



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

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

DATE: 26th September 2014

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

PRESENT

1. James Cathcart (St. Germain), President
2. Peter Woodburn, (Ferney-Voltaire), Associate President
3. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
4. Shaun Corrigan (Fontainebleau), Treasurer
5. David Gage (St. Germain parents), General Secretary
6. Nick Baker (St. Germain), Subject Leader English
7. Aviva Brooks (Balzac parents)
8. Betty Lau (Sèvres)

MEETING

The President, James Cathcart (James Cathcart), opened the meeting at 10:15

1. Finances – Up-date from Treasurer

- 1.1 Shaun Corrigan ran through the Financial Update document which he had circulated. There are 45 potential ASIBA member schools (potential basic minimum subscription fees c. €11,000) and 30 which have paid the current year's subscription fees (total fee received around €9,000).
- 1.2 Current Account balance stands at c. €1,700 and around €9,000 on the savings account.

2. Financial - Assistant Moderators, Exam Centres, Budget, Membership Fees

- 2.1 It was noted that the Assistant Moderators fees of around €1,000 should be included in the annual budget. The President, James Cathcart, noted that the budget stood at around €7,000 (for income of €11,000). Rob Miller said that there might be some additional travel expenses to take into account, but some assistant moderators also act as moderators during the same trip and so travel expenses may be covered.
- 2.2 A discussion took place on the number of candidates in total (c. 1,000), examiners / assistant moderators, the exam centres and expenses and more generally on ASIBA's ability to meet potential financial commitments. Noted that it is difficult to predict the % of non-recovered funds.
- 2.3 PW said that the Ferney-Voltaire APE are forcefully questioning why their students have to travel to Lille for the exams, involving travel costs, hotel, time off work. As an exam centre Fontainebleau charges €25 to students from other sites attending for exams, to cover costs (of 10 oral exam centres only 2 seem to be charging for expenses).
- 2.4 Rob Miller reminded that the costs of the OIB Administrative Coordinator (a St Germain employee) should be covered by the whole OIB community because her role is such a key one. Peter Woodburn noted that other schools do also pay a role in the administration of the OIB (e.g. admin person at F-V), Rob Miller noted the key schools all bear part of the costs (e.g. Subject Leader role).
- 2.5 Issues around the question of exam centres were discussed including how travel might be minimised. Nick Baker said that SIEC have consultations as there are some new schools in remote geographical areas and so issues of accessibility / transport links are being considered. More exam centres would break the examiners grid which is already extremely difficult to manage. Video conferencing might need to be used in future. James Cathcart noted the importance of making SIEC / the Ministry aware of the issues before any new OIB candidate schools are accepted.
- 2.6 Discussions continued: rare languages student travel to Paris for exams MEN must have some system to reimburse examiners; Aix is very well run centre; possibility of two regional centres; need to try to keep examiners close to home. PW and NB cautioned that the authorities would not appreciate ASIBA charging anything which could be seen as a fee for actually taking what is a free State exam.
- 2.7 Betty Lau stressed the need for communication with parents so that they understand the real costs of OIB. Aviva Brooks mentioned the underlying issue of the French ideal that education should be free and the fact that families may have cash issues in these recessionary times.
- 2.8 James Cathcart noted that we cannot make ASIBA membership compulsory membership and thus it remains only moral obligation to participate and thus to share the overall financial and operational burden. However the Board should look at ways of encouraging membership (members only webpages / resources).
- 2.9 The Board supported moving to an annual membership fee comprised of a fixed fee (as now) plus an obligatory (currently optional) per head fee (possibly on 1ère and

Terminale or just Terminale). The suggestion being that exam centre contributions would no longer be payable.

- 2.10 The Board decided to create a working group to work on the ASIBA budget see what costs and expenses could and should be included. James Cathcart and Shaun Corrigan to work on it with others being free to propose items which should be included. Then the Board will review and approve the amount per head to propose to the AGM.
- 2.11 The Steering Group to look:
- at feasibility of exam centres
 - Subject Meetings / capacity

3. Website

- 3.1 This is an important strategic matter and ASIBA needs to move on with a webmaster, up-dating, development, communications. The website needs updating but it has not been possible to make contact with the webmaster who is unavailable for personal and health reasons. The Secretary to follow up as possible.
- 3.2 Board members were asked to review the website and continue to make suggestions for its development.

4. Cambridge –ASIBA IGCSE Associate Agreement

- 4.1 The President reported on activities pursuant to the Associate Agreement. A Google questionnaire was sent to schools and 5 have registered for IGCSEs under the ASIBA umbrella. The ASIBA fees are €25 per candidate per subject.
- 4.2 There is a possibility that CIE will agree to send exam papers directly to the schools which would greatly facilitate the task of ASIBA but it may be dependent on volume. Expanding to cover the bigger schools too, in a way which would be economically beneficial for the school and ASIBA is being considered. However the administration burden might be an issue and outsourcing to an admin person with a fixed fee and incentive could be worth considering. The administration burden will be clearer after this first year.
- 4.3 James Cathcart stressed that the object of the agreement is partially to create revenues for ASIBA (in the interests of the OIB) but also to further ASIBA's good relationship and to encourage schools to teach the IGCSE course as a valuable preparation for their OIB students. James Cathcart put forward the idea of creating a bursary fund for students who cannot pay the exam entrance fee for example. Rob Miller mentioned an important selling point to switch to CIE IGCSE English Language as it is linked to CEFR language equivalency level.

5. Association d'intérêt général / sponsorship / donations

The Secretary to work on this project and prepare a draft letter to the tax authorities to seek approval as an *association d'intérêt general* able to accept donation and issue a tax receipt (tax deductibility).

6. AGM in January 2015

The date for the AGM was set for 30th January in Lyon to coincide with the presence of heads of section for their meetings.

7. Any other business

None.

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

Signed

James Cathcart, President

Signed

David Gage, General Secretary