



**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*: British Section, Lycée International, 2 bis rue du Fer à Cheval,
78101 Saint Germain-en-Laye, France

MINUTES OF MEETING OF THE BOARD OF DIRECTORS
Friday 7th February at 2.00pm

Venue: Salle de Réunion, 2nd floor, Bâtiment D,
Lycée de Sèvres, 21 rue du Docteur Ledermann, 92310 Sèvres

Present: J Cathcart (President), N Baker, B Lau, P Woodburn (Associate Director), T Adams, R Miller, S Corrigan (Treasurer); by telephone for CIE discussion: D Gage (Secretary),

Apologies: M Segalla, A Brooks

1. CIE Associate Agreement

David Gage (DG) joined the meeting by telephone. DG explained the context and the points he has been able to negotiate with CIE:

- One year term renewable for one year periods
- Main ASIBA obligations in 2.2, 2.3 and 2.6
- clause 2.7 ASIBA would be responsible for an associate school's non-respect. There will be a letter agreement between ASIBA and each school (to be drafted) requiring the school to respect all applicable terms.
- Rights limited to France
- ASIBA to carry out inspections 3.4 and 3.1
- 4.1 rights non-exclusive
- 4.2 CIE reserves the right to make changes
- 5 – annual review meeting and decision to continue for a renewal period or not
- 6.1 – Fees – the amount is not specified (they say that this is agreed outside the contract)
- 6.3 normal Associate fee waived.
- 6.6 fees may increase
- 7 – marketing rules
- The liability wording has been balanced up a little by reducing CIE's exclusions and excluding both parties from claims for loss of "anticipated savings or any loss or restriction of opportunity". The wording in 11.1 has not been made reciprocal. Indemnification (indemnity) is a wider measure of compensation than just damages – basically compensating all loss / damage, direct or indirect, necessary to put CIE back into the position it would have been in had the breach not occurred. If CIE breach ASIBA could only claim normal damages (the direct foreseeable loss actually suffered) and must seek to mitigate its loss by taking appropriate actions. The cap for CIE is

£250,000 and for ASIBA £3,000,000 (in their view reflecting the different levels of risk).

DG is finalising insurance to cover ASIBA's liability

JC proposed that we approve the agreement subject to confirmation that we will be insured against the full extent of our liability.

The Board unanimously approved the proposal.

Action point: DG to confirm appropriate insurance cover is in place.

2. Finances

- a. Update on revenues including success of donation campaign
The treasurer (Shaun Corrigan, SC) gave an update - 17 schools have paid their membership fees, but only a small number have made additional donations. This is disappointing, although perhaps expected.

Action Point: Alternative means of raising money e.g. corporate sponsorship to be pursued (JC).

- b. Membership fees for year 2014-15
It was agreed that membership letters / forms would be sent out in May for payment in September, to enable associations to factor additional costs into their budgets.
- c. Translation of OIB handbook
JC explained that Mrs McHugo, a translator operating under the auto-entrepreneur scheme, has done a valuable job in updating the French version of the OIB handbook. JC will arrange for Mrs McHugo to complete the translation of parts II and III of the handbook including amendments made this year. The French translation of the OIB handbook is becoming increasingly important in an era when there is greater cooperation with the French authorities. Consequently, it was proposed that the content of the OIB handbook be reviewed and proposals made to the annual Cambridge Review meeting in November 2014. It is conceivable that the French version of the OIB handbook be reduced to the technical aspects / specificities of the British OIB examination. Thought also needs to be given to the production of documents for different audiences: French authorities, University Admissions Tutors, Parents, Teachers.

Action Points:

- i. **NB / JC to work with Mrs McHugo to ensure the technical aspects of the OIB exams are correctly translated**
 - ii. **Academic Steering Group to review the content of the OIB handbook (especially the French version) and establish a plan for producing appropriate documentation for a variety of stakeholders**
- d. IGCSE Associate revenues
JC proposed that revenues from the Associate agreement (administrative fees) should be paid to the British Section at St Germain in respect of the work that Catherine Sagne is doing for the IGCSE and OIB. The board unanimously agreed the proposal.

e. Assistant Moderators' costs

JC proposed that Assistant Moderators' costs would be reimbursed immediately by ASIBA according to the following limits:

- i. Transport: Economy class rail fare
- ii. Accommodation: max 80€ per night
- iii. Per Diem: max 30 per day

JC has devised a note explaining expenses / reimbursement and an expenses form (see attached).

The Treasurer proposed that ASIBA prepare an annual budget for presentation at the AGM each year. The proposal was widely supported.

f. ASIBA Poetry competition

The Schools' Forum agreed to set up a national poetry competition for ASIBA schools. Josiane Woods at Strasbourg has agreed to organise a group of students to work on its promotion. It was agreed that the winning poems from each category (Primary, college and lycée) should be published on the ASIBA website. Tom Adams offered to investigate the possibility of WH Smith contributing a prize. Failing that, it was agreed that the prize would be €50 book tokens for each category (to include first place and runner-up).

g. Adrian Barlow's visit Dgesco

It was agreed to reimburse AB for his travel and accommodation and to pay a one day representation fee (€200).

h. Gift for A Barlow on retirement

It being AB's last year working with the OIB, it was agreed that ASIBA will offer him a gift up to the value of 250€. Betty Lau will investigate and make proposals for the gift. Perhaps an engraving? Something from Paris.

3. Website development

The website was discussed and suggestions made for pages that should be included (see below).

4. Future meetings

2.00pm, 27th March, Sèvres. Purpose: prepare the AGM

2.00pm 11th April, Sèvres. AGM

There being no further business, the meeting closed at 3.45pm.

Signed

James Cathcart, President

Signed

David Gage, General Secretary

APPENDIX 1: webpages we would like on the ASIBA website

- Home page including upcoming events & news
- Role of ASIBA, aims & objectives
- international sections: archive of *textes*
- Organisation structure
 - Academic steering group
 - Schools' forum
 - Subject groups
 - Subscription rates & explanation of what they cover
- Key people
 - ASIBA Board
 - Members of core groups
 - Contacts
 - Schools' Chair
 - ENL subject leader
 - ENHG subject leader
 - Catherine Sagne (new schools' liaison & exams admin)
 - questions or queries: email (to CAS)
- New schools' pages (open access)
- OIB and university entrance: explanation, brochure & OIB handbook incl FAQs
- Teachers' / Members' pages (password protected if possible)
 - Professional development / training (annual meetings, course providers, ELSA TDD etc)
 - Primary
 - Collège
 - Curricula
 - DNBI
 - FAQs
 - Lycée
 - IGCSE
 - OIB
 - OIB handbook
 - EN syllabus incl set texts
 - ENH syllabus
 - Exam organisation
 - examination administration incl documents & forms: special circumstances etc
 - History-Geography key issues / terms Payment of examiners
 - FAQs
 - Teachers' resources page for each subject (link to the wiki)
 - University Entrance for teachers incl FAQs
 - Extra-curricular projects, visiting speakers, inter-school competitions / projects e.g. poetry competition
- Parents' pages incl FAQs & links to university entrance
- Friends / sponsors eg link to ELSA
- Alumni? Link to Facebook page? Investigate social networking eg LinkIn. Branding through social networking (Aviva?)