



ASIBA
Association des Sections Internationales
Britanniques et Anglophones

**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 (MINUTED AGENDA) OF
MEETING OF THE BOARD OF DIRECTORS
1st April 2014 by telephone
(meeting postponed from 27th March 2014)

Minutes in red lined text

Present: James Cathcart, David Gage, Nick Baker, Rob Miller, Aviva Brooks

Apologies: Peter Woodburn, Shaun Corrigan, Betty Lau, Michael Segalla, Tom Adams

Due to the unavailability of board members on 27th March including the whole of the Academic Steering Group, the following notes are being circulated instead of holding the meeting. Please respond to action points where indicated. -

Please inform David Gage if you are able to participate in a meeting to be held by conference call at 2.00pm on Tuesday 1st April.

1. Preparations for AGM

- a) Update on status of ASIBA: an explanation of ASIBA's organisational structure and the definition of its relationship with CIE is now included in the OIB handbook, and CIE have agreed to publish it jointly with ASIBA (*JC to circulate OIB handbook*)
- b) Updated Articles of Association (*Statuts*) including CIE inspectors on Academic Steering Group (*DG to circulate. Board members must inform David Gage by Friday 28th March if they disagree with the proposals; no response will be taken as approval*)

The Board approved the amendments to the Articles of Association

- c) IGCSE Associate Agreement:
 - a. Update on the status of agreement including insurance coverage (*DG to circulate. Board members must inform David Gage by Friday 28th March if they disagree with the insurance quote; no response will be taken as approval*)

- b. Update on the implications of a delayed start (JC): CIE will continue to send examination materials directly to centres that have already been inspected and registered (rather than via ASIBA). This means that we cannot charge the administrative fee this year. This may also mean that schools that declared their intention to sign up with the ASIBA IGCSE association this year (4 schools) do not receive a rebate or that they may have to pay the CIE annual registration fee if the fees have been provisionally waived. If the agreement is signed, ASIBA-registered schools will pay the ASIBA administrative charge (instead of the annual registration fee to CIE) from September 2014.

AP: DG to confirm agreement of contract with CIE and insurance with AXA, and JC to liaise with Nick Mazur on implementation of the agreement.

- d) Membership fees: the board needs to agree the format and rates of membership fees for 2014-15 for presentation at the AGM
- i. Point of information: results of donation campaign 2013-14: *SC to circulate the following figures*
- What additional income has the donation campaign generated?
 - How do revenues compare with previous years?
- ii. Factors to consider before deciding on the format and rates of membership fees for 2014-15: should ASIBA cover the costs incurred by oral examination centres and advance / make up the shortfall in reimbursements for oral examiners?

Context

- OIB examiner payment is becoming a critical issue with many examiners still not having been paid for the June 2013 session. In addition, the level of payment / reimbursement is low and frequently does not cover all examiners' expenses; understandably, examiners are increasingly annoyed that they have to advance significant sums of money in June / July and not be sure of how much and when they will be reimbursed. **This is putting immense pressure on the system.** The steering group is working with the SIEC and DREIC to improve the speed with which expenses are reimbursed and payments made. It would be extremely useful if ASIBA could advance money to state-employed teacher-examiners (who have to shoulder the cost of examining themselves) and possibly pick up the shortfall should payment / reimbursement not cover their (reasonable) expenses. We need advice from Nick Baker and Rob Miller as to how many examiners would likely be concerned this year. The decision to step into the breach on this issue will depend on ASIBA's ability to increase its revenues. There are also obvious administrative implications: advancing, tracking and collecting money
- The per capita fee charged by some oral examination centres has been cited as a reason why some parents' associations may be unwilling to contribute an additional per capita fee for students in Première / Terminale in ASIBA membership fees; the removal of the examination centre fee (it being paid by ASIBA) should enable us to introduce a compulsory per capita fee for all students in Première / Terminale

