



**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

Registration no. / No. d'enregistrement: **28028455**

Registered address / *Siège social*: 21 allée de Bourrienne, 92500 Rueil-Malmaison

**Minutes of the Annual General Meeting
of 1st April 2008**
**Procès-verbal de l'Assemblée Générale Ordinaire
du 1er avril 2008**

DATE: 1st April 2008 at 2:00 p.m.

PLACE: Château de Hennemont, Lycée Internationale, Saint Germain-en-Laye

PRESENT:

Active members (voting)

Represented by:

APESA (Association des Parents d'Elèves de la Section Anglophone) du Lycée Honoré de Balzac	Derek Erb
Lycée Franco-allemand, Buc	Kathy Thomas Represented by Patricia Comolet
Parents de la Section Anglophone de Buc (PSAB)	Anne Sargeant
Ivan Karaivanov, Section Anglophone, EAB Étoile	
APE de la Section Anglophone, EAB Étoile	Caroline Foubert-Lew
Peter Woodburn, Ferney-Voltaire	
Association ALA-ELP, Ferney-Voltaire	Danièle Letore represented by Peter Woodburn
Glenys Kennedy, Section Anglophone du Collège International, Fontainebleau	
APE de la Section Anglophone du Collège International, Fontainebleau	Alan Drew

John Cadden, Section Anglophone Cité Scolaire Internationale de Lyon	Represented by Robert Miller
Philip Shaw-Latimer, British Section, Lycée International, Saint-Germain en Laye	
APE de la Section Britannique du Lycée International, Saint-Germain en Laye	David Gage
Patrick Salmon, SIS, Collège de Sèvres (Département Anglophone)	Represented by Anne Potonnier
SIS, Collège de Sèvres (Département Anglophone)	Bertrand Devillers

MEETING

Agenda

The agenda was taken as read.

1. President's Report

- 1.1 The President, Glenys Kennedy, welcomed the members attending and advised them that a copy of her report would be circulated, hopefully with a French version, with the minutes of this meeting. Rather than just read the report she gave a summary of the main points.
- 1.2 The President commented that an AGM it is an appropriate moment to look back on the past year and to assess honestly what has been done and what has not. She reminded the meeting that ASIBA's fundamental role continues to be to support and promote the British Option of the French Baccalauréat.
- 1.3 This support is seen as crucial for the preservation and enhancement of the quality of the British Option and to maintain its credibility in the eyes of both the French authorities, for whom the Baccalauréat is a cornerstone exam, and Cambridge (University of Cambridge Local Examinations Syndicate) which is endorsing it. Also Universities need to be convinced of the high standards required to succeed with the OIB which in turn reaffirms its worth in the eyes of students and parents.
- 1.4 ASIBA's role includes giving financial support to enable quality standards to be maintained including notably the funding of two visits to France each year by each of the Cambridge inspector, Clare Sladden and Adrian Barlow, for teacher-examiner training sessions in the two British Option subjects (Geography / History and English Language / Literature).
- 1.5 ASIBA also tries to facilitate communications between the interested parties, such as promoting the distribution of information to schools and parents and encouraging communications between Cambridge and the French authorities. The President noted that from small beginnings in 2000 ASIBA has, over the years, achieved a respectable level of recognition and she thanked Peter Woodburn and Donna Philip, her predecessors as President, for their work in this respect.

- 1.6 The President spoke of the goals which had been set. As regards membership ASIBA has come a long way since its creation in 2000 with membership now having reached 31 members representing 20 schools. The website has continued to develop thanks to the work of Peter Woodburn and has become an invaluable tool for anyone interested in the British Option of the OIB.
- 1.7 One of the projects which is in progress is the translation of the OIB Handbook, which is considered essential. The Handbook is currently being revised and has just been submitted to Cambridge for their review and approval, whereupon the Cambridge logo will be added on the front cover. Fee estimates for a French translation have been obtained and these will be analysed by the Board with a view to organising the translation as soon as possible.
- 1.8 Another project underway is the analysis of the real cost to the schools offering the British Option of the OIB which will be reported on later in the meeting.
- 1.9 A goal which has not yet been achieved is the organisation of a meeting under the auspices of ASIBA, to which the Proviseurs of the various schools will be invited, which would be an event similar to the meeting and cocktail reception organised in January 2005 at the time of ASIBA's AGM that year.
- 1.10 An issue raised at the last AGM was the possibility of organising an information meeting on the OIB for parents. It would be for each school to organise such a meeting but ASIBA can assist by adapting and enhancing the PowerPoint document provided by Donna Philip to create a tool which could be used at such meetings.
- 1.11 As for the goals for the future the President expressed the view that the British Option of the OIB is at a crucial stage of development and that there are many challenges arising from the significant increase in the number of candidates; namely from 285 and 4 exam centres in 2000 to 624 candidates and 7 exam centres in 2008. This puts stress on the training of teacher-examiners and moderation and may lead to the need for the Cambridge inspectors to appoint assistant moderators.
- 1.12 ASIBA must continue to encourage Cambridge and the French authorities to maintain regular communications and to encourage the French authorities to provide more comprehensive funding for the exam, failing which ASIBA might need to assist more in this area.

