



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: 12th December 2014

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

PRESENT

1. Aviva Brooks (Balzac parents)
2. James Cathcart (St. Germain), President
3. Shaun Corrigan (Fontainebleau), Treasurer
4. David Gage (St. Germain parents), General Secretary
5. Betty Lau (Sèvres)
6. Rob Miller (Lyon), Vice President, Subject Leader of History-Geography

Apologies

Peter Woodburn, (Ferney-Voltaire), Associate President

Nick Baker (St. Germain), Subject Leader of the English Language & Literature

MEETING

The President, James Cathcart (JC), opened the meeting at 10:35

1. Update on Cambridge Associate Agreement (IGCSEs)

- 1.1 JC reported that discussions are on-going with CIE as regards the forwarding of exam papers directly to the schools by CIE, which would be convenient for ASIBA and would be more secure. If so agreed a small amendment to the agreement would be put in place.
- 1.2 CIE would like to see an increasing volume of schools in France entering candidates for the CIE IGCSEs. An ASIBA marketing document is to be developed setting out the good reasons for schools to offer IGCSEs to their students as preparation for the

OIB. The meeting noted that it is important for the OIB that ASIBA continues to support CIE in this project, just as CIE continues to support the OIB even though it a small and loss-making part of CIE's large exam portfolio.

- 1.3 JC mentioned that the Programme Board of CIE is actively working on the proposed Memorandum of Understanding between CIE and the MEN. It is reassuring that, following the retirement of CIE's Di Palmer a stalwart supporter of the OIB, the Programme Board is continuing in the same vein. It is hoped that the Memorandum of Understanding will include a suitable provision for the regular review of the administration fee paid to CIE, which has not been reviewed since 2008, and that the method of calculation will be adjusted to take into account student numbers.
- 1.4 It was noted that offering IGCSEs also helped international sections to distinguish themselves from the European sections; the lycée level programme refers to IGCSEs; the CIE IGCSEs give students a CEFR language rating, going from A2 to C2 depending on results.
- 1.5 The question of the administration burden on ASIBA, in the case of increasing numbers of schools, was raised and JC stated that administrative outsourcing might be considered in the future. Currently schools upload information and ASIBA validates. ASIBA invoices based on estimated numbers and CIE invoices in February.

2. Budget presentation (SC/JC)

- 2.1 Shaun Corrigan (SC) went through the Summary of Accounts for the period September 2013 to August 2014. 30 out of 45 schools paid the subscription fee and total fees recovered represented 82% of the potential of €11,000 (based on minimum fee per school). On the expenses side it was noted that due to the handover from the existing CIE language/literature inspector to her successor there had been some extra expenses.
- 2.2 SC then went through the Financial Update. As regards income, there are a potential 47 member schools, of which only 17% have paid above the €250 minimum. 22 schools have paid so far and based on an estimated 82% recovery an income of around €12,000 is expected. The current account balance is around €5,000. Revenues less expenses since 5/10/2013 gives a surplus of c. €6,600. The savings account balance is c. €11,300.
- 2.3 Discussions took place on the agenda items / proposals:
 - a. Sum to be set aside for shortfall in examiner expenses, to be reviewed in light of requests 2014-15
 - b. Limiting examiners' expenses and those of examination centres: examiners' lunches (in school canteens only) to be paid by ASIBA so exam centres and examiners (who only have €15 per diem) do not have to cover these costs. Examination centres would present an invoice to ASIBA when the national grids of examiners have been published.
 - c. Subsidies for examination centres: ASIBA will consider subsidising examination centres where non-recoverable costs that go beyond welcoming examiners cannot be covered by the parent association and/or school e.g. servicing boarding facilities, administrative assistance supporting the national organisation of the exam etc.

- 2.4 The Board discussed the question of reimbursement of costs incurred by examiners which are not covered by national MEN rates. JC and Nick Baker underlined that there is a real and growing risk that potential examiners will refuse to participate in examining and moderation if this vital work is not being reimbursed and they are left out-of-pocket. The Director were generally favourable to ASIBA reimbursing such costs but concerns were expressed as to committing ASIBA to funding the full amount of which is hard to estimate and the extent to which claims could and/or should be policed.
- 2.5 The Board resolved that ASIBA will reimburse the reasonable expenses of examiners which will not be reimbursed by the authorities (i) subject to a cap of €4,000 for the year; (ii) a cap on what is considered reasonable expenses (notably hotel and meals); (iii) proportionate reimbursement if claims exceed the cap and (iv) only available to state sector (non-fee-paying) schools. It was agreed that a standard Claims Form should be established and receipts required (pdf scans).
- 2.6 The principle of covering canteen lunches for examiners was approved (probably to be capped at €3,000) but to be postponed to the 2016 examination sessions and to be dependent on available funds in the ASIBA budget for 2015-16.
- 2.7 The Board also approved the principle of stepped payments to St Germain to pay for administrative services provided through the OIB Administrative Coordinator. **Action point:** check any tax, declarative or administrative implications.
- 2.8 The Board agreed to make provision in the budget for website funding of up to €3,000 (from savings account).

3. Proposals per capita fee from 2015-16

- 3.1 It was agreed that members of the OIB community need to understand that ASIBA is trying to achieve an equitable sharing of the true costs of running the OIB i.e. the mutualisation of such costs to ensure the sustainability of the OIB.
- 3.2 Discussion took place on the per capita fee system which had been voluntary / discretionary since its inception for 2013-14, the results of which have not been satisfactory. The Board approved the principle that the per capita should be compulsory and would propose this to the AGM.
- 3.3 The Board discussed various possible permutations (1ère and Terminale or just Terminale; basic + per capita; per capita but with a minimum etc.) and possible amounts. It was agreed that JC and SC would run through the variable and revert to the Directors via email with a recommendation and that the Board would seek to reach a consensus that way – and thus to include the subscription fee proposal to member in the AGM Notice and Agenda.

4. Website Development

- 4.1 JC suggested that ASIBA investigate the development of a new website using a commonly used platform such as WordPress which would be relatively easy for non-technicians to maintain and updated as needed.

4.2 It was agreed that the IT manager of St. Germain could examine possibilities with Aviva Brooks and that JC / SC could seek estimates from suitable IT professionals. Rob Miller mentioned that he might have a student in CIS Lyon who could assist also.

5. Association d'intérêt général

Action point: Secretary to progress on this asap.

6. Training Provider Status

RM raised the issue of whether ASIBA could become an officially recognised training organisation so that the funding of attendance could come from the school/section's training fund. **Action point:** RM to investigate.

7. AGM preparations

The Secretary will send out an informal pre-notice / advanced warning of the AGM, to be held in Lyon on 30th January, to be followed by a formal Notice of AGM including the fee change proposal.

8. Implementing the Communications Protocol

All emails coming into the general email address of ASIBA will be handled by Catherine Sagne and either dealt with by her or forwarded to the appropriate ASIBA Officer or Director.

9. Poetry competition

Olive Kavanagh (Lille) is coordinating the Poetry Competition, it will probably take place in April.

10. Albion Cup

The Directors were invited to circulate the letter about the Albion Cup football competition to be held in March between English speaking schools / sections.

11. 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