



**ASIBA**  
Association des Sections Internationales  
Britanniques et Anglophones

**ASSOCIATION DES SECTIONS INTERNATIONALES  
BRITANNIQUES ET ANGLOPHONES**

Association subject to the law of 1<sup>st</sup> July 1901 and the Decree of 16<sup>th</sup> August 1901  
*Association régie par la Loi du 1<sup>er</sup> 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 Annual Ordinary and Extraordinary General Meeting  
of 11th April 2014**  
**Procès-verbal de l'Assemblée Générale Ordinaire et Extraordinaire  
du 11 avril 2014**

**DATE:** 11 April 2014 at 2 p.m.

**PLACE:** EIB Etoile, 12 rue Villaret de Joyeuse, 75017 Paris

**PRESENT:**

	<b>Full name of members present or represented</b> <i>Noms, prénoms des membres présents ou représentés</i>	<b>Full name of the proxy or authorised representative</b> <i>Noms, prénoms des mandataires ou représentants</i>
<b>1.</b>	<b>APESA</b> (Association des Parents d'Elèves de la Section Anglophone) du Lycée Honoré de <b>Balzac</b>	Aviva Brooks represented by David Gage
<b>2.</b>	Section Anglophone, <b>EIB Étoile</b>	Tom Adams
<b>3.</b>	English National Programme, <b>Ferney-Voltaire</b>	Peter Woodburn represented by James Cathcart
<b>4.</b>	Section Anglophone du Collège International, <b>Fontainebleau</b>	Shaun Corrigan
<b>5.</b>	<b>La Celle St. Cloud</b> (APESEB)	Ann Boylan represented by James Cathcart
<b>6.</b>	Section Anglophone Cité Scolaire Internationale de <b>Lyon</b>	Rob Miller represented by James Cathcart
<b>7.</b>	<b>Orleans</b> , Jean Zay	Marie-José Poirier representing Mme Richard
<b>8.</b>	SIS, Collège de <b>Sèvres</b> (Département Anglophone)	Betty Lau represented by James Cathcart
<b>9.</b>	APE de la Section Britannique du Lycée International, <b>St. Germain en Laye</b> (Parents)	James Cathcart and David Gage

## MEETING

The agenda was taken as read.

### **1. President's Report**

- 1.1 The President, James Cathcart, welcomed the members attending. Noting the disappointing turnout the President recommended that the Annual General Meeting next year be held in January so that it could coincide with the timing of the Schools Forum meeting. This would ensure a far better level of attendance and would allow the Heads of Section to attend and thus be fully briefed on ASIBA's activities and projects.
- 1.2 The President presented his report in the form of a PowerPoint presentation. He reminded the members of the activities of ASIBA over the past year and more generally on the important role it plays in relation to the British OIB. The President underlined the development of the role of ASIBA and that it is now recognised by the Ministry of Education as being the official interlocutor of CIE in connection with the OIB. It is hoped that the proposed Memorandum of Agreement between CIE and the Ministry will formally recognise ASIBA's role in relation to the OIB.
- 1.3 The President reminded the meeting of the main developments over the past year including the following:
  - National British international section English collège curriculum (arrêté du 9-7-2013 - J.O. du 25-7-2013)
  - Definition of English Language and Literature and History-Geography examinations (note de service n° 2014-039 du 17-3-2014)
  - National programme for English Language and Literature for the lycée cycle (due for publication for rentrée 2014)
  - Consultation with DREIC and DGESCO on the opening of overseas centres and distance examining (in progress)
  - Liaison with SIEC on examiner payment / reimbursement
  - Agreement to pay Assistant Moderator expenses
- 1.4 The President also referred to:
  - Training developments: ELSA / IP (inspiring futures) / Futurewise
  - A letter from Cambridge giving guidance to university admissions tutors by confirming that the OIB is taught and examined at first language level and to a standard equivalent to A levels.
- 1.5 The proposed Associate Agreement with CIE is now in its final form as approved by the Board of Directors and will be signed shortly. The President outlined the objectives of this agreement notably to encourage students to take iGCSEs, to give smaller sections the possibility of offering these exams, to maintain and develop the close relationship with CIE and to produce some revenues for ASIBA. The proposed fees were presented and explained to the meeting and had been set with a view to enabling the smaller sections to be able to present students at a reasonable cost. It is intended to start on a small scale with perhaps three or four schools registering through ASIBA in the first year as the Association must be prudent on the possible administrative burden.
- 1.6 Some information was given to the meeting about forthcoming changes at CIE, notably the appointment of a new CEO, the retirement of Mrs Palmer as the Director

of Assessment Services, as well as the retirement of Adrian Barlow and his replacement by Dr Celia O'Donovan.

