



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

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Registered address / *Siège social*: **Section Britannique, Lycée International,
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**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
PROCÈS-VERBAL DE LA
RÉUNION DU CONSEIL D'ADMINISTRATION**

DATE: 16th January 2017

PLACE: Meeting held by video conference call (via GoTo).

PRESENT

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

ABSENT EXCUSED

7. Lilli Parrott (Balzac parents)
8. Peter Woodburn, (Ferney-Voltaire), Associate President

MEETING

The President opened the meeting at 09:35 and referred to the agenda which had been circulated by email.

1. Membership 2016/17

- 1.1 Pending the Treasurer connecting to the meeting the Secretary, David Gage, gave an update of the current position as regards ASIBA membership renewals for the current year.
- 1.2 There are 52 potential member establishments of which 41 have settled this year subscription fee, with one partial payment to be verified. The Secretary will follow up on the remaining 11 outstanding annual subscription fees.

2. Budget 2015/16

- 2.1 The Treasurer, Shaun Corrigan, went through last year's budget as compared to the actuals and gave an up-date on any material items. Moderator expenses were in line with the projected figures, translation costs were a little higher. The SchoolPost costs were more than originally budgeted and this remains to be checked. The costs of insurance are being investigated and follow-up with the broker is needed.
- 2.2 Of the €5,000 set aside for the reimbursement of teacher-examiner expenses only approximately €600 had been claimed although reminders had been sent via SchoolPost and the reimbursement policy had been announced at the subject meetings. Teachers had also been made aware of the policy through the OIB administrative coordinator. It was thought that some teacher examiners might be awaiting the reimbursement from the State before claiming for the shortfall from ASIBA (up to €30). It was agreed that a final reminder would be sent via SchoolPost with a deadline of 31st January. Appropriate information would be added on the website in the "Teachers" section.
- 2.3 No travelling expense claims had been made by the members of the Academic Steering Group last year and it was pointed out by Rob Miller that the regular use of online conferencing facilities would continue to allow travelling expense to be kept at a minimum.
- 2.4 It was agreed to take off the "bursaries" line from the budget for the time being as ASIBA would use donations for its continuing coordination, administrative and support work for the ongoing administration of the OIB. Raising donations for student bursaries is a matter primarily for the fee-paying sections themselves.

3. Budget 2016/17

- 3.1 Rob Miller suggested that ASIBA could make a small, say €100, donation to the MUN (the Model United Nations) conference in which a number of OIB section students participate and which ASIBA wishes to promote. The Board expressed its support of this extra-curricular activity and approved a €100 donation.
- 3.2 Betty Lau suggested that due recognition of sponsors, such as Beauville Arts (residential English language drama courses during school holidays), could be given for example when ASIBA covers the expenses of the Subject Meeting coffee break such as with a "sponsored by" slide. The Board unanimously supported this suggestion.
- 3.3 SC will check the budget line "gifts" which currently reflects last year's amounts (gift to retiring Cambridge inspector and poetry competition prize).
- 3.4 A discussion took place on the amount to be included in the budget for the Academic Steering Group expenses related to the two annual review meetings with CIE held in Cambridge. These were estimated at a minimum of €250 per person giving a total for the budget of around €2,000, being 4 persons x 2 meetings.
- 3.5 The revenues from the CIE Associate Agreement (iGCSEs) was estimated at around €8,000 for this year. The President reported that the communications with ELSA schools had resulted in additional schools participating. There are now a total of 16 schools entering students for the iGCSEs under the umbrella of ASIBA's role as the CIE Associate for France. The President mentioned that a point might be reached, if the numbers continue to increase, when ASIBA would need to externalise the administration of the CIE Associate function, as currently this falls on him and the OIB Administrative Coordinator. He has already spoken to a parent who might be interested in this kind of role.

- 3.6 SC ran through the balances on the current and savings account as well as estimated additional anticipated revenue from outstanding members' subscriptions. The budget for the current year is similar to that for the previous year but with some increases notably in respect of website hosting and maintenance, SchoolPost, translation services and Academic Steering Group travelling expenses.

