

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

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS PROCÈS-VERBAL DE LA RÉUNION DU CONSEIL D'ADMINISTRATION

DATE: Friday, 24th November 2017

PLACE: By online conference call (via GoTo).

PRESENT

1. James Cathcart (St. Germain), President
2. Shaun Corrigan (Fontainebleau), Treasurer
3. Nick Baker (St. Germain), Subject Leader English
4. Betty Lau (Sèvres)
5. Lilli Parrott (Balzac parents)
6. David Gage (St. Germain parents), General Secretary

ABSENT EXCUSED

7. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
8. Peter Woodburn, (Ferney-Voltaire), Associate President

MEETING

The President opened the meeting at 14:10 and referred to the agenda which had been circulated by email.

1. Minutes of last Board meeting

The draft Minutes of last meeting held on 29th September will be circulated by the Secretary after the meeting and any comments are invited within a week.

2. Membership

- 2.1 DG reported on the current status of the payment of the annual membership fees, payments have been coming in steadily. DG will issue reminders to those who have not yet settled and will circulate to Directors a table showing payments received and those outstanding.
- 2.2 BL volunteered to follow up with the contact persons at one of the two schools which had not been able to pay the membership subscription last year.

3. AGM / Revisions to the Articles

- 3.1 The Secretary had circulated draft revised Articles covering the proposed changes which could be put to the AGM/EGM in January.
- 3.2 DG ran through the main changes as mentioned in the meeting agenda:
- Remove office of Associate President
 - President to be ex officio Coordinator of the Academic Steering Group (also known as Schools' Chair)
 - "Associate members" – annual fee to be set by the Board (not AGM), no voting rights but can participate at meetings.
 - Delete €10 one-time "entry fee"
- 3.3 Discussion took place around these proposals, notably of the merger of the function of President and Coordinator of the Academic Steering Group (ASG), also known as Schools' Chair. PW has stepped down from this role but remains a member of the Board. The President believes it is important, notably as regards dealing with the authorities and other third parties, that the President is seen as the "Schools' Chair" representing the ASG. The Deputy Coordinator is currently Shaun Corrigan.
- 3.4 The proposal to rename and redefine the "Subject Leader" role in line with an evolution in the role within the H-G framework, with the role becoming split into a more senior strategic role (RM) and the "subject leader" role being fulfilled by a colleague (Alan Geary). The proposed new title may be overly complex and to be re-considered as well as the precise definition of the function. NB continues to fulfil both functions in the LL community but leadership is being distributed to involve more colleagues.
- 3.5 **Action Point:** The Directors were requested to review and respond with any comments within the next week, another remote meeting to discuss any issues could be arranged if needed.

4. Budget / Accounts

- 4.1 The Treasurer had circulated to the Board an up-dated budget for the current year.
- 4.2 Formal accounts for the year 2016-17 and balance sheet as at 31st August 2017 should be prepared as soon as possible and the Treasurer and Secretary will liaise on this.
- 4.3 The Treasurer gave the figures on the reimbursement of the teacher-examiner expenses for the last exam sessions which were well within budget. He will circulate the table to the Board as a check and balance in accordance with a previous Board decision.
- 4.4 PayPal commission to be investigated by the Treasurer, of the total donation of €10, €9.41 was actually received. However, in any event, the Board believes that this is a convenient way for potential donors to make a payment and so should be retained.

5. CIE Associate Agreement / iGCSEs

- 5.1 The President reported that there is a new contact person at CIE as regards the CIE Associate Agreement relationship with whom he has met and who has been briefed on the environment and background of the relationship with ASIBA. The relationship is good and ASIBA has exceeded targets as regards the development of the iGCSE exams. There are further schools interested in offering the exams but the capacity of ASIBA to manage this alone through voluntary activity is reaching its limit (currently 17 schools). The market in France is seen as having significant potential.

