

# **ASIBA**

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

Association governed by the Law of 1<sup>st</sup> July 1901  
*Association régie par le Loi du 1er juillet 1901*

Registered address: / *Siège social*:  
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:** 12th May 2006

**PLACE:** École Active Bilingue, 24bis rue de Berri, 75008 Paris

#### **PRESENT**

1. Donna Philip (Lyon), President
2. Ivan Karaïvanov (EAB Étoile), Treasurer
3. David Gage (St. Germain), General Secretary
4. Kathleen Gray (Balzac)
5. Paddy Salmon (Sèvres)
6. Philip Shaw-Latimer (St. Germain)
7. Peter Woodburn (Ferney-Voltaire)
8. Deborah Ford (Balzac)

#### **ABSENT EXCUSED**

Glenys Kennedy (Fontainebleau), Vice President

#### **MEETING**

Donna Philip, the President, opened the meeting at 10:35 a.m.

##### **1. Minutes of last Meeting**

The Minutes of the last Board meeting, already reviewed, amended and approved via email, were formally approved and signed by the President and the General Secretary.

##### **2. Election of Additional Director**

- 2.1 As Kathleen Gray will be standing down at the end of the current academic year (her son is taking the OIB this summer) it was unanimously resolved to elect Deborah (Debbie) Ford, a Balzac parent, as an additional Director, as permitted by Article 11.1 of the Articles of the Association.

### 3. Membership

- 3.1 Ivan Karaïvanov, the Treasurer, presented an up-dated list of membership renewals and subscriptions from new members. The list was reviewed and various members of the Board agreed to follow up on members who had not yet renewed and the non-member / potential member schools. **Action point for Donna Philip, Paddy Salmon, Philip Shaw-Latimer and David Gage.**
- 3.2 All 13 existing members appear to be renewing although there are delays in payment in some cases, probably due to administrative procedures.
- 3.3 A discussion took place on membership and the view was that non-member schools should be made aware of the fact that ASIBA needs the support of all schools to ensure its continuing support of the OIB, notably through the essential examiner training sessions (which are open to all the OIB teacher examiners, whether their school is a member or not). It could be viewed as unfair that certain schools benefit without contributing through membership; their membership should be encouraged.
- 3.4 One member school had raised the valid question of how funds are being used, it was agreed that this should be made clear to all members through the website (currently being up-dated).
- 3.5 Philip Shaw-Latimer mentioned that part of the expenses related to the March meeting for new OIB teachers had been borne by the DRIC, which was welcomed. The Board confirmed that the moral and financial support of the CIEP was greatly appreciated.

### 4. Funds

- 4.1 Ivan Karaïvanov reported on the cash at bank (around €2,100) and circulated a copy of the latest bank statements.
- 4.2 A discussion took place on funds to come in and outstanding expenses to be settled. The Treasurer agreed to check on the expenses of making an international transfer, to settle Clare Sladden's (UCLES) expenses of the last meeting, and Peter Woodburn to check on the cost of cashing euro cheques in the UK. It was agreed that using an exchange rate taken off an internet site (such as XE.com/ucc/) would be acceptable. **Action point for Ivan Karaïvanov and Peter Woodburn.**
- 4.3 Philip Shaw-Latimer expressed concern at the lack of reserves and the Board discussed fundraising (proceeds from play production (Peter Woodburn), bake sales, alumni.....). It was acknowledged that possibilities need to be considered on a school by school basis as circumstances and cultures differ.
- 4.4 Peter Woodburn raised the issue of whether donations to ASIBA could be tax deductible for the donor (probably not, as not "*reconnue d'utilité public*"). **Action point for David Gage.**
- 4.5 Philip Shaw-Latimer supported contacting alumni for contributions to support ASIBA's work, notably the alumni of those schools which have been offering the OIB for a certain number of years (St. Germain, Sevres, Ferney-Voltaire, Fontainebleau).

