



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: **Friday, 15th January 2021**

PLACE: **Remote meeting on Zoom platform**

PRESENT

1. James Cathcart (St. Germain), President
2. Rob Miller (Lyon), Vice President, Strategic Liaison Leader History-Geography
3. Shaun Corrigan (Fontainebleau), Treasurer
4. David Gage (St. Germain parents), General Secretary
5. Katharine Axten (Balzac parents)
6. Laura Martin-Clark (Ferney-Voltaire)
7. Xavier Vuiller (Colomiers)

ABSENT EXCUSED

8. Alan Geary (Lyon), Subject Leader History-Geography
9. Nick Baker (St. Germain), Strategic Liaison Leader English
10. Betty Lau-Vanchet (Sèvres)

MEETING

The meeting started at 08:05.

1. Agenda

The agenda items were Unifrog and proposed membership fee increase to be proposed at the AGM.

2. Unifrog

- 2.1 Having checked with those attending, RM noted that there were enough schools / sections (namely 5 or possibly 6) ready to commit to using Unifrog to be able to benefit from the preferential pricing offer that had made. RM will follow up on the

next steps. JC enquired whether an external provider that supports OIB students could also subscribe under the ASIBA group umbrella and this will be investigated further.

- 2.2 JC advised that the Finance Officer at Saint Germain can organise the collection of payments through an HelloAsso account but she will need information on the number of students and the committed subscription period (1, 2 or 3 years).
- 2.3 RM suggested that a short slot be reserved at the Schools Forum for a brief presentation of and questions/answers on Unifrog so that all schools attending are aware of the offer and can consider whether their school wishes to subscribe. To save time at the Forum a link to the Unifrog presentation will be sent out to the attendees in advance so that they already have the key information.
- 2.4 LMC enquired about training. RM confirmed that a designated person at Unifrog, who is reactive and efficient, supports on training but he added that training needs are normally quite modest as the functioning of the site is intuitive to a large degree and there are also helpful videos.

3. Membership Fee Increase

- 3.1 DG noted that succession planning for the administrative coordinator role dictates that a solution will need to be in place as at the start of the next school year. He then went through the figures in his email of 14th on income, reserves, eventual increase in reserves (if there are no physical exams), budgeted costs, projected costs of a part-time administrative coordinator and possible membership fee increase to match the projected additional cost.
- 3.2 JC advised that the intention would be to have a transition period during the month of September 2021.
- 3.3 XV said that he had explored the possibility of the administrative coordinator being employed by Colomier but that may not be feasible, in which case he raised the concept of ASIBA employing the person, using the *chèque-emploi* system available to associations. A discussion took place on all the issues and options. The meeting recognised the advantages of having its own employee, such as clarity, stability (as compared to a self-employed provider), long-term sustainability (as opposed to relying on any particular section), development of further ASIBA activities, control and so on, but also recognised the significant responsibilities, HR implications, legal obligations and administrative formalities that would arise. Further work will need to be done to determine the most feasible structure. XV will investigate further the detailed employment costs and options; JC will investigate a potential outsourcing arrangement.
- 3.4 Regardless of the structure adopted, the meeting recognised the need to fund the engagement of a part-time administrative coordinator, based in Colomiers (rather than the more expensive Paris area), initially with the equivalent of a 3-day week but annualised to allow flexibility as regards the intensive and slack periods of the year. It was acknowledged that a review would subsequently be needed once the new system was in place to see if those working hours were adequate for the role.
- 3.5 Duly noting the possible sensitivity around any ASIBA fee increase and KA's input on the position in state schools generally, the Directors were favourable to the minimum increase in membership fees that would cover the minimum additional cost as currently estimated. However, the Board acknowledged that there are unknown factors and that it may be necessary to use part of the reserves in the first year and eventually to propose a further membership fee increase in 2022-23.

3.6 Therefore, the Board approved a proposed increase in the membership fee from €10 per *Terminale* student to €12.50 with an increase in the minimum fee from €250 to €300 and cap of €1,500. The officers will prepare a letter to be sent to all members before the AGM to make the proposal and provide appropriate explanations.

4. **Future Meetings**

The next Board meetings are scheduled for:

- 21st January 2021 immediately after the AGM, being a short formal meeting to appoint the Officers for the year
- 26th March 2021
- May 2021 – date to be confirmed

There being no further business to discuss the meeting closed at 9:00.

James Cathcart, President

David Gage, General Secretary