



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,
2bis rue du Fer à Cheval, 78101 St. Germain-en-Laye**

Minutes of the Annual Ordinary General Meeting of 27th November 2015
Procès-verbal de l'Assemblée Générale Ordinaire du 27 novembre 2015

DATE: 27th November 2015 at 2:30 p.m.

PLACE: Lycée François 1^{er}, rue Victor Hugo, Fontainebleau, in Salle D04.

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.	Balzac, Paris Lycée Honoré de Balzac	Adrian Griffin represented by James Cathcart
2.	Bordeaux Assomption Sainte Clotilde	Cynthia Tournier
3.	Buc Lycée franco-allemand	Siobhan Rostaing represented by James Cathcart
4.	Camille Sée, Paris Lycée Camille Sée	Pauline Popa-Jones represented by Simon Pare
5.	ASICS (Camille Sée)	Simon Pare
6.	Colomiers Lycée Victor Hugo	Les Albiston
7.	Ferney-Voltaire Lycée International, English National Programme	Peter Woodburn
8.	ALA-ELP (Ferney-Voltaire)	Anne-Marie Twomey

9.	Fontainebleau Lycée Internationale François 1 ^{er}	Shaun Corrigan
10.	Lille Lycée International Montebello	Olive Kavanagh represented by James Cathcart
11.	GPS IBL (Lille)	Marie-Pierre Sadlocha represented by James Cathcart (on behalf of Olive Kavanagh)
12.	Limoges Lycée Auguste Renoir	Sally Brown represented by James Cathcart
13.	Lyon Section Anglophone CSI	Rob Miller
14.	Luxembourg Lycée Vauban	Alan Murphy represented by James Cathcart
15.	Marseille Lycée St. Charles	Laure Choffrut-Marin represented by James Cathcart
16.	Massillon, Paris Lycée Massillon	Claire Soleil
17.	Nancy Lycée Jeanne d'Arc	Emilie Desassis represented by James Cathcart
18.	Rennes Lycée Victor & Hélène Basch	Kevin Owen
19.	Rouen Lycée Gustave Flaubert	Geneviève Donnelly represented by James Cathcart
20.	Sèvres Sections Internationales de Sèvres	Betty Lau
21.	APE SIS (Sèvres)	Christopher Spencer represented by Betty Lau
22.	St. Germain en Laye Lycée International, British Section	James Cathcart
23.	APE Section Britannique du LI (St. Germain-en-Laye)	David Gage
24.	Versailles Lycée Notre Dame du Grandchamp	Odile Le Marois

MEETING

The agenda was taken as read. There were 24 members present or represented by proxy representing 18 school sites. No particular quorum is needed for the Annual General Meeting under the Articles.

1. President's Report

- 1.1 The President, James Cathcart (JC), opened the meeting at 2:30 p.m. and presented his annual report.
- 1.2 The President reminded members of the organisational structure of ASIBA referring notably to the roles of the main organs, being the Academic Steering Group, the Schools' Forum, the Board of Directors and the members in Annual General Meeting. He also referred to the various subgroups responsible for English language-literature, History-Geography, university entrance / recognition and extracurricular projects, the latter two subgroups operate largely virtually.
- 1.3 ASIBA had been created in 2001 when there was a risk that Cambridge International Examination (CIE), part of Cambridge Assessment itself part of the University of Cambridge, might withdraw from its role as the validating British authority as, at that time, it was making a loss on the OIB. By taking on certain of the administrative functions and costs ASIBA had helped to ensure the continuance of the OIB. CIE is a not-for-profit organisation but it does need at least to break even. CIE is paid a fee by the MEN which is currently under renegotiation.
- 1.4 The President reminded members that ASIBA is recognised by CIE as its official interlocutor for the OIB. More recently ASIBA has been referred to by the French authorities as being an "essential" interlocutor and it is hoped that ASIBA's role will be recognised in the *Protocole d'Accord* (memorandum of understanding) currently under negotiation between the MEN and CIE.
- 1.5 The President reported to members that the activities of ASIBA in support of the OIB include notably the following:
- **Administration of OIB**
 - Annual Subject Meetings (Teacher and Examiner training) at CIEP
 - Examiner grids
 - Liaison with académies/rectorats, convocations etc.
 - Oral examination timetables
 - Coordination of results
 - OIB handbook
 - Enquiries/support for new sections
 - **Strategic liaison role MEN / CIE**
 - Curriculum and examination development
 - New sections / examination centres
 - Overseas examining (e.g. Athens and Singapore)
 - Improving examination administration
 - Facilitating and supporting bilateral partnership
 - **University entrance recognition**
- 1.6 The President briefed members on the work ASIBA has been doing as the Cambridge Associate responsible for overseeing and coordinating the offering of Cambridge IGCSEs in France. Due to the favourable economic terms which ASIBA, as a Cambridge associate, can offer to ASIBA members (no annual registration fee) has encouraged more schools to offer this exam which is of great benefit in preparing students for the OIB. An added advantage is that this helps to maintain and develop the partnership between ASIBA and CIE to their mutual benefit.