Peter Woodburn started drafting a letter with input from Donna. It was also suggested that the website could include a suggestion that anyone interested, such as alumni, could make a donation. David Gage confirmed that an official donation receipt book exists (now held by the Treasurer). **Action points for Peter Woodburn and Donna Philip.**

- 4.6 The possibility of schools asking alumni / families for a donation at about the time of the exam results / award ceremony was discussed (such as a flyer in the invitation to the diploma ceremony). It was left that each Board member should see what would be possible at his/her school. **Action point for all Board members.**

## **5. Follow up on previous action points**

- 5.1 Peter Woodburn confirmed that the expenses policy document (with claim form annexed) has been drafted and that it will be reviewed by Donna Philip and then circulated to the Board.
- 5.2 The proposed visit of Mme. Kamoun to the UK did not take place as the Cambridge Board (UCLES) representatives came to France (bearing their own costs).
- 5.3 Old exam papers (past 3 years) are now on the website.

## **6. Website**

- 6.1 Peter Woodburn presented, in draft form, the layout and main additional / revised content of the website on which he has been working. All the content of the site is now under his control on his computer and can be safely modified and uploaded back onto the site.
- 6.2 Peter Woodburn appealed for more photos to make the site more attractive to visitors. As previously discussed, he would try to add a page about donations. **Action point for Peter Woodburn and all Board members.**
- 6.3 All Board members were invited to review the site and make suggestions. David Gage to provide up-dated members list and the Articles (*statuts*) in pdf form. **Action point for David Gage and all Board members.**
- 6.4 The Board discussed placing Minutes of meetings (Board and Members) on the site and was favourable either to doing so (possibly with restricted access – for members only) or to posting a summary of main decisions / actions. David Gage to review most recent Minutes and make a proposal. **Action point for David Gage.**
- 6.5 It was felt that a French version of all the documents would be nice to have but not really a priority at this point bearing in mind the persons likely to look at the site.
- 6.6 There are other improvements which could be made such as perhaps a forum / exchange of information section (**Peter Woodburn to investigate the possibilities**), videos of extracts of mock oral exams, pie charts, photos of training sessions etc.

- 6.7 The OIB Handbook is being up-dated. Philip Shaw-Latimer advised that the Geography / History oral had been reduced from 20 minutes to 15 minutes which could not be viewed favourably from an academic perspective.
- 6.8 A discussion took place on statistics which could usefully be put on the website; to be reviewed taking into account statistics already available elsewhere.
- 6.9 The Board thanked Peter Woodburn for the time devoted to the website up-date and congratulated him on the impressive results.

## **7. CIEP Website**

- 7.1 Paddy Salmon had pointed out that there is very little in French on the CIEP website related to the OIB, he felt that there should be more destined, for example, for the schools offering preparatory courses for the *grandes écoles* entrance exams.
- 7.2 Philip Shaw-Latimer pointed out that any such information would relate to the OIB generally not just the British version, but would speak with the CIEP (Stéphanie Loup). **Action point for Philip Shaw-Latimer.**

## **8. Standing of OIB**

- 8.1 A discussion took place on the standing of the OIB in the eyes of UK (and other) Universities admissions' officers and the sort of offers being made by them to OIB students.
- 8.2 It was felt that it is generally for the schools to support candidates as regards the University concerned and that relevant information is already in the Handbook.

## **9. Newsletter**

- 9.1 The distribution of the last Newsletter was reviewed and everyone was encouraged to promote a wide distribution. The meeting felt that although it was brief it conveyed a lot of information.
- 9.2 It was decided to aim for the next edition of the Newsletter in November.
- 9.3 Suggested content: plenty of photos, pie chart, promoting the new website etc.

## **10. Next Meeting**

The date of the next Board meeting was proposed to be in Sevres on Thursday 19<sup>th</sup> October (the day preceding the English teachers meeting) in the afternoon.

## **11. Recruitment of Teachers**

- 11.1 There was a brief discussion on the importance of English mother tongue teachers and that some schools had experienced difficulties in staff selection matters.

11.2 The Board members agreed to pool information and experience in assisting any schools having issues in this respect.

**12. Vote of Thanks**

12.1 The Board thanked Kathleen Gray, on this her last Board meeting, for all her good work during her time as a member of the Board.

There being no further business to discuss the meeting closed at 13:15

*Signed*

\_\_\_\_\_  
**Donna Philip, President**

*Signed*

\_\_\_\_\_  
**David Gage, Secretary**