



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 Ordinary and Extraordinary General Meeting
of 26th January 2018**

**Procès-verbal de l'Assemblée Générale Ordinaire et Extraordinaire
du 26 janvier 2018**

DATE: 26th January 2018 at 15:25 p.m.

PLACE: Salle Polyvalente, Lycée Gustave Flaubert, 1 rue Albert Dupuis,
76000 Rouen

PRESENT:

	Full name of members present or represented <i>Noms, prénoms des membres présents ou représentés</i>	Full name of the proxy or authorised representative <i>Noms, prénoms des mandataires ou représentants</i>
1.	Aix Lycée Georges Duby	Sharon Miron-Hughes represented by James Cathcart as proxy
2.	Angers Sainte-Agnès	Richard Jenkins represented by James Cathcart as proxy
3.	Bordeaux Assomption Sainte Clotilde	Cynthia Tournier
4.	Brest Lycée Ste. Anne	Isabelle Beauvillard represented by James Cathcart as proxy for Helena Blasco
5.	Bruxelles Lycée français Jean Monnet	James Titheridge
6.	Buc Lycée franco-allemand	Drew Boardman
7.	Dijon Lycée Charles de Gaulle, ADSIB	Karine Lagrue, Présidente, represented by David Gage as proxy
8.	Dubai Lycée international G. Pompidou	Jeanne Toulouse represented by James Cathcart as proxy

9.	Ferney-Voltaire Lycée International, English National Programme	Laura Martin-Clark represented by James Cathcart as proxy
10.	Fontainebleau Lycée Internationale François 1 ^{er}	Shaun Corrigan
11.	Grasse Institut Fénelon, Section Anglophone	Maud Savary represented by Olive Kavanagh as proxy
12.	Kenya Lycée D. Diderot	Yvan Schmitt represented by James Cathcart as proxy
13.	La Baule CSI Grand Air	Helena Blasco represented by James Cathcart as proxy
14.	Lille Lycée International Montebello	Olive Kavanagh
15.	Limoges Lycée Auguste Renoir	Sally Brown represented by James Cathcart as proxy
16.	London Lycée Winston Churchill	Katherine Cummins
17.	Luxembourg Lycée Vauban	Alan Murphy
18.	Lyon Section Anglophone CSI	Julie Mortimer
19.	Manosque École Internationale PACA	Catherine Hec
20.	Marseille Lyceé St. Charles	Laure Choffrut-Marin represented by James Cathcart as proxy
21.	Nancy Lycée Jeanne d'Arc	Emilie Desassis represented by James Cathcart as proxy
22.	Paris (Camille Sée) Lycée Camille Sée	Pauline Popa-Jones represented by James Cathcart as proxy
23.	Paris (EIB) École Internationale Bilingue	Amina Semmoud
24.	Paris (Massillon) Lycée Massillon	Claire Soleil represented by James Cathcart as proxy
25.	Paris (Ravel) Lycée Maurice Ravel	Mary Gaynor
26.	Rennes Lycée Victor & Hélène Basch	Kevin Owen represented by James Cathcart as proxy
27.	Rouen Lycée G. Flaubert	Geneviève Donnelly
28.	Rouen APESIB	Ludovic Couturier
29.	Saint Germain en Laye Lycée International, British Section	James Cathcart

30.	Saint Germain en Laye APE Section Britannique du LI	David Gage
31.	Sèvres Sections Internationales de Sèvres	Claire Dray, Directrice
32.	Singapore Lycée français	Christian Soulard represented by David Gage as proxy
33.	Strasbourg Lycée International des Potonniers, APELEVIS	Craig Goodman represented by David Gage as proxy
34.	Versailles Lycée Notre Dame du Grandchamp	Odile Le Marois

IN ATTENDANCE

Catherine Sagne, OIB Administrative Coordinator

MEETING

The agenda was taken as read. There were 34 members present or represented by proxy. No particular quorum is needed for the annual Ordinary General Meeting under the Articles and the quorum for the Extraordinary General Meeting part of proceedings, being one third, had been attained.

