

ASIBA

Association des Sections Internationales Britanniques et Anglophones

Association régie par le Loi du 1er juillet 1901
Siège social: 36 rue du Président Wilson, 78230 Le Pecq sur Seine

MINUTES OF THE ANNUAL GENERAL MEETING 2004

DATE: 18th March 2004

PLACE: CIEP, Grande Rue, 92310 Sèvres

PRESENT

Active members (voting)

Represented by:

- | | |
|---|--------------------|
| 1. Peter Woodburn (Ferney-Voltaire) | |
| 2. Association ALA-ELP | Peter Woodburn |
| 3. Glenys Kennedy (Fontainebleau) | |
| 4. APEL Section Anglophone
Collège International, Fontainebleau | Glenys Kennedy |
| 5. Ivan Karaivanov (EAB Etoile) | |
| 6. Philip Shaw-Latimer (St. Germain-en-Laye) | |
| 7. APEL Section Britannique Lycée d'Etat
International à St. Germain-en-Laye | Magdalena Martin |
| 8. Donna Philip (Lyon) | |
| 9. APESA Section Anglophone Cité Scolaire
Internationale de Lyon | Annabel Østergaard |
| 10. Cité Scolaire Grand Air British Section (La Baule) | Helena Blasco |
| 11. APEL Section Britannique du Lycée Grand Air (La Baule) | Helena Blasco |

Participating and Honorary members (non-voting)

12. Kathleen Gray, Parents' Association Honoré de Balzac (Participating member)
13. David Gage (Honorary member)

Absent excused:

Patrick ("Paddy") Salmon (Sèvres)
Sections Internationales de Sèvres

MEETING

The President opened the meeting at 10:30 a.m.

1. Agenda

- 1.1 The agenda was taken as read and the President, Peter Woodburn, advised that no member had notified its/his/her wish to add supplementary agenda items.

2. Board Meetings

The President noted that there had been only one Board Meeting since the last AGM and said that he believes infrequent Board meetings are sufficient in as much as the activities of the members between meetings is the most important thing, including the work of the fund-raising sub-committee.

3. New Members

- 3.1 The last meeting been favourable to the calling of an EGM with non-members being invited with a view to them joining but this had been decided against. In fact since the last meeting all but one of the schools offering the British version of the OIB have joined ASIBA through the good work of various Board members. This had been a fairly slow process (for example it had taken 5 months for Aix to join after Donna Philip had opened the door) but one which has now shown good results.

- 3.2 The idea of inviting the *Provisieurs* of the new member schools to attend an ASIBA meeting had been mooted but it was felt that it was not the right forum; certain *Provisieurs* expressing the view that only the *Education Nationale* should convene a meeting between them.

- 3.3 The new members are:

- Foyer Socio-Educatif du Lycée Georges Duby (Aix), active member
- APELEVIA (Aix), participating member [marked "associate" member in error on the application form].
- Lycée Privé Saint Joseph (Le Havre), active member
- Umbrella English Section Association (Grenoble), active member
- Cité Scolaire Grand Air British Section (La Baule), active member
- APE de la Section Britannique du Lycée Grand Air (La Baule), active member
- English 31 (Parents' Association of the Lycée International de Colomiers)

- 3.4 The membership position of Reims is ambiguous.

- 3.5 Schools offering the OIB outside France (in Switzerland, Belgium and Austria) have not yet joined.

4. Cambridge

- 4.1 The President then invited Philip Shaw-Latimer, the Vice-President to up-date the meeting on the communications between Cambridge and DESCO / DRIC.
- 4.2 Philip Shaw-Latimer confirmed that shortly after the last ASIBA Board meeting a cordial meeting took place with DESCO / DRIC, who agreed that communications had not been as good as they should have and that they would try to improve this. DESCO / DRIC confirmed that the annual payment would be made on time (by 31st August) and that the amount would be subject to annual review. This was confirmed by email to Sue Randall at Cambridge. Philip did not however receive any minutes of the meeting or other written confirmation of what had been agreed.

