



Association des sections internationales  
britanniques et anglophones

**ASSOCIATION DES SECTIONS INTERNATIONALES  
BRITANNIQUES ET ANGLOPHONES**

Association subject to the law of 1<sup>st</sup> July 1901 and the Decree of 16<sup>th</sup> August 1901

*Association régie par la Loi du 1<sup>er</sup> 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:** 13<sup>th</sup> November 2015

**PLACE:** By telephone conference call (Skype)

**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. Nick Baker (St. Germain), Subject Leader English
5. David Gage (St. Germain parents), General Secretary

**ABSENT EXCUSED**

6. Shaun Corrigan (Fontainebleau), Treasurer
7. Betty Lau (Sèvres)
8. Lilli Parrott (Balzac parents)

**MEETING**

The President opened the meeting at 9:05.

**1. Subscriptions**

The Secretary reported that the annual subscription payments had started to come in. The subscription request forms had been accompanied by a letter from ASIBA's President which had been copied to the Provisseurs also.

**2. Annual General Meeting**

- 2.1 The President and the Treasurer reported on preparations for the Annual General Meeting. The President referred to the matters in his cover letter sent to members and summarised the contents of the presentation he will make at the AGM.

2.2 The Treasurer referred to the draft budget he had prepared which had been circulated to the Board; it was agreed that the format of the draft accounts for the year 2014-15 would be adjusted in line with the format used in previous years.

### **3. Website**

3.1 The President reported back on the status of the new website development.

3.2 It was agreed that the Secretary would forward the minutes, members list and other association documents which need to be added to the site and the subject leaders would provide past exam papers.

### **4. iGCSE Associate Agreements**

4.1 The President confirmed to the meeting that Cambridge (CIE) had agreed to send the exam papers directly to the schools rather than via ASIBA which is beneficial to all parties as it reduces risks.

4.2 There were 6 participating schools last year and 8 this year and it is expected that this will increase to around 14 in 2017. Currently ASIBA's territory is limited to France and therefore it cannot provide the overseas schools with the benefits of ASIBA's role as a Cambridge Associate.

### **5. Reimbursement of Examiner Expenses**

5.1 The Treasurer reported back to the meeting on the functioning of the reimbursement scheme in respect of this year's exams. 27 examiners had claimed and 22 been reimbursed, the remaining 5 did not meet the criteria as they had complementary sources of reimbursement available to them. The reimbursements were fairly evenly distributed between English and History examiners.

5.2 On the proposal of the President it was approved by the Board that the budget would make allowance for €5,000 for examiner reimbursements and this would be open to examiners from all schools i.e. both Education Nationale schools and schools which have a complementary source of income. However on the proposal of the President the Board decided that the ring-fenced amount would be applied in two stages, in priority to the Education Nationale schools and then the balance to the others.

5.3 The Treasurer intends to put in place a system via the website where teacher examiners can complete their claims for expenses electronically. He will also arrange for the uploading onto the website of the expenses reimbursement policy and the standard claim form.

### **6. Donations / charitable status**

No response been received from the tax inspector and it was agreed that the Secretary would chase up to try to ascertain the current status.

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

*Signed*

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**James Cathcart, President**

*Signed*

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**David Gage, General Secretary**