



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**

DATE: Thursday, 4th October 2018

PLACE: CIEP, Sèvres, and by online conference call (via GoTo).

PRESENT

1. James Cathcart (St. Germain), President
2. Shaun Corrigan (Fontainebleau), Treasurer
3. Betty Lau (Sèvres)
4. Nick Baker (St. Germain), Strategic Liaison Leader English [attending remotely]
5. David Gage (St. Germain parents), General Secretary
6. Katharine Axten (Balzac parents)
7. Alan Geary (Lyon), Subject Leader History-Geography

ABSENT EXCUSED

8. Rob Miller (Lyon), Vice President, Strategic Liaison Leader History-Geography
9. Peter Woodburn (Ferney-Voltaire)

IN ATTENDANCE (for part of the meeting)

John Nanson, CIE Inspector History-Geography

MEETING

The meeting started at 17:40.

1. Approval of Minutes

The Board approved the Minutes of the meeting of 10th July.

2. Bac Reforms

- 2.1 A discussion took place on the proposed reforms to the Baccalauréat which will be effective from the 2021 exam session and therefore involve changes to the programme for students entering 1^{ère} at the start of next academic year, 2019-20.

2.2 CIE and ASIBA have been working with the appropriate departments of the MEN to optimise how the OIB will be accommodated within the structure of the new Bac programme. The official text is due to be published soon, including the curricula for the 1^{ère} and 2^{nde} programmes, and there will then be a consultation period of one month. By January the syllabus should be clear and 2^{nde} students will be able to choose their Bac specialisations. The Terminale programme will be finalised in the spring.

3. Membership renewals 2018-19

3.1 DG will send out the renewal forms next week to all the schools which have provided Catherine Sagne with the up-dated information, notably OIB candidate numbers.

3.2 Only two British OIB international sections, Clermont-Ferrand and Hérouville had been unable to pay the membership subscription last year, although there was a delay in receiving a promised cheque in the case of one other section's parents' association; DG is following up on that.

4. Examiner Reimbursement (non-member school)

4.1 It was noted that a teacher from Hérouville had worked as an examiner during the last exam sessions and had claimed the reimbursement of expenses. A discussion took place on whether ASIBA should reimburse teacher-examiners from non-member schools.

4.2 The Board's decided that the teacher should not be penalised in this case and should be reimbursed this year. The Board reserved its position for the future. An appropriate letter will be sent to the teacher / school indicating that a teacher from a non-member school may not be eligible for reimbursement in the future.

4.3 JC suggested that a thank-you letter should be sent to all examiners.

5. Finance

5.1 SC will circulate the up-dated budget and draft accounts but briefly went through the main figures. There are some expenses which need to be checked to ensure that they are correctly identified.

5.2 JC mentioned that the Schoolpost cost is based on the number of users and a verification process will be carried out to up-date the user list, to ensure that teachers and heads who have left and new arrivals have been properly recorded. In this process teachers will be asked to specify their examining preferences; NB mentioned that this preference can also be expressed via the "Teachers" section of the website.

5.3 Reimbursement of moderator expenses were budgeted at €1,000 and the actual amount was around €600. It was confirmed that assistant moderators are fully reimbursed. One outstanding claim for reimbursement of c. €750 is being verified. Examiner expenses of €4,718 were reimbursed from the budgeted amount of €5,000, with about 30-35 claims being made. From a budget of €2,000 about €1,500 was reimbursed for examiner lunches.

5.4 The number of claims has increased as examiners have become fully aware of the possibility of reimbursement of expenses and it was noted that this is positive and essential for ensuring that there are sufficient teachers willing to examine with no-one being left personally out-of-pocket. It was agreed that expenses may only be reimbursed on receipt of valid evidence of payment. SC will pass on all receipts for expenses to the Bursar at St. Germain for filing with ASIBA bookkeeping records.

5.5 Some discussion took place on the H/G textbook which ASIBA has commissioned as a tool for teachers to support academic English literacy. SC reported that the total cost was €7,560 (€3,800 paid last year and the balance due this year) which covered the

production of the textbook and the presentation by EAL which took place in Sèvres last week. There is a remaining cost of c. £600 for 100 bound printed copies as it was felt that physical printed copies would facilitate use by teachers. The possibility of a version for English L/L was raised by BL and it was agreed that this will be explored by NB and the CIE inspector further to see if there is a need for this sort of tool in the L/L community.