- We decided to hold the AGM earlier than in previous years to allow associations to factor increased ASIBA membership fees into their own membership fees

Proposed course of action

- Rob Miller / Nick Baker to advise on the approximate number of state-employed examiners involved with oral examining this year
 - Catherine Sagne to collate and circulate the costs incurred by oral examination centres
 - ASIBA board to decide in principle
 - whether to cover costs of oral examination centres and
 - whether to advance / reimburse funds to state-employed examiners
 - If approved,
 - board to identify what are 'reasonable' expenses (bearing in mind Ed Nat rates)
 - JC to draft letter to members explaining what ASIBA will now cover and why, and why we will be imposing a compulsory per capita fee (10€?) for all students in (Première) / Terminale
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- DG advised the meeting that it was too late to introduce proposals to change the format of membership fees at the AGM next week
 - The issue of examiner payments was discussed and JC made some proposals aimed at ensuring the sustainability of the exam (see attached PowerPoint presentation). These proposals will be discussed at the AGM with a view to making recommendations for next year. In essence, the proposals consist of
 - ASIBA incorporating reasonable oral examination centre expenses into its annual budget from 2014-2015
 - Encouraging all parents associations to advance money to their teacher-examiners to cover expenses associated with oral examinations
 - ASIBA reimbursing parents associations the difference between Ed Nat reimbursements and 'reasonable expenses' agreed by ASIBA (to the extent possible ie depending on ASIBA accounts) from 2015-2016
 - (from 2015-16) Introducing a compulsory per capita levy for all students in 1ère and Terminale to the ASIBA membership fee (eg €10 per student) to cover the costs above
 - The advantages of these proposals are:
 - Spread the cost of running examination centres evenly among all schools / candidates
 - Remove the anomaly of some parents paying an examination fee and others not
 - Examiners would no longer be 'out of pocket' for potentially long periods of time
 - National Subject Coordinators would have more flexibility in nominating examiners
 - The shortfall between reasonable examination expenses and Ed Nat reimbursements would be spread across all schools / candidates
 - Some concerns accompany these proposals:
 - ASIBA's limited administrative capacity: reimbursing associations / teachers could take a lot of administrative time: who will do it and is it reasonable?
 - Parents associations would have to establish budgets / bank accounts and be prepared to advance money to teachers to cover expenses

- AB suggested some parents may be reticent to increase membership fees and wondered if it would be better to keep the examination centre fee as a more tangible cost. JC commented that this does not solve the problem of examiner expenses and that the cost of examining should be spread equally across the whole OIB community. JC also commented on ASIBA's limited administrative capacity and the need for schools / associations to support the OIB
- NB commented on the need to ensure an effective communications strategy: a PowerPoint presentation; using the schools' forum to promote the strategy etc.
- JC wishes to remind the board that the current system in which teacher-examiners effectively prop up the whole system by paying examination-related expenses upfront and making up the shortfall in reimbursements out of the own finances is not sustainable; some solution needs to be found spread the costs / subsidise the system. The rates of reimbursement are defined nationally by the French government and will not be changed.

e) Budget 2014-15

i. SC to circulate draft budget for 2014-15

- Inspector costs (training, consultancy etc)
- Translation costs
- Assistant Moderators costs
- etc

- DG circulated an update on the payment of membership fees and committed to chasing up outstanding payments. About half of all members have paid.
- JC suggested membership documents (bulletin d'adhésion etc) should also be sent to Heads of Sections so they can follow up with parents associations to ensure prompt and full payment. Attention to membership should also be raised at the annual Schools' Forum

AP: SC & JC to prepare a more detailed budget for presentation at the AGM

AP 2: DG / JC to investigate databases / tools to facilitate invoicing and collection of membership fees

AP3: membership documents (bulletin d'adhésion etc.) to be sent to Heads of Sections in addition to the contacts details ASIBA holds in future

f) Partnerships / corporate sponsorship

i. Are there any reasons why ASIBA should **not** seek corporate sponsorship? (*Please circulate thoughts - a google shared doc could be created to gather responses*)

ii. How can we maximise income? (*Please circulate thoughts - a google shared doc could be created to gather responses*)