- 5.2 As discussed in previous meetings, the President has explored the possibilities of engaging an external consultant to develop IGCSE in France as well as provide administrative support, initially with private “*sous contrat*” schools. Research by CIE indicates that students need language level B2 on the CEFR scale for science subjects and C1 for humanities subjects. The President proposes to visit a potentially interested “*sous contrat*” school in the Academie de Versailles to observe a lesson and assess if this language level is achievable.
- 5.3 BL queried whether this activity might take ASIBA’s focus away from its core function of supporting the OIB but the view was that this is in ASIBA’s and the OIB’s strategic interests. Apart from creating income for ASIBA, it would help to continue to develop the partnership with CIE by generating revenues for CIE which could be balanced against any shortfall as regards its OIB role. This would assist in securing the continuing goodwill and long-term involvement of CIE. In addition, the hope is that enough revenues could be generated for ASIBA to be able to cover the full cost of the OIB Administrative Coordinator in future.
- 5.4 It was not felt that the development of this activity would create competition for the OIB schools since the lycée programme offered by the target schools would not be the OIB and the iGCSE exams would no doubt need to be taken in *Première* in non-OIB schools (rather than in *Seconde* as in OIB schools).
- 5.5 The Secretary clarified that schools benefiting from ASIBA’s status as a Cambridge Associate as regards the preferential rate of iGCSE exam fees do not need to be members of ASIBA.
- 5.6 The President presented a proposal for a trial period with the external consultant who had provided a review of the market in June this year. The proposal is to engage the consultant, who has the status of an “*autoentrepreneur*” for a fixed number of days at an agreed hourly rate, with a view to making contact with at least 10 interested schools and arranging a conference in October 2018, to which CIE would be willing to contribute. This would serve as a test to explore the market and assess the development potential. The Board approved the concept and approved a budget of €3,000. **Action Point:** the President will discuss details with the consultant and if applicable work with the Secretary on an eventual draft contract.
- 5.7 BL and SC both might be able to suggest another suitable person if the proposals with the existing candidate do not proceed.

6. Schools’ Forum and AGM / EGM

- 6.1 BL reported on planning for the Schools’ Forum in January and advised that she had received a number of suggestions for topics, including university entrance and recognition of the OIB, OIB in the context of the APB (ParcourSup), reform of the Bac, development of international sections, admission and recruitment of students and training of teachers and examiners.
- 6.2 Discussions took place around these suggestions, the meeting agreed with NB that it would be premature to invite someone to speak about the proposed Bac reforms. However, a presentation on the development of international sections by a person from the DREIC / DEGESCO might be worthwhile. **Action point:** JC could make contact.
- 6.3 BL has not yet received any volunteers for actually running any of the sessions, SC offered his services to present a topic. **Action point:** BL to circulate a draft agenda.
- 6.4 Further discussion on ideas: possibly invite someone from English Academic Language to present remotely and also possibly Cambridge Occupational Analyst (COA) (Centigrade orientation/careers advice test) who could also provide

information about anglophone courses in Europe and further afield. **Action point:** BL to contact COA.

- 6.5 On the recognition of the OIB, NB suggested a PowerPoint with currently published texts defining standards, to support university entrance counsellors needing to provide information to university admission tutors. **Action point:** create such a document.
- 6.6 Room to Read and Readathon could be another forum topic. **Action point:** The course resources related to these initiatives should go on the website.
7. **Google classroom/Facebook**
The review Google and Facebook classroom platforms, both of which are free of charge, needs to be re-scheduled.
8. **Website**
French version of the website – **Action Point:** NB to obtain a quote from his contact translator and President to communicate what work has already been done.
9. **Annual Calendar of meetings**
DG has just circulated a Calendar of annual events / actions. **Action Point:** the Directors to review and either add in additional items or email DG who will up-date. This is largely intended for Board usage so probably not to go on the website.
10. **Next Board Meeting:**
Remote meeting at 2 p.m. (to 4 p.m.) on Friday 15th December.
11. **Any Other Business**
- 11.1 LP raised an issue which has been raised at a member school concerning the marking of exam papers as this year there were in some cases a material difference between expected and actual results in the written exam, mainly in the H-G paper.
- 11.2 JC and NB confirmed that papers from schools are mixed before being sent to the teacher examiners and therefore the papers from any one school are marked by a variety of markers. In addition, examiners are trained and there are approved marking grids to ensure that there is a uniform standard. There is also a robust system of moderation in place and JC noted that one paper was moderated which only resulted in a one point uplift.
- 11.3 LP has communicated this information to the parents but they remain dissatisfied and discussions took place on what further information could be provided, such as a model answer (like Anabac) so that they could see objectively the standard required.
- 11.4 Some of the information requested by the parents is in the Handbook, JC referred to article 5.2.9 on moderation.
- 11.5 Not being the data handler for the OIB, CIE does not put exam result statistics into the public domain and the statistics from the MEN relate to the Bac overall.

There being no further business to discuss the meeting closed at 16.25.

Signed

James Cathcart, President

Signed

David Gage, General Secretary