1. President's Report

- 1.1 The President, James Cathcart, opened the meeting at 15:25 and presented his annual report on the activities of ASIBA over the last year, using slides to illustrate his presentation.
- 1.2 The President referred to the continuing activities of ASIBA in support of the OIB which include notably the following:

Administration of OIB

- Coordination of annual Subject Meetings (teacher and examiner training) at CIEP, Sèvres
- Deployment of examiners
- Liaison with *académies/rectorat* (convocations, payments etc)
- Oral examination timetables
- Coordination of results
- OIB handbook
- Enquiries/support

Strategic liaison role MEN – CIE

- Curriculum and examination development
- New sections / examination centres
- Overseas examining
- Improving examination administration
- Facilitating and supporting bilateral partnership

Communication – website

University entrance recognition

Projects

- 1.3 The President referred to the key role fulfilled by Catherine Sagne as the OIB Academic Coordinator, including her development of excellent working relations with the MEN, and the President proposed a vote of thanks which was fully supported by the members present.
- 1.4 The President underlined the growth of the OIB over the last 8 years and its effect on the administration of the OIB. The number of candidates, schools and oral exam centres has roughly doubled between 2010 and 2018, from 706 candidates, 23 schools and 10 examination centres in 2010 to 1,400 candidates, 48 schools and 20 examination centres in 2018.
- 1.5 ASIBA has contributed to meeting the challenges of managing and solving issues arising from such significant growth in areas such as:
- Scrutiny of *Demandes d'ouverture d'une section internationale britannique*
 - Examiner training
 - Standardisation
 - Limiting the proliferation of oral examination centres to avoid time lost to examiner travel
 - Overseas oral examination protocol
 - Possible remote moderation of orals
- 1.6 The President reported on development and ASIBA's continuing activities during the year which included:
- Development of Schoolpost email system
 - Website development including subject pages sharing teaching resources, proposed introduction of blogs and so on.
 - Possibility of an ASIBA subscription to the Times Educational Supplement
 - Possible development of a handbook by EAL
 - ASIBA Poetry Competition
 - Model United Nations
 - Partnerships and group discounts:
 - Beauville Arts – proposal to organise an ASIBA schools group
 - Room to Read readathon
 - EAL Academy
 - Cambridge Occupational Analysts
 - Example Candidate Responses
 - EAL resources
 - Donations / fundraising initiative (ASIBA is an *association d'intérêt général*, and may issue tax receipts)
 - Extension of examiner reimbursements which has increased from €1,790 in 2016 to €3,500 in 2017 and which helps ensure teachers remain willing to take on this role and do not end up out-of-pocket.
 - Reimbursement of examiners' lunches
- 1.7 The President gave a brief overview of the economic foundations of the British OIB highlighting the costs which are borne and services provided by the MEN on the one side and CIE on the other and how ASIBA contributes to the continuing successful functioning of the OIB by allowing the gap to be bridged. The objective of ASIBA is to federate costs by mutualising the burden across the whole OIB community through the ASIBA annual fee. The longer-term aim of ASIBA is to become self-funding such as by raising funds from sponsorship and donations and from the further development of its Cambridge Associate role. It was noted that ASIBA will at some point need to be able to cover the full cost of an OIB Administrative Coordinator.

- 1.8 A discussion took place on the reimbursement of examiner travel and accommodation expenses which is essential to ensure that there is a sufficient pool of willing examiners and who will not ultimately be out-of-pocket. There are around 150 examiners.
- 1.9 It was noted that it was not always easy to get the message across to parents as to why ASIBA needs to raise funds to support the running of the OIB programme. The President underlined that the ASIBA fee is not a fee to take an exam it is a mechanism to help federate, across all the British OIB schools, the costs of the needed administration and organisation of this atypical qualification, which is needed despite the French State's acknowledged and much appreciated moral and financial support.