- 1.7 The meeting was reminded of the structure of the organs of ASIBA which had been formalised under the new Articles of Association which were adopted at last year's AGM. The President briefly referred to the aims of the Academic Steering Group for the coming year, the proposed Memorandum of Agreement between CIE and the Ministry, website development including a member's area linked to the wikis which already exist for history geography and language literature, the OIB brochure (which is to be split into three more streamline versions, one for new centres, one for teachers/examiners and one for parents) and the proposed poetry competition.

## **2. EGM / Revisions to Articles of Association**

- 2.1 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. The Secretary reminded the meeting that the proposed changes provide that the two Cambridge Inspectors automatically become (ex officio) members of the Academic Steering Group.
- 2.2 It was noted that the required quorum for an EGM, being not less than one third of the members, was present, there being 9 members present out of 27.
- 2.3 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, be adopted. The members present unanimously passed the resolution.

## **3. Towards a Sustainable OIB / Funding Orals**

- 3.1 The President continued his presentation by raising certain challenges facing the Association and the OIB: the examination centre costs and examiner expenses.
- 3.2 Some students are required to pay a small administration fee to the examination centre to cover expenses whilst others do not. It was proposed that ASIBA moves towards a per capita members subscription fee which would include an amount to cover such costs which would thus be spread across all students. ASIBA would then reimburse the centres. Some discussion took place on these proposals.
- 3.3 The President informed the meeting that oral examiners have to lay out expenses in June / July and are only reimbursed, in part, normally during the period September but that reimbursements are sometimes substantially delayed. This is putting immense strain on the system: understandably, some teachers are reluctant to examine if their expenses are not fully reimbursed rapidly, increasing the likelihood of problems in terms of examiner coverage.
- 3.4 Discussions took place on realities of the costs of examining, the actual level of realistic costs of food and accommodation, the reimbursement process and the amounts normally reimbursed. Members commented how the burden of examining is increasing with the increased number of centres and students; that there are already difficulties in getting enough examiners; that new schools need to be made aware what is required; CIE do require a tandem examiner system; a remote examining system would reduce costs.
- 3.5 The President presented some possible solutions which would involve ASIBA taking a more active role to ensure that all examiners can be reimbursed promptly in respect of

all reasonable expenses. Discussions took place on the possible process, timeframe, the budgetary impact, subscription fee structure, the timetable and further steps required to advance on this project. It was suggested that the AGM in January 2015 could make a decision on the proposed change to make the subscription fee system function on a per capita basis.

#### **4. Treasurer's Report**

The Treasurer, Shaun Corrigan, presented the accounts for the accounting year 2012-13 and budget for 2013-14 to the members and the meeting unanimously approved the accounts and budget.

#### **5. Election of the Directors**

5.1 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

5.2 The Secretary indicated the names of the current Directors whose term of office expires at the end of this Annual General Meeting who had expressed their willingness to stand for re-election: Tom Adams, Aviva Brooks, Shaun Corrigan, David Gage and Betty Lau.

5.3 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 2015:

5. Tom Adams (EIB Etoile)
6. Aviva Brooks (Balzac, parent)
7. Shaun Corrigan (Fontainebleau)
8. David Gage (St. Germain, parent)
9. Betty Lau (Sèvres)

5.4 The President reminded the Directors that a Board meeting was to be held 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, Peter Woodburn).

There being no further matters to discuss the meeting ended at 5 p.m.

*Signed*

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**James Cathcart, President**

*Signed*

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**David Gage, Secretary**