2. Treasurer's Report

- 2.1 The Treasurer, Philip Shaw-Latimer, thanked his predecessor, Ivan Karaïvanov, for his work during his term of office. He also thanked Evelyne Berger, the bursar of the British Section at Saint-Germain en Laye, who has agreed to assist him with the day-to-day bookkeeping of ASIBA and administration of its bank accounts.
- 2.2 The Treasurer circulated a statement of income and expenditure of ASIBA.
- 2.3 Evelyne Berger reported that there was approximately €5,500 in the bank, of which €5,000 has been placed on a savings account (livret epargne) at an interest rate of

3.25%. Clearly this reflects the time of year in as much as membership subscriptions are now being received.

- 2.4 So far this year one teacher-examiner training session has been paid by the British Section of Saint Germain in pounds sterling and it then formally re-invoiced ASIBA in euros. This avoided currency conversion charges and enabled the invoice to be settled promptly which the Treasurer reminded the meeting was very important to maintain the goodwill of Cambridge and its inspectors. A further training session (Adrian Barlow) will take place very shortly.
- 2.5 Accordingly, the finances of ASIBA are in a healthy state at present with more than adequate funds to cover the impending teacher-examiner training session and the two autumn sessions. However it was noted that if the translation of the OIB Handbook proceeds it would reduce the funds quite considerably.
- 2.6 Since the last Board meeting, the bank accounts have successfully been switched to BNP Paribas in Saint Germain, at the branch used by the British Section of Saint Germain, which has enabled ASIBA to benefit from free banking with free Internet access.
- 2.7 The Treasurer informed the meeting that it had been drawn to his attention that the daily rate charged by Cambridge for its inspector visits was fixed in 2003 and has not been reviewed since then. The meeting agreed that the daily rate should be reviewed by the Board with a view to a fair increase being made.
- 2.8 The meeting unanimously approved the income and expenditure statement produced by the Treasurer.

3. Membership

- 3.1 A discussion took place on the status of membership renewals. Some members had not paid the membership subscription for 2007 and these had been chased up following the last Board meeting. Indications from most of these members appeared to be that this was an oversight and that the payment would be made. The Secretary, David Gage, agreed to follow up on these but Derek Erb reminded the meeting that payments from state school funds might not be possible as the 2007 budget would have been closed.
- 3.2 Unidentified banks transfer payments have not been a problem so far this year, the one unidentified transfer was easily identifiable between the Secretary and the Treasurer. However it was suggested that the invoice number be put into a larger font.
- 3.3 Some members prefer that both invoices (school and parents association) be sent to the same address whereas others preferred them to be sent separately. The Secretary agreed to keep a note of these preferences.
- 3.4 The meeting was pleased to note that two new members have joined namely Lycée français Jean Monnet (Brussels) and APESIA du Lycée Édouard Branly (Nogent-sur-Marne).

- 3.5 Patricia Comolet advised that the Parents Association of Strasbourg seemed keen on the idea of ASIBA and suggested that one of the Board should approach them. It was also noted that the Provisieur had also recently changed.

4. Change to Subscription Period

- 4.1 The Secretary, David Gage, explained to the meeting the Board's proposal to harmonise ASIBA's subscription year (currently the calendar year) to its accounting year (1st September to 31st August). This seemed more logical than the current system and would mean that subscription requests would be sent out and be paid at the start of the academic year and budget cycle. The most practical means of achieving this seemed to be to advance the next subscription period start date from 1st January 2009 to 1st September 2008, which would accelerate the payment by 4 months.
- 4.2 The resolution was formally put to the meeting: that ASIBA change its subscription period from the calendar year to the year from 1st September to 31st August with effect from 1st September 2008. The resolution was passed unanimously.

5. Increase in Subscription Fees

It was agreed that this subject needs more reflection by the Board in the light of the development of the budget and so no resolution was put to the meeting on this subject.