5. Newsletter

The President reported that Donna Philip continues to deal with the ASIBA News and that there is a Ferney-Voltaire parent who is actively assisting.

6. Websites

- 6.1 The President reported that Paddy Salmon has located a Sevres parent who can up-date the ASIBA website.
- 6.2 A recent meeting of the Heads of Section has agreed to revise and up-date the OIB Handbook and to produce a copy in electronic form, which could be included on an OIB website.
- 6.3 It will cost about £ 300 to create an OIB website and about £ 100 per year for maintenance. ASIBA has already expressed its readiness to finance this and is awaiting further steps from the schools to define and provide the site-content to Cambridge.

7. Examiner Training

- 7.1 The President reminded the meeting that funding examiner training had been identified as being currently the main area where ASIBA can contribute to protecting the British option of the OIB by assisting in the maintenance of the highest possible standards.
- 7.2 Philip Shaw-Latimer, the Vice-President, recapped on the events which had given rise to the formation of ASIBA notably the change of policy of the Cambridge Examining Board in 2000, which was motivated by economic reasons, resulting in new arrangements under which Cambridge's active role is significantly reduced. In particular, no moderator is present in a number of examining centres (such presence has in the past been seen as particularly important for the oral exams). Accordingly it was important that existing teacher-examiners (who are now being seen less by moderators) and new examiners have continuing and regular training.
- 7.3 The President reported that a training session would be taking place tomorrow for new oral examiners, which Peter Doughty, the Inspector appointed by Cambridge, would be attending. ASIBA would be bearing his fee of £130 and his travelling and accommodations costs. The next training session after that one (at the beginning of May) would be for Geography and History teacher examiners. ASIBA would again offer funding for the attendance of the new subject Inspector, Claire Sladden.

- 7.4 For both of these teacher-examiner training sessions, ASIBA has offered to pay the travelling and accommodation expenses of teachers from state sections who cannot find any other source of finance.
- 7.5 The objective in the mid term is that every examiner would attend one training session every year, which could amount to 50 people and it was noted that previous meetings had defined the possible aim for ASIBA of funding all such training (estimated at around €5,000-6,000 per year).
- 7.6 Some discussion took place as to whether this should be ASIBA's aim or whether the current situation, where ASIBA only covers the costs that cannot be met from any other source, should continue. Donna Philip confirmed that some schools are able to get funds from their Rectorats but other refuse and Philip Shaw-Latimer said that the funding was "uncertain and messy".
- 7.7 Donna Philip commented that efforts are made to ensure that training sessions are arranged to fit conveniently with other meetings which participants may be attending. Philip Shaw-Latimer mentioned that September / October was the period preferred by the teacher-examiners for such sessions.
- 7.8 The President pointed out that membership fees would not be enough to cover the anticipated need and that fundraising would be discussed later in the meeting.
- 7.9 Philip Shaw-Latimer mentioned that the cost of staff attending examiner training sessions can be offset against certain "*formation professionnelle*" charges which associations employing teachers have to pay anyway; otherwise associations will in effect be paying twice for training. This would of course be possible only for private sections, where salaries are paid by parents.

8. Role of ASIBA

- 8.1 Kathleen Gray, the new representative of Balzac, asked a general question on the origin and role of ASIBA and background information was provided.
- 8.2 The President commented that ASIBA's role is also one of a pressure group to protect the British option of the OIB and he identified a number of areas of possible problems where ASIBA's support could become necessary:
- (a) Relationship between Cambridge and DESCO / DRIC, lack of communication, lack of regular review / increase in fee, timely payments;
 - (b) Finding good Inspectors for the two subjects (the senior Geography / History Inspector has left and it has been difficult to replace him; fortunately Cambridge have found just the right person);
 - (c) Role / involvement of Cambridge, and in particular the workload of Sue Randall and her office;
 - (d) Running of the exams, oral examiners, lack of payment for examiners for the written exams;

- (e) The setting of exam papers, and the co-ordination of roles of the Inspection Générale and the Cambridge Inspectors.
- 8.3 Philip Shaw-Latimer advised the meeting that the DRIC have now agreed for the first time to pay the written examiners in respect of this year's exams.

