



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

DATE: 18th March 2016

PLACE: Salle 206, Bâtiment A, Lycée de Sèvres, 21 rue du Docteur Ledermann,
92310 Sèvres with some members attending remotely via video conference
call (GoTo).

PRESENT

In person

1. James Cathcart (St. Germain), President
2. Betty Lau (Sèvres)
3. David Gage (St. Germain parents), General Secretary

By remote video link

4. Peter Woodburn, (Ferney-Voltaire), Associate President
5. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
6. Shaun Corrigan (Fontainebleau), Treasurer

ABSENT EXCUSED

7. Lilli Parrott (Balzac parents)
8. Nick Baker (St. Germain), Subject Leader English

MEETING

The President opened the meeting at 10:10 a.m.

1. Membership / renewals 2015-16

- 1.1 The Secretary, David Gage, reported on the position regarding subscription renewals for the year. There are 49 potential member institutions and 42 had now paid in full. There were 2 new schools which are expected to join next year. Of the 5 existing schools which had not yet settled the annual membership subscription 3 were known to have difficulties in organising payment and 2 were expected to settle the fee soon.
- 1.2 The Secretary was requested to produce an up-dated letter-head for the association.

2. Budget / Finance

- 2.1 The impact of the unpaid subscription fees on the ASIBA budget was discussed and the Treasurer will make the appropriate adjustment and circulate an updated budget in due course.
- 2.2 Beauville Arts, which runs international performing arts courses in English in the south of France, has kindly agreed to make a donation to ASIBA and will be recognised as a sponsor on the website. ASIBA is happy to make member schools aware of the activities of Beauville Arts as the experience of participating in an English language musical can be very valuable to British international section students.
- 2.3 The President mentioned that FutureWise, which provides career advice and planning to students, partially on-line and partially in person, has agreed to give ASIBA members a 10% discount on its normal fees.
- 2.4 The President referred to the increased activity under the CIE Associate Agreement (iGCSE exams) and there are discussions as to whether ASIBA's territory (currently limited to France) could be extended to cover the ASIBA member schools located abroad.
- 2.5 Some general discussion took place on the budget and whether any adjustments were needed in light of actual income and anticipated cost increases. For example, examiner costs may need to be adjusted. It was noted that ASIBA has reasonably healthy reserves at present but the Treasurer will extrapolate the committed amount of basic running costs to ensure that actual income can be relied upon to meet these. It was confirmed that there is an amount of €1,000 set aside in the budget to cover assistant moderator expenses; NB/RM to make sure assistant moderators are aware that certain expenses can be reimbursed.
- 2.6 A discussion took place on examiner lunches at exam centres in France and it was agreed that the reimbursement should be capped at €6 being enough to cover a sandwich or light lunch in a school canteen. It was suggested that a message could be sent to the heads of the oral examination centres to this effect.

3. Donations / Status as General Interest Association

- 3.1 As ASIBA has been recognised as an "*association d'intérêt générale*" it can now issue tax receipts when donations are received and the Secretary has drafted a model form of receipt. Such a receipt has been issued to Beauville Arts.
- 3.2 It was suggested that ASIBA could seek to obtain further donations from OIB alumni and appropriate international corporate entities or other organisations and that an appropriate form of letter should be prepared by the president in conjunction with the Secretary.
- 3.3 The website page relating to donations should also be updated to refer to the fact that ASIBA can issue tax receipts.

4. IGCSEs / Cambridge Associate Agreement

It was noted that the cost of insurance cover, which had been taken out principally to cover risks under the Associate Agreement, had increased significantly and it was agreed that the Secretary in conjunction with the Bursar at the Lycée International of St. Germain-en-Laye should investigate, particularly bearing in mind that the risks have been reduced by CIE sending exam papers directly to the schools (rather than via ASIBA).

5. Agreement for Services

- 5.1 The Board reviewed the situation under the Agreement for Services between ASIBA and British Section Parents Association Saint Germain under which ASIBA makes a contribution towards the costs of the day-to-day administrative functioning of the OIB which are borne by the BSPA through its employment of the OIB administrative coordinator.
- 5.2 The Board acknowledged that ASIBA needs to strive to achieve a transition over the next 5 to 7 years to achieve a position where ASIBA is able to bear the full costs of the services of an administrative coordinator. Discussion took place on the possibility of developing ASIBA's activities under the Cambridge Associate Agreement for example by extending to other ELSA schools. The President will endeavour to investigate the possibilities further including checking which schools already offer iGCSEs.

6. FDEI

There have been no developments in the relationship between ASIBA and FDEI but the Board confirmed its wish for cooperation between the two organisations.

7. Memorandum of Understanding

- 7.1 A meeting had been held in January on the proposed memorandum of understanding between Cambridge which is in almost final form and the MEN and the process of obtaining approval from all interested parties was underway. It was hoped that the MOU would be signed during the summer.
- 7.2 Once signed the MOU would become a public document and could be published on the ASIBA website.

8. Website

The President has requested a quote for the translation of the site and will keep the Board advised. An expenses claims form will be made available on the website with a box added requiring the type of school to be stated.

9. Logo Usage

- 9.1 The usage of the ASIBA logo was discussed and the Secretary was requested to draft wording by which member schools/APEs, partners, sponsors and other relevant bodies might be authorised to use the logo.
- 9.2 The use of the CIE logo was also discussed and it was agreed that once a school had been accredited then the CIE logo could appear on the school website with a link to the CIE site.

10. Any Other Business

The President referred to the charity "Room to Read" which helps build schools in developing countries. A readathon was being organised by one of the Saint Germain teachers with all the funds going to this charity. The President proposed contacting Room to Read to suggest ways in which we could develop a closer collaboration.

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

Signed

James Cathcart, President

Signed

David Gage, General Secretary