4. Subject Leaders, Meetings and Communications

- 4.1 Betty Lau raised a question about a possible reorganisation of the Subject Leader functions and communications between the Academic Steering Group and various working groups. Nick Baker and Rob Miller responded. There has been no change as regards the Subject Leaders. As regards community group meetings one person always report back to the Academic Steering Group.
- 4.2 The President mentioned that the questionnaire sent out to Heads of Section regarding the issue of an annual or biennial Schools Forum Meeting had shown those responding to be fairly evenly split in their preference.
- 4.3 The President suggested that the creation of an annual calendar of ASIBA meetings and events at the beginning of the academic year would be useful. DG to develop an outline.

5. Review of Cambridge Inspectors' Remuneration

- 5.1 The President reminded the Board that it had previously resolved to review, once per year, the Cambridge inspectors' fee rate for participating in the Subject Meetings and that these had not been increased since 2013-14. The Board noted the importance of treating the inspectors fairly and maintaining the goodwill towards the OIB and ASIBA which is currently enjoyed.
- 5.2 The President recommended and the Board unanimously approved an increase to a daily rate of £250 (the current daily rate paid by Cambridge itself being £271) and an hourly rate (which is rarely if ever used) of £40.

6. Website

- 6.1 The President noted that there remains scope for the development of the Subject pages, that the University Entrance page has been developed well and that the News page is being used more and more, for example for the Subject Meetings dates and contact person. A Job Vacancies tab has been added.
- 6.2 Rob Miller is developing a page devoted to the Mini United Nations conferences.
- 6.3 Betty Lau suggested adding further content related to "Room to Read", which is currently mentioned on the "Partners" page. The President suggested a designated week in the year in which all ASIBA member schools could participate in fundraising for "Room to Read". BL will follow up on this.
- 6.4 It was suggested that another training for editing on the ASIBA website be organised and this proposal was supported; to be investigated further.

Nick Baker left meeting at 10:35 due to the teaching commitment.

7. Cambridge Associate Agreement

- 7.1 As already mentioned earlier in the meeting, the President confirmed that there are now 16 schools offering iGCSEs under the umbrella of ASIBA's Cambridge Associate Agreement including 4 new schools.
- 7.2 The Secretary confirmed to the meeting that the current term of the Associate Agreement runs until November 2018.

8. AGM

- 8.1 The Secretary stated that the main documents needed for the AGM would be the President's Report and the Treasurer's Report with the accounts for the year 2014-15 and budget for the current year.
- 8.2 DG reported that a quorum for the EGM part of the meeting (for the change to the articles of association) was one third of members, so it would be important that as many proxies could be given as possible. Proxy forms to be made available to participants at the Schools' Forum meeting for use by those who cannot stay for the AGM.
- 8.3 It was advised that Peter Woodburn would be stepping down as the Schools' Chair and thus would no longer be an ex officio member of the Board (as Associate President) but PW is willing to stand for re-election as a normal Director. So far as the Secretary is aware all current Board members are willing to stand for re-election at the AGM.

9. Fundraising

- 9.1 BL mentioned that at ELSA TDD meetings many publishers are present and she raised the question as to whether ASIBA could approach publishers to donate in exchange for endorsement of appropriate teaching/learning resources on the ASIBA website or physical displays at certain meetings. BL to investigate the possibilities at the March TDD.
- 9.2 JC will work further on the sponsorship request letter and investigate whether the involvement of a fundraising professional parent might be worthwhile to give ASIBA guidance as to a realistic fundraising strategy.
- 9.3 DG has opened a PayPal account for ASIBA but not yet completed all the required parameters. He will follow up and work with SC on up-dating the website donations page including adding the PayPal button and seeing if an on-line form to be completed by donors is needed.
- 9.4 The Secretary suggested that members review his draft Acceptance of Gifts Policy and that this be reviewed at the next meeting with a view to posting it on the website.

10. On-line Tools for Teacher-Examiner Training

CIE has kindly agreed to give ASIBA access to its Moodle on-line training resources. More research is needed into the best way to use this and how to give access to teachers.

11. Next Board Meetings

Next Board meeting just to elect Officers for the year will be held after the AGM/EGM and next Board with a full agenda will be held (remotely) on Monday 6th March 2017 from 09:30 to 11:00.

There being no further business to discuss the meeting closed at 10:55.

Signed

James Cathcart, President

Signed

David Gage, General Secretary