9. Articles of Incorporation

- 9.1 David Gage reported that he had reviewed the Articles of Incorporation as discussed at the last Board meeting but had only been able to send a draft revised copy to the officers yesterday. The main objective was to delete the references which were only relevant at the time the Articles were signed, such as the list of the initial members, but also to update and improve them, such as formally allowing for notices to be sent by email, formalising the post of Vice-President and so on.
- 9.2 He advised the meeting that an Extraordinary General Meeting (EGM), with 21 days notice (identifying the proposed changes), was required to pass a resolution to change to the Articles and so this could not be dealt with at this AGM.
- 9.3 It was proposed that David finalise the proposed changes with the Officers with a view to the proposed changes being put to the members at an EGM to be held on the same date as the next Board meeting, namely 28th May.

10. Treasurer's Report

- 10.1 Members were reminded that the decision to change the Association's accounting year was decided by the AGM of 26 May 2003 and that accordingly, from 1st September 2003, the accounting year runs from 1st September to 31st August. No change of the Articles was required for such a decision.
- 10.2 Magdalena Martin, the Treasurer reported that the €1,500 promised by BRED Bank in St. Germain had fallen through. She had met the Manager in December and regrettably he had made demands for access to students in all the schools in return for the "donation". This was clearly unacceptable and it was clear that he had reneged on his promise. Philip Shaw-Latimer said that he had written to the Manager and had received no reply. He considered it pointless in pursuing this further.
- 10.3 The Treasurer presented a Profit & Loss account for the accounting period from 1st January to 31st August 2003 (covering only 8 months due to the change in accounting year). The balance at the bank is €3,430; a small amount of interest has been earned.
- 10.4 The Treasurer raised the question of a possible increase in membership fees and, after discussion, it was generally agreed that this was not desirable at this time.

11. Fundraising

- 11.1 Philip Shaw-Latimer stated that it appeared that the conditions necessary to pursue the Sub-Committee's suggestion as regards collecting funds from former students did not seem to exist in many schools (lack of existing databases, lack of resources to create one, schools not been operating the OIB for sufficiently long etc.). He nonetheless felt that at St. Germain it may be possible to achieve something in this respect.

- 11.2 Peter Woodburn asked what other schools could do and said that he had asked the Ferney-Voltaire Parents' Association how they would view adding a small amount, say € 2, to their members' fees, such sum being raised to be passed on to ASIBA. This had been received, in principle, favourably.
- 11.3 Some discussion took place on this concept. It was noted that it would be the parents funding but also noted that in the absence of other funding sources this seems inevitable. There were some exchanges on what would be reasonable and this seemed to depend very much on the status and circumstances of each school. For example, Kathleen Gray explained that membership of the Balzac Parents Association is voluntary (approximately half of the parents join) and the membership fee is very modest.
- 11.4 The President suggested that members should try to establish whether such a proposal might be acceptable in their school and at what level in time for the next board meeting.

12. Election of Board of Directors

12.1 The meeting was reminded that the mandate of all current Directors expired at this AGM but that all were entitled to stand for re-election.

12.2 All the current Directors present, namely:

Ivan Karaivanov
Glenys Kennedy
Magdalena Martin
Donna Philip
Philip Shaw-Latimer
Peter Woodburn

agreed to stand for re-election and were unanimously re-elected to serve for a further term of approximately one year, expiring at the AGM in 2005.

- 12.3 The meeting also unanimously re-elected Patrick Salmon as a Director subject to his formal consent to accept re-election.
- 12.4 The meeting recommended to the Board (which may appoint Directors outside active members) the re-election of David Gage (honorary member) and Kathleen Gray (participating member).
- 12.5 The President reminded the Directors that a Board meeting was to be held immediately following this AGM to elect officers (President, Vice-President, Secretary and Treasurer).

There being no other business, the President closed the meeting at 13:15.

Peter Woodburn, President

David Gage, Secretary