



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

DATE: 17 January 2008

PLACE: Bureau des Sections Internationales de Sèvres (SIS) at the Collège de Sèvres, 1 rue Lecocq, 92310 Sèvres

PRESENT

1. Glenys Kennedy (Fontainebleau), President
2. Paddy Salmon (Sèvres), Vice President
3. Ivan Karaïvanov (EAB Étoile), outgoing Treasurer
4. Philip Shaw-Latimer (St. Germain), incoming Treasurer
5. David Gage (St. Germain parents), General Secretary
6. John Cadden (Lyon)
7. Derek Erb (Balzac parents)
8. Anne Sargeant (Buc parents)
9. Peter Woodburn (Ferney-Voltaire)

MEETING

The President opened the meeting at 2:10 p.m.

1. Minutes of last Meeting

The Minutes of the last meeting, already reviewed, amended and approved via email, were unanimously approved for signing.

2. New Directors

- 2.1 John Cadden (Lyon) and Derek Erb (Balzac Parents), both present at the meeting, confirmed their willingness to join the Board.
- 2.2 In accordance with its powers under section 11.1 of ASIBA's Articles of Association, the Board unanimously elected John Cadden and Derek Erb as additional Directors with immediate effect.

3. Treasurer

- 3.1 Ivan Karaïvanov tendered his resignation as Treasurer.
- 3.2 Philip Shaw-Latimer (St. Germain-en-Laye) confirmed his willingness to take on this office (assisted by Evelyne Berger of the section's administrative staff).
- 3.3 Philip Shaw-Latimer was unanimously elected as Treasurer for a term of office expiring at the end of the next Annual (ordinary) General Meeting.
- 3.4 The Directors expressed their thanks to Ivan Karaïvanov for his work as Treasurer over the last 3 years.

4. Subscriptions 2007

- 4.1 A review of outstanding subscriptions for 2007 took place, there being seven members who had not settled the annual subscription.
- 4.2 The meeting (PSL, PW) underlined the importance of ensuring that members do settle the subscription fees as this is ASIBA's main source of income and the unpaid fees could represent one visit by the Cambridge inspectors for a examiner-teacher training session. It was recommended that a firm deadline date for payment be marked on the renewal requests forms this year and that a more formal follow-up be established to ensure there a no oversights.
- 4.3 The task of reminding the members concerned was divided between the Directors.

5. Subscriptions 2008

- 5.1 DG confirmed that the renewal forms would be sent out as soon as possible (with the new bank details) and application forms to all non members.
- 5.2 The meeting agreed that follow-up on non-members should be organised. PSL stressed that going direct to Heads of Sections / Proviseur may be more productive in many cases. The Heads of Section meeting tomorrow could be an opportunity.

6. Subscription Period

- 6.1 PSL raised the issue of the current subscription period (the calendar year) which does not coincide with ASIBA's accounting year (1st September to 31 August).

- 6.2 A discussion took place and the meeting felt that a change so that both the subscription period and accounting year coincide with the academic year would be desirable. It was suggested that the logical option would be to advance the next subscription period to 1st September 2008.
- 6.3 DG agreed to check the Articles of Association to determine the correct procedure to make such a change but the meeting took the view that this is a subject which should, normally, be put to the members, perhaps at the next AGM.

7. French version of Handbook / website

- 7.1 The meeting expressed the view that a French version of the OIB Handbook and, in time, of the website, would be highly desirable.
- 7.2 Derek Erb and PW agreed to seek friendly quotes from professional translators within their parents associations / schools and report back via email.

8. Finances

- 8.1 IK reported on the accounts and a discussion took place on the current bank balance, funding needs and expenses.
- 8.2 Annual income from subscriptions could be expected to be around €2,800 and the current cost of funding the examiner-teacher training is around €2,000 per year; so the budget is tight.

9. Bank

- 9.1 A discussion took place on current banking arrangements with la Caisse d'Epargne and the bank charges for having an account (with internet access) and for transfers (in pounds sterling).
- 9.2 PSL advised that the British Section of St. Germain has good relationship with BNP Paribas and believed that an account could be maintained with them with no charges. In addition bank charges on transfers in sterling could be avoided by St. Germain settling expenses with its sterling account and being reimbursed by ASIBA in euros.
- 9.3 The Board unanimously decided to close its bank accounts with the Caisse d'Epargne and to open accounts with the BNP in St. Germain-en-Laye. The Board appointed the President, Vice-President, Treasurer and General Secretary as signatories on such new accounts and authorised them to take all necessary steps to open the accounts.

10. OIB Exam Costs / ASIBA's role

- 10.1 Further discussions took place on how ASIBA should be using its funds. PSL reminded the meeting that ASIBA's stated position is that it does not fund the exam itself. Rather ASIBA supports the OIB by helping to maintain quality standards, notably through examiner training, dissemination of information (website) and generally helping where appropriate in the relationship between Cambridge and the French authorities.

- 10.2 The Board revisited the subject discussed at the Board meeting of 23 November 2006 (see section 3 of the minutes of that meeting) namely the shortfall in funding borne by the schools or parents' associations in connection with the OIB exam. Evidence at the meeting indicated that the official reimbursement of examiner-teacher expenses by the CIEP French authorities (CIEP) was inadequate and schools / parents' associations are obliged to cover the shortfall.
- 10.3 PSL recommended that each school should provide relevant information on costs incurred and amount reimbursed to judge the level of the shortfall, with a view to raising this with the CIEP. The Board approved this and agreed to review this issue in the light of the facts. PSL agreed to make the formal request and to coordinate the responses (to be given by the end of February) and report back to the Board by the end of March.
- 10.4 The particular case of assistant moderators was mentioned as their expenses would not be reimbursed by the CIEP, but there is a need for them with the growth of the exam. The absence of reimbursement means that state sections cannot provide moderators.
- 10.5 PW mentioned that in the course of his contacts with the CIEP they had stated that it is not their role to pay for training.
- 10.6 The role of ASIBA in this context was debated; the meeting being reminded that ASIBA's stated principle is that it does not fund the OIB exam itself which is the role of the state authorities.

11. Cambridge (UCLES) / CIEP

- 11.1 PSL reported that a Memorandum of Agreement between UCLES and the CIEP had been discussed at a review meeting last November. UCLES are seeking such a document with effect from the next academic year.

12. Income

- 12.1 The President raised the subject of funding: efforts must be made to ensure subscriptions are settled; donations should be encouraged; the level of membership fees might need to be increased.
- 12.2 PS suggested that if a Section certificate is issued to successful OIB students then perhaps part of the charge could be earmarked for ASIBA.
- 12.3 As to any increase in membership fees the case would need to be presented to the AGM with formal justification of the increase as regards the projected expenditure of ASIBA.

13. AGM

- 13.1 Proposed meeting date in early April, probably the first week. Venue possible the CIEP depending on the cost, thought to be €130. The President and Secretary will coordinate on calling the meeting.

13.2 PW reminded the meeting of the AGM of 2005 when the Provisours of the various school were invited and many attended. He raised the issue of whether this could be repeated for the 2008 AGM.

13.3 Possible agenda items: change to the subscription year and increase in membership fees.

The meeting closed at 17: 00

Signed

Glenys Kennedy, President

Signed

David Gage, Secretary