



Association des sections internationales  
britanniques et anglophones

**ASSOCIATION DES SECTIONS INTERNATIONALES  
BRITANNIQUES ET ANGLOPHONES**

Association subject to the law of 1<sup>st</sup> July 1901 and the Decree of 16<sup>th</sup> August 1901

*Association régie par la Loi du 1<sup>er</sup> 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 Annual General Meeting of 4<sup>th</sup> February 2020**  
**Procès-verbal de l'Assemblée Générale Ordinaire du 4 février 2020**

**DATE:** 4<sup>th</sup> February 2020 at 13:40.

**PLACE:** Held remotely via GoTo platform

**PRESENT:**

	<b>Full name of members present or represented</b> <i>Noms, prénoms des membres présents ou représentés</i>	<b>Full name of the proxy or authorised representative</b> <i>Noms, prénoms des mandataires ou représentants</i>
<b>1.</b>	<b>Buc</b> Lycée franco-allemand	Siobhan Rostaing represented by her proxy Shaun Corrigan
<b>2.</b>	<b>Chantilly</b> APARC	Marina Carlier
<b>3.</b>	<b>Ferney-Voltaire</b> Lycée International, English National Programme	Laura Martin-Clark
<b>4.</b>	<b>Fontainebleau</b> Lycée Internationale François 1 <sup>er</sup>	Shaun Corrigan
<b>5.</b>	<b>Paris Balzac</b> APESA	Katharine Axten
<b>6.</b>	<b>Paris, EIB</b> École Internationale Bilingue	Amina Semmoud represented by her proxy David Gage
<b>7.</b>	<b>Lyon CSI</b> Section Anglophone CSI	Rob Miller

<b>8.</b>	<b>Saint Germain en Laye</b> Lycée International, British Section	James Cathcart
<b>9.</b>	<b>Saint Germain en Laye</b> APE Section Britannique du LI	David Gage
<b>10.</b>	<b>Versailles</b> Lycée Notre Dame du Grandchamp	Odile Le Marois represented by her proxy David Gage

## **MEETING**

The agenda was taken as read. There were 10 members present or represented by proxy. No particular quorum is needed for the annual Ordinary General Meeting under the Articles.

### **1. President's Report**

- 1.1 The President, James Cathcart, opened the meeting at 13:40. He presented his report on the activities of ASIBA over the last academic year, using a document displayed on screen 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 at France Education International, Sèvres
    - Deployment of examiners
    - Liaison with academies / rectorat (convocations, payments etc)
    - Oral examination timetables
    - OIB handbook
    - Enquiries/support
  - Strategic liaison role MEN – CIE (Cambridge International Education)
    - Curriculum and examination development
    - New sections / examination centres
    - Overseas examining
    - Improving examination administration e.g. online marking
    - Facilitating and supporting the bilateral partnership
  - Teacher and examiner training
  - University entrance & recognition
  - Projects e.g. ASIBA Poetry Competition
- 1.3 The President reported that the year had involved a considerable amount of time devoted to the Bac reform and dealing with its impact on the OIB subjects and their assessments. This had involved planning and negotiation with the Ministry and Cambridge. The President gave the positive news that the OIB organisation within the new system had been settled to the mutual satisfaction of the interested parties, including the retention of an assessment in May or June.
- 1.4 As regards University Entrance, the President informed the meeting that he and Nick Baker, accompanied by Cambridge's inspectors and its Head of Recognition, will be

making a presentation to the UCAS Annual Admission Conference at the end of April. This will be an opportunity to explain the Bac reforms to admissions officers and to promote the OIB.

- 1.5 Laura Martin-Clarke raised the issue of the Qualification Profile of the OIB and its comparison to A Levels. The President is working with Cambridge on an OIB “sizing” exercise which could be included in the presentation to UCAS admissions officers.
- 1.6 ASIBA is considering seeking an official NARIC validation of the language level represented by the OIB to avoid OIB students being required by some universities to take an official Secure English Language Test (SELT). However, the cost is material and ASIBA does not currently have sufficient available funds; fundraising or sponsorship might be required. ASIBA will verify if a genuine need for an official NARIC validation exists.
- 1.7 As regards Brexit and UK university admissions, the situation is evolving in the light of political developments and ASIBA is monitoring the situation closely. However, the current information from government sources is that “UK nationals and their children living in the EEA or Switzerland, who wish to study in the UK, will be eligible for home fee status and student support for courses starting up to seven years from the end of the transition period”.
- 1.8 The ASIBA database has been developed to enable Heads of Section to enter key data essential to the administration of the exams. The President will give further information on this at the upcoming Schools’ Forum.
- 1.9 Further Example Candidate Responses have been developed to assist teachers in applying Cambridge marking criteria and helping students to understand the standards.
- 1.10 Thanks to ASIBA, France International Éducation (formerly CIEP) is now issuing formal “*convocations*” for the Subject Meetings which is facilitating teachers securing funds from their schools/academies to be able to attend.
- 1.11 ASIBA’s work in respect of iGCSEs under the Cambridge Associate Agreement has continued but this year there has been a reduction in the administration fees it receives. Notably one school has reached the critical mass needed to make it now more economical for it to be a direct Cambridge school rather than benefiting under the umbrella of ASIBA’s status as a Cambridge associate.
- 1.12 ASIBA has been active in seeking ways to assist students wishing to apply for science subjects at UK universities that require a specific admission test to be taken. In some cases, such a test may not only assess aptitude but also require academic knowledge outside the OIB curriculum. ASIBA has been working with Greene’s Education Services to develop ‘bridging courses’ to enable students to prepare adequately for such admissions tests. The courses are designed for on-line delivery but face-to-face sessions in regional centres could be envisaged. The President gave further details including the applicable fees students would have to pay, which Greene’s has materially discounted for ASIBA members. The President will ask the ASIBA Board to consider using part of ASIBA’s administration fee to create a bursary fund to support worthy students who would otherwise be unable to meet the cost of such a bridging programme.