2. Treasurer's Report

- 2.1 The Treasurer, Shaun Corrigan (SC), presented the accounts for ASIBA's financial year 2016-17 (1st September to 31st August) in the form of a statement of income and expenditure and the balance sheet as at 31st August 2017, as well as the budget for the current year 2017-18.
- 2.2 Membership fees had generated around €16,500. Around €13,300 had been generated through ASIBA's Cambridge Associate role (IGCSEs) in the last accounting year, which was allocated principally to covering part of the costs of the Administrative Coordinator. The ultimate objective being for ASIBA to be able to cover in full the cost of an OIB Administrative Coordinator, possibly a self-employed service provider.
- 2.3 On the expenditure side the reimbursement of oral examiner expenses and lunches (€1,660) had been under budget (€5,000). The small gift costing €63 was explained. The Treasurer referred to the payment of €11,500 in administrative support representing a contribution covering part of the costs of the OIB Administrative Coordinator. The intention is for ASIBA to break even this year.
- 2.4 The bank balance at year end was around €37,000.
- 2.5 The Treasurer presented the budget for 2017-18. On the income side the members fees will be around €18,000 and the iGCSE fees will amount to around €13,000. There are no material changes to the budgeted amounts for reimbursements of examiner expenses but it is anticipated that the budgeted amounts will be more fully used this year. The insurance amount budgeted was queried and adjusted (two payments had fallen into the previous accounting year). The CIE expenses are budgeted at slightly higher than the previous year's actuals.
- 2.6 The Secretary invited the meeting to approve the accounts for the accounting year 2016-17 and the budget for the current year and they were unanimously approved by the members.

3. Amendments to Articles of Association

- 3.1 The Secretary briefly explained the differences between the ordinary business of the AGM and the special business of the EGM.
- 3.2 The Secretary presented to the meeting the proposed revisions to the Articles of Association a draft of which had been circulated to members with the Notice calling this AGM/EGM and the red-lined draft was put up on the screen. The Secretary ran through the main proposed changes which, as mentioned in the Notice, were:
- "Subject Leader" title to change to "Strategic Liaison Leader" and to be appointed by Academic Steering Group;
 - removal of the new members' entry fee of €10;
 - membership process for the other school site entity (school or parents' association);

- Board to set level of fees for each “associate member”;
- deletion of the office of Associate President and consequential changes;
- President to be a person nominated by the Academic Steering Group and approved by Cambridge;
- Academic Steering Group to appoint its Deputy Coordinator
- President to chair Schools’ Forum meetings
- AGM to be held within 6 months of year end (currently 5)
- EGM quorum to be a quarter of members (currently one third)

3.3 It was noted that the required quorum for an EGM, being not less than one third of the members had been attained.

3.4 The Secretary put forward the resolution that the proposed revisions to the Articles of Association, as shown in the document attached to the Notice calling the meeting and as presented to members present, be adopted. The members present unanimously passed the resolution.

4. Election of Directors

4.1 The Secretary reminded members that there are 3 *ex officio* Directors, holding office by virtue of their position on the Academic Steering Group (ASG) or as a Strategic Liaison Leader (SLL) accordingly the following persons are automatically Directors:

- | | | |
|----|--------------------------------|-----------------------------------|
| 1. | Shaun Corrigan (Fontainebleau) | Deputy Coordinator, ASG |
| 2. | Nick Baker (St. Germain) | SLL English Language & Literature |
| 3. | Rob Miller (Lyon) | SLL History-Geography |

4.2 The Secretary indicated the names of the 5 current Directors whose term of office expires at the end of this Annual General Meeting all of whom were willing to stand for re-election: James Cathcart, Peter Woodburn, Betty Lau, Lilli Parrott and David Gage.

4.3 The Secretary asked if anyone present wished to stand for election as a Director, no-one did.

4.4 The following were unanimously re-elected as Directors by the members to serve for a term expiring at the next Annual General Meeting:

4. James Cathcart (St. Germain)
5. Peter Woodburn (Ferney-Voltaire)
6. Betty Lau (Sèvres)
7. Lilli Parrott (Balzac, parent)
8. David Gage (St. Germain, parent)

4.5 The President reminded the Directors that a Board meeting was to be held immediately following this General Meeting to elect the following officers for the coming year: President, Vice-President, Treasurer and General Secretary.

5. Any Other Business

No-one raised any other business.

There being no other business, the President closed the meeting at 16:45 p.m.

Signed

James Cathcart, President

Signed

David Gage, Secretary