- 5.6 SC reported that the balance on the savings account stands at €11,400.
- 5.7 JC is exploring the possibility of acquiring the rights to reproduce 4 chapters, written by John Nanson, from a geography textbook published by the Oxford University Press.
- 5.8 JN advised that CIE has been working on some standardised and commented exam materials which it will be providing to ASIBA and, as they are in the public domain, may be freely disseminated. It was suggested that they be posted on the website with the past exam papers. AG mentioned that the intention was generally to move materials from the wiki database over to the ASIBA website.

6. Directors

- 6.1 Board membership was reviewed; there are currently 7 Directors, with the maximum permitted under the Articles being 12. Rob Miller is convalescing and Peter Woodburn remains on long-term leave for reasons of ill-health. The possibility of inviting another teacher and parent onto the Board was discussed and this will be followed up by JC and DG respectively.
- 6.2 The Board noted that Lillian Parrott (Balzac parent) had resigned as a Director. It was proposed that Katharine Axten, another Balzac parent, be appointed in her place. In accordance with the powers of the Board under article 12 in the Articles of Association, Katharine Axten was unanimously elected as a Director for a term of office expiring at the next Annual General Meeting.
- 6.3 It was noted that Alan Geary, subject leader for H/G, is a member of the Academic Steering Group and standing in for RM as Strategic Liaison Leader for H/G and it was suggested that he would be a valuable addition to the Board. In accordance with the powers of the Board under article 12 in the Articles of Association, Alan Geary was unanimously elected as a Director for a term of office expiring at the next Annual General Meeting.

7. Schools' Forum

- 7.1 The Schools' Forum will be held on 19th / 20th December in Brussels, BL will check with Catherine Sagne as to replies and the estimated number of attendees.
- 7.2 The Board discussed the possible agenda, ideas and suggestions included: clarifications on the Bac reforms; analysing and using data notably Bac data (and iGCSEs data if applicable); communications through SchoolPost; possibly COA / Centigrade [noted that the careers orientation element is very affordable, the profiling offer is more expensive]; University Entrance Group / session about university entrance; sharing ideas / guided discussion sessions; assessment for learning techniques; attendance of representative from CIE to promote the iGCSE; ASIBA schools Beauville Arts programme.

8. AGM

The AGM will be held on 20th December 2018 in Brussels 15:00 to around 16:00. The agenda will include the President's report, the approval of the account and budget and the [re-]election of Directors, no other formal business proposed at this point. DG will prepare the documents. JC will prepare the President's Report and SC will prepare the

accounts for the year 2017-18, with Balance Sheet as at 31st August 2018, and the budget.

9. Supporting Materials for Parents

9.1 KA raised the issue of the number of H/G teaching hours and the disparity between what different schools are able to provide to students. JC confirmed that the statutory minimum is 2 hours in English and 2 in French. KA stressed that for parents from schools which can only offer the minimum or slightly more it is important to have access to as much information and supporting documents as possible to be able to support their children's work outside the classroom.

9.2 A discussion took place on the existing information available on the website such as the Handbook (syllabus and marking scheme), past papers and so on but it was agreed that wherever possible more resources should be shared and made accessible through the "Parents" section of the website. For example, it was proposed that the standardised exam materials commented by the CIE inspector could be posted for parents' access subject to checking that these are indeed in the public domain. The H/G textbook, a recommended reading list and the topics of the syllabus could also be posted / links inserted. KA will follow-up with JC / the subject leaders.

10. Website

10.1 At the request of JC, NB agreed to seek help from francophone colleagues in translating the ASIBA website, hopefully with a number of teachers being willing to deal with certain number of pages.

10.2 The development of the Parents' section on the site was linked with the previous discussion on information and support materials which could be made available to parents.

11. CIE Associate Agreement

11.1 JC reported that the term of the Associate Agreement will be renewed in November.

11.2 Discussions on the possible outsourcing of the Associate Agreement work is on-going, with the proposal to have a trial period to test feasibility. A meeting and presentation to "privé sous contrat" schools is planned to be held at Blanche de Castille which should help to estimate development potential.

12. Other Matters

12.1 Google calendar - BL will recirculate the link / access code to the Google calendar of meetings and important dates.

12.2 GDPR – DG and JC will meet to do a data audit and consider any needed action for GDPR compliance.

13. Next Board meeting

The next meeting will be a remote one to be held on Thursday 22nd November from 9-10 a.m.

There being no further business to discuss the meeting closed at 20:01.

Signed

James Cathcart, President

Signed

David Gage, General Secretary