Item 6 on the Agenda Actions and Projects – paragraphs 6 -9 below

6. Meeting / Cocktail Reception in 2009 or 2010

The meeting discussed the possibility of organising a new meeting and cocktail reception to which would be invited the Provisieurs of all the schools, similar to the event held in January 2005 which had been a great success. Philip Shaw-Latimer advised that regular meetings between the Provisieurs no longer take place, making such an event even more desirable. Derek Erb mentioned that there had been some reticence towards ASIBA in the early years but that the meeting in 2005 had helped to understand ASIBA's role better and to change perspectives. Generally the meeting was favourable and agreed to consider the matter further with the aim of holding this event in 2009 or 2010.

7. OIB Handbook translation

- 7.1 The meeting discussed the costs of the translation of the OIB Handbook and the various quotes which had already been received. Derek Erb suggested that while a translation "assermenté" was not needed or desirable, it might be useful to have the translation carried out by a person certified by an official French translators' association. He also mentioned the proposed translation of the website which might need to be budgeted as a cost for next year.
- 7.2 Robert Miller asked whether ASIBA should be the one paying for the translation. Philip Shaw-Latimer underlined the important need of the translation so that the French authorities would have proper detailed information in French; there did not seem to be anyone else who could fund it. Derek Erb mentioned that a large

percentage of parents do not read English easily and an official translation could be very helpful to them. The meeting generally supported the translation of the whole document rather than omitting the more technical parts of it.

7.3 A brief discussion took place on VAT and its recovery.

8. Data on Costs of the OIB exams

8.1 Philip Shaw-Latimer reported back to the meeting on the project launched at the last Board meeting namely the gathering of information on the true costs of the OIB to the participating schools. Seven replies out of 17 had been received and the conclusion could be drawn that the schools which did not reply do not supplement costs reimbursed by the state. Patricia Comolet pointed out that in the case of Buc it is the parents' association which supplements the costs and she had not seen the request for information.

8.2 The Treasurer briefly explained the types of costs likely to be concerned such as travelling and accommodation expenses reimbursed to the teacher-examiner by the school or section but then only partly refunded by the state through the CIEP (at a much later date). The object of the survey is to establish the true costs of running the exam with a view to approaching the French authorities for a change in the scales of reimbursement used if appropriate.

8.3 The Treasurer mentioned that a meeting would be taking place the following day with DGESCO where this type of formal information could be very useful.

8.4 The President summarised that the data is not ready yet but it remains an important topic and that if the funding matters were more open and clear it might be possible to seek remedies to discrepancies. This project should be followed-up by the Board.

9. Miscellaneous points

9.1 Derek Erb mentioned that for a school like Balzac the support of ASIBA to explain the exam to parents would be useful and it was agreed that the PowerPoint presentation document should be developed and improved and made available to assist such meetings. The possibility of parents' associations meeting other parents' association was discussed and the organisation Fedsip was mentioned in this context.

9.2 Caroline Foubert-Lew underlined that communication is important as her experience was that the OIB is not always well known and understood in academic / educational circles. Alan Drew suggested a simple document on the OIB of two or three pages which could be used as a general publicity document.

9.3 Patricia Comolet raised the concept of charging an exam fee for the OIB but the meeting recognized the strong principle in the French educational system of state exams being free.

Item 7 on the Agenda

10. Election of Board of Directors

- 10.1 The meeting was reminded that the mandate of all current Directors expires at this Annual General Meeting but that all were entitled to stand for re-election.
- 10.2 All the current Directors, having indicated that they wished to stand for re-election, were unanimously re-elected to serve for a term expiring at the AGM to be held in 2009, namely:
- John Cadden (Lyon)
Derek Erb (Balzac parents)
David Gage (St. Germain parents)
Ivan Karaïvanov (EAB)
Glenys Kennedy (Fontainebleau)
Paddy Salmon (Sevres)
Anne Sargeant (Buc Parents)
Philip Shaw-Latimer (St. Germain)
Peter Woodburn (Ferney-Voltaire)
- 10.3 The President reminded the Directors that a Board meeting was to be held immediately following this General Meeting to elect the officers for the coming year, namely the President, Vice-President, Treasurer and General Secretary.

Item 8 on the Agenda

11. Any Other Business

Peter Woodburn informed the meeting that Ferney-Voltaire has organised a video of a former OIB student taking a mock OIB oral exam and that he proposed to post this on the ASIBA website and perhaps on the Cambridge website. Robert Miller mentioned that Lyon has also recorded an oral and mentioned a collaborative (wiki) workspace used by his school for this type of material. The meeting supported these initiatives.

There being no other business, the President closed the meeting at 16:50 hours.

Signed

Glenys Kennedy, President

Signed

David Gage, Secretary