plan association events e.g. essay competition, drama festival etc 	Heads of Section Schools Forum		
6. Organise a professional training event focused on British approaches to pedagogy / teaching and learning	<ul style="list-style-type: none"> • 			
7. Investigate links with ISCO to provide schools with support in university counselling	<ul style="list-style-type: none"> • 			