- 1.13 The President referred to the continuing growth of the OIB from 2010, when there were 23 schools and 706 candidates, to this academic year with 46 schools and 1,513 candidates. This growth continues to create challenges in the administration of the OIB. The solutions include:
- Examiner training
  - Moderation including remote moderation of orals
  - Overseas oral examination protocol
  - Scrutiny of *Demandes d'ouverture d'une section internationale britannique*
  - Liaison between partner authorities, Éducation Nationale and Cambridge International Education.
- 1.14 The meeting was reminded of the economic foundations of the OIB and the roles played by the Ministry of Education, CIE and ASIBA. The Ministry provides accommodation for annual subject meetings at France Éducation International, in Sèvres (formerly called CIEP), makes examiner payments and partial reimbursement of examiner expenses. Cambridge International Education pays inspectors' fees for setting exams and delivering marks, including travel and accommodation during examination sessions, and participation in the annual review meeting. ASIBA helps to bridge the gap by covering the inspectors' fees and expenses for attending training sessions, administrative assistance, the shortfall between oral examiners' actual expenses and reimbursements, assistant moderators' costs, community communications (website, email platform, on-line meetings platform etc.) and Academic Steering Group meeting attendance expenses.
- 1.15 ASIBA's strategy continues to be to mutualise the economic burden across the whole community through ASIBA membership fees and to seek other sources of income. The long-term goal continues to be for ASIBA to become self-funding.

## **2. Treasurer's Report**

- 2.1 The Treasurer, Shaun Corrigan, presented the accounts for ASIBA's financial year 2018-19 (1<sup>st</sup> September to 31<sup>st</sup> August), in the form of a statement of income and expenditure, and the budget for the current year 2019-20.
- 2.2 The Treasurer went through the key figures. Membership fees amounted to €18,743. Around €12,000 had been generated through ASIBA's Cambridge Associate role (IGCSEs) which is used to contribute to part of the costs of the OIB Administrative Coordinator employed by the British Section of St. Germain-en-Laye.
- 2.3 On the expenditure side the reimbursement of oral examiner expenses was €4,117 (€5,000 budgeted) and for examiners' lunches during exam sessions €1,641 (slightly up on the preceding year). Reimbursed moderator expenses had been €1,043. The travel expenses of the Academic Steering Group (meetings in Cambridge) had been €1,753 (up from €1,156).
- 2.4 The outstanding balance due in respect of the commissioning of the Academic English History-Geography teachers' handbook from EAL was €4,267 which is an exceptional non-recurring expense. Another exceptional cost was in respect of database development (€1,164).
- 2.5 The Treasurer presented the reasons for the accounting year showing a negative result of €6,256, largely explained by those two exceptional items and by the fact that the OIB administrative support contribution due for the preceding year had, in fact, been paid in the year 2018-19. This deficit will be funded by a reduction in the reserves.

- 2.6 The current bank balance (Livret A and current account) is around €24,500.
- 2.7 The Treasurer presented the budget for 2019-20. On the income side the members' fees will be around €19,000 and iGCSE income around €14,000. The budgeted amount for reimbursements of oral examiner expenses is set at €3,000. The CIE inspectors' expenses are budgeted at €4,500. Overall the budgeted expenses are €33,700.
- 2.8 The meeting was invited to approve the accounts for the accounting year 2018-19 and the budget for the current year and they were unanimously approved.

### **3. Election of Directors**

- 3.1 The Secretary, David Gage, advised that the number of Directors may be a minimum of 7 and a maximum of 12. The Secretary reminded members that there are currently 9 Directors, composed of 3 ex officio Directors (all section leaders / teachers) and 6 elected Directors (4 section leaders / teachers and 2 parent representatives).
- 3.2 The 3 ex officio Directors, holding office by virtue of their position on the Academic Steering Group (ASG) or as a Strategic Liaison Leader (SLL), are:
  - 1. Shaun Corrigan (Fontainebleau) Deputy Coordinator, ASG
  - 2. Nick Baker (St. Germain) SLL English Language & Literature
  - 3. Rob Miller (Lyon) SLL History-Geography
- 3.3 All of the existing Directors are standing for re-election.
- 3.4 The Secretary confirmed the names of the 6 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, Betty Lau, Alan Geary, Laura Martin-Clarke (co-opted by the Board during the year), Katharine Axten and David Gage.
- 3.5 The following were unanimously re-elected as Directors by the members to serve for a term expiring at the end of the next Annual General Meeting:
  - 4. James Cathcart (St. Germain)
  - 5. Betty Lau (Sèvres)
  - 6. Alan Geary (Lyon)
  - 7. Laure Martin-Clarke (Ferney-Voltaire)
  - 8. Katharine Axten (Balzac, parent)
  - 9. David Gage (St. Germain, parent)
- 3.6 The President reminded the Directors that a Board meeting would be held immediately following this General Meeting to elect the following officers for the coming year: President, Vice-President, Treasurer and General Secretary.

### **4. Any Other Business**

No-one raised any other business.

There being no other business, the President closed the meeting at 14:55 p.m.

*Signed*

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**James Cathcart, President**

*Signed*

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**David Gage, Secretary**