- 1.7 The President reported on the main developments and activities during the previous year which included:
- continuing cooperation on curricula
 - exam definition
 - overseas examining including preparatory work for eventual online marking meeting MEN and CIE requirements and an oral protocol
 - examination administration
 - preparations for the introduction of online marking in 2016
 - protocole d'accord and bilateral partnership
 - SchoolPost (email and database system, which should for example help reduce the time needed for IGCSE administration)
 - New website development
 - UCAS Track - investigations into the possibility of purchasing an organisation subscription for the benefit of all ASIBA members
 - poetry competition
 - possible partnerships; WH Smith, Beauville Arts (English language theatre group, possibility of block bookings for students of ASIBA member schools, possible website link), Inspiring Futures.
- 1.8 The President gave a brief overview of the economic foundations of the British OIB highlighting the costs which are borne 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, notably by covering inspectors' training fees and expenses, administrative assistance, difference between oral examiners' costs and reimbursements, assistant moderators' costs, communications (website, email etc.), academic steering group expenses.
- 1.9 It was noted that the administration of the OIB exams is complicated since French exams are normally organised on an academy level but the OIB is organised on a national level and all teacher examiners in the pool need to be used, often with substantial travel being involved and several days away from home. In this context the daily sustenance rate granted by the authorities leaves a material shortfall. If examiners are not being fully reimbursed then their willingness to examine may be undermined.
- 1.10 The President referred to the change in the subscription fee rate adopted at last year's Annual General Meeting (€10 per *Terminale* student with €250 minimum) to seek to mutualise the costs. The sum of up to €4,000 had been set aside to allow the reimbursement of teacher examiner expenses which cannot be reimbursed from alternative sources. This year 24 teacher examiners had applied for reimbursement and the total amount claimed was €2,500 (thus within the budget). Next year the sum of €5,000 will be budgeted for such reimbursements and now open to all member schools. On the basis that examination centres will not charge any fee to students attending their centre (as families also have to fund travel costs) then ASIBA will cover the examiner lunches as well.
- 1.11 The strategy of ASIBA is to mutualise the burden across all those who benefit from the OIB through the per student fee, with the mid-term strategy including raising funds from sponsorship and donations. The long-term strategy would be to develop ASIBA's Cambridge associate role it could become self-funding with even the ultimate long term wish that ASIBA might be able to offer bursaries.

- 1.12 The Secretary gave the meeting some information on the current status of annual subscription renewals. A discussion took place around the question of sponsorship and/or donations, for example from alumni. ASIBA has applied for recognition as an *association d'intérêt general* and the Secretary will follow up on this. Discussion also took place around how all schools might be encouraged to pay the annual subscription fee and become full members of ASIBA and how the ASIBA community might be developed and the sense of identity reinforced.

2. Treasurer's Report

- 2.1 The Treasurer, Shaun Corrigan (SC), circulated the accounts and budget for 2014-15 and the proposed budget for the current year 2015-16 (the accounting year being the academic year).
- 2.2 On the income side almost €4,000 had been generated through ASIBA's Cambridge Associate role (IGCSEs) in the last accounting year. The President reported that there had been 5 schools offering iGCSEs under the umbrella of ASIBA this year and that the number will rise to 11 in the current year, these concern only the English language and literature exams so far. He also mentioned that now the secure packages containing the exam papers are being sent directly to each school by CIE thus reducing ASIBA's administrative duties.
- 2.3 The Treasurer went through the accounts and explained the main items of expenditure. Some expenses included the 2014-15 budget but not yet paid out have been carried forward into the current year such as costs related to SchoolPost and the website development.
- 2.4 The Treasurer presented the budget for 2015-16. On the income side the iGCSE income will amount to €7,650 which will be used as a partial reimbursement of the cost of the OIB Administrative Coordinator who devotes well over half her working time to OIB administration. The Cambridge inspectors' costs have been budgeted at €3,500, teacher examiner expenses reimbursements at €5,000, examiner lunches at €2,500, assistant moderators' expenses €1,000 and academic steering group travel €1,000.
- 2.5 The Secretary invited the meeting to approve the accounts for the accounting year 2014-15 and the budget for the current year and they were unanimously approved by the members.

3. Election of Directors

- 3.1 The Secretary reminded members that there are 4 *ex officio* Directors, holding office by virtue of their position on the Academic Steering Group or as a Subject Leader accordingly the following persons are automatically Directors:
1. Peter Woodburn, (Ferney-Voltaire) Coordinator, Academic Steering Group
 2. James Cathcart (St. Germain) Deputy Coordinator, Academic Steering Group
 3. Nick Baker (St. Germain) Subject Leader English Language & Literature
 4. Rob Miller (Lyon) Subject Leader History-Geography

- 3.2 The Secretary indicated the names of the 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: Shaun Corrigan, David Gage, Betty Lau and Lilli Parrott.
- 3.3 The Secretary asked if anyone present wished to stand for election as a Director - none did.
- 3.4 The following were unanimously re-elected as Directors by the members to serve for a term expiring at the Annual General Meeting to be held in 2016:
5. Shaun Corrigan (Fontainebleau)
 6. David Gage (St. Germain, parent)
 7. Betty Lau (Sèvres)
 8. Lilli Parrott (Balzac, parent)
- 3.5 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: the President, Vice-President, Treasurer and General Secretary; the office of Associate President being an ex officio role (held by the Coordinator of the Academic Steering Group).

4. Website

The new website which is currently under development was presented to members and discussions took place around this and how to advance rapidly to the launch of the site. Simon Pare (Camille Sée parent) suggested that there should be a Parents' Association page and the meeting supported this. The President proposed to have a meeting with the website developers within the next few weeks with a view to finalising the layout of the site. In the meantime, the Board will continue to add content.

5. Any Other Business

- 5.1 Simon Pare asked about the use of the ASIBA logo by schools indicating that they are member schools and it was suggested that a policy should be established (the Secretary to take action).
- 5.2 Rob Miller raised a budgetary issue related to the fact that the Cambridge inspector for History/Geography will travel from Leeds thus incurring slightly higher costs; this will be noted in the budget.
- 5.3 Les Albiston proposed a vote of thanks to the ASIBA board members for all their work over the year which was approved unanimously.

There being no other business, the President closed the meeting at 4:25 p.m.

Signed

James Cathcart, President

Signed

David Gage, Secretary