

BSPA GOVERNING BODY MEETING N° 364: Minutes of Meeting

Wednesday 13th January 2010, 20h15

Aumonerie, Lycée International

Governors: Eric Bellanger (EB), Philippe de Chabert (PdC), Sylvie Dupuis (SD), Rob Edwards (RE), Richard Hadley (RH ; Minutes-taker), Chris Lajtha (CL), Yves Lorgeté (YL), Debbie Macklin (DM), Philip Mead (PM), Tony Russell (TR), Mike Stam (MS). **Staff:** James Cathcart (JC), Xana Jones (XJ), Philip Shaw-Latimer (PSL).

Apologies: Pierre Celle (PC), Ian Macleod (IM), Sylvie Seng (SS), Mike Thompson (MT)

1. Approval of Minutes of BSPA Meeting N° 363: unanimously approved.

2. Matters arising a) MS proposed that Independent Governors would feed input/ comments to TR on strategic issues; b) CL reported that a general application form for BS school trips defining responsibilities would be finalised shortly; c) agreed that the January 2011 Governors Meeting would be a week later (19th Jan) giving Sub-Committees extra time to meet; d) PSL continues to press for our teaching staff to receive documentation giving them the same recognition as fellow French teachers – the construction of the loge may enable a positive outcome; e) lawyer-approved French disclaimer text for website still awaited.

3. President's Report

a) **Director.** All internal candidates had had feedback interviews, and the process reviewed with the Senior Mgt. Team (SMT). PSL was working on an induction programme for JC – this included his attending Finance and HR Sub-Committee Meetings. CL reported that all ideas which had emerged during interviews had been captured and would be circulated to Governors/SMT/JC in January. Following written comments from MT, it was agreed that the selection process would be discussed at June Governors Review Meeting. **Action CL.**

b) **Governor Succession Planning.** CL's paper identifying the possible need to seek early Governor retirement was discussed to ensure turnover/manage loss of experience/create vacancies. The role of the Governors would be presented at Forums and highlighted to the Contact Parent Network and other outlets to persuade more possible candidates to identify themselves. No other action was agreed. MS suggested re-examination of criteria for "independent" Governors: agreed to do this at June Governors Review Meeting. **Action CL**

c) **National Sections.** The Proviseur had been very receptive to the proposal of a regular meeting with Section Presidents (and subsequently Directors too) to enable better exchange of information and review of current/strategic issues. The initial meeting would be on 21st Jan. Any meeting(s) would not, of course, impact the LI's traditional governance structure.

d) **Mission Statement.** It was hoped that - with other National Sections interested in the concept of a Mission Statement – it may ultimately be possible to envisage a common Mission Statement for all Sections and the L.I. itself.

e) **Association des Proviseurs.** Following an initial meeting at the last FDEI Congress of several Proviseurs of schools with National Sections, it appeared likely that a formal *Association* would be created to review matters of common interest.

4. Head's Report.

a) **French Bac reform proposals.** The special status of Hist/Geo in the OIB seemed, on paper, to be under threat from the proposals. The Lycée, National Sections and national authorities were being mobilised, in a variety of initiatives, to seek a derogation for the OIB

b) **OIB Organisation.** PSL confirmed that consistently rising numbers at the St Germain centre meant that the Section and French Administration were increasingly stretched. Science-Po's end-June exams would make the oral exam timetable very complicated. More time had been obtained this year for orals/jury with the resultant Bac ceremony being mid-week according to current plans. SD would be involved in organising an event at St Germain to celebrate the 25th anniversary of the OIB.

- c) **Externés.** The National Sections were now carrying out most of the work formerly done by the *gestionnaire des externés*; the Lycée's *externés* office/data was being retained. However an attempt to involve French staff in talking to French schools about pedagogic issues had not been successful. It was still hoped that additional admin assistance might be forthcoming.
- d) **Lycée funding.** It was hoped that the LI might succeed in getting 4 FS classes funded.
- e) **Urgent internal communications.** It was agreed to install a system to enable all staff to be instantly informed of urgent matters (eg SMS by Internet?) **Action PSL**

5. Staff Rep's Report

Nothing specific to report. XJ was thanked for her submission of a paper to the Salary Index group identifying various issues.

6. Human Resources Report

- a) **Governors Training.** Possible visits to schools other than those Governors were familiar with; use of ICT in the classroom; Collège Open Days. DM would organise a rota. **Action DM**
- b) **Recruitment.** (i) History teacher(s). A TES ad. had been placed. Shortlisted candidates would visit the Section on 12th Feb, with selection the day after. (ii) Jenny Morton would take one of Lucy Gough's classes.
- c) **Pensions.** External advice being obtained should allow outstanding issues to be settled.
- d) **Former BS teachers** were being contacted to confirm/identify the value of the BS experience with very positive results to date.
- e) **Performance Management.** Following low level of feedback on Perf. Mgt. process, it was agreed that SMT/XJ would formulate a questionnaire to elicit more detailed comments. The Governors role was that of oversight of the process. **Action PSL/XJ**

7. Finance Report

PM reported that revenue/expenses were broadly in line with budget to 31st Dec. The Pay Scales index working group would meet next week. Discussions should be concluded by end-March for Budget purposes. Copies of the new Governors Handbook were distributed; members of staff will receive their copy too – all involved in its production were thanked..

8. BSPTG

SD circulated a copy of the twice-termly newsletter which was warmly welcomed. The text will always be reviewed by SMT before circulation.

9. ICT Report

RE reported that there would be a cost/benefit analysis of a "Virtual Learning Environment" with the major cost in maintaining the system. RE would review the text of the previously issued "assets document" (perhaps over-'corporate' in tone) and bring it in to line with the Employees Handbook. **Action RE**

10. Strategy Report

TR reminded the Meeting that the Working Group had been established to think about Strategic Issues with a 2-5 year horizon, especially in the light of forthcoming changes in management/governors. Governors intended to provide focus and support to SMT/staff on issues which may be weaknesses or threats – and to identify opportunities which needed to be captured. TR would brief PSL/JC. **Action TR**

11. Any other business

There was none

The President declared the meeting closed at 23.15