- Is ASIBA an association d'intérêt général? Are we eligible to offer tax deductions when people make donations? If so, what do we need to establish this status / ability? (*DG to advise*)
- Who should we / should we not approach? (*Please circulate thoughts - a google shared doc could be created to gather responses*)
- Website (see below): we will need to create a partners page so we can list sponsors (ideally before we start the campaign i.e. one company has already agreed to support us and it would be useful to show this on the website so companies can see when they receive the letter)

- No concerns were raised about seeking corporate sponsorship other than that companies must be ethically sound

AP 1: DG to investigate whether ASIBA can be considered an association d'intêret général

AP 2: JC to prepare a letter introducing ASIBA and requesting corporate sponsorship

AP3: Board members to send JC ideas for companies we should approach

- g) Update on website: the website is becoming critical and we need some work to be done rapidly (news items /announcements e.g. texts, subject meetings, communications to be centralised, etc.). Where are we with Derek? *Working group to meet with Derek to plan development / handover (Please let JC know if you are willing to participate).*

Priorities

- who we are: organigram & relationship with CIE
- news / announcements
- partners page (for the corporate sponsorship campaign)
- new sections
- texts archive (INCL LINK TO EDESCOL)
- Universities (documents incl handbook : English doc)
- Extra-curricular page (in preparation for Poetry competition)

AP1: DG to contact Derek Erb to find out where we are with the website, what he is prepared to do towards developing in the ways we require, and how to facilitate a handover. AB offered to help with website development.

AP2: DG, JC and AB to meet with Derek to discuss website development at the earliest opportunity

- h) Update on ASIBA Poetry Competition

- JC has spoken to the manager of WHS Paris and they will be getting back to me regarding prizes / conditions
- it is probably too late to launch the competition this year
- JC recommendation: volunteers from English Language and Literature subject group takes on organisation of poetry competition for launch in October 2014 (after their first English Lang/lit subject meeting when volunteers can be identified) *NB / BL to follow up in September*

NB agreed to take this up at the EN subject meeting in October 2014

- i) Update on OIB handbook: Academic Steering Group to coordinate project to identify different audiences and use OIB handbook as a basis to develop specific documents e.g. Universities, French Ministry, teachers' handbook etc.)

AP: Steering Group to work on this project as soon as possible

- j) Update on OIB brochure: academic steering grp to coordinate project to review OIB brochure (NB / RM)

- k) Gifts

- a. A Barlow (*BL to circulate update*)
- b. Di Palmer: it being Di Palmer's last week at CIE, JC has arranged for a bunch of flowers to be delivered to the CIE offices thanking her and wishing her a happy retirement on behalf of ASIBA

Thanks to Betty for purchasing such an interesting and appreciated gift. Both Adrian and Di were extremely pleased with the gestures.

- l) Inspector fees (A Barlow): JC proposed to pay Adrian Barlow and Cecelia O'Donovan two days of consultancy fees (at the new ASIBA rate - £200 per day) for their attendance at the recent OIB training meeting. Cecelia O'Donovan's presence was necessary for succession planning.

The board agreed the proposal.

- m) New centres: we need to set up a working group to produce advice & FAQs for new centres: (possibly via google shared doc?)
 - i. approved schools
 - parents' association - why & how
 - events you should attend
 - who to contact
 - ii. schools seeking approval
 - students (challenge)
 - teachers - Anglophone!
 - financial commitment - ASIBA membership, training, examining, library etc.

AP: JC to set up google shared documents. Board members to propose questions and draft responses from their particular area of experience / expertise. To be completed, if possible, by the end of June.

This being all, the meeting closed at 3.00pm.

Signed

James Cathcart, President

Signed

David Gage, General Secretary