



E S T A B L I S H E D I N 1 9 8 8

SCHOOL MEMBERSHIP PACK

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Dear Applicant,

RE INVITATION TO APPLY FOR FOBISIA MEMBERSHIP FOR YOUR SCHOOL

Thank you for your interest in becoming a FOBISIA Member School. Membership is open to schools located in Asia that provide a British-type curriculum for a significant majority of students. To qualify as members, schools must satisfy the membership criteria as set out in FOBISIA's Constitution and By-laws, and successfully complete the application process as set out in Regulation 6 of the Constitution. The governing body of a school must approve the application.

To apply for membership of FOBISIA, please prepare a **Letter of Intent**, which is an official letter from the Head of School (max. one A4-page) providing some context for the application, e.g. history of the school, current status, reasons for wanting to join FOBISIA.

Please also complete the following forms and email them, along with your **Letter of Intent**, to FOBISIA (To: info@fobisia.org):

- **Initial Application Form (F1)**
- **Pre-Membership Visit Survey Form (F2)**
- **Staff List Form (F3)**

Please ensure you retain a copy of these documents as they may be required for reference in a subsequent stage of the application process, should a Pre-Membership Visit be recommended by FOBISIA's Membership Committee.

Once you have submitted your application, your school is classified as a Candidate School. FOBISIA's Membership Committee will then review your application to assess whether the school broadly meets its school membership criteria. If so, the Candidate School will be notified that they can move onto the next stage of the process. However, should there be any criteria that have not been met by the Candidate School, the Chair of the Membership Committee will write to the school stating the reasons and how they can address the issues outlined.

Following agreement that the Candidate School can move to the next stage. Arrangements will be made for a two-day Pre-Membership Visit by Heads from two existing FOBISIA Member Schools (or one Head and one representative from FOBISIA HQ). The purpose of the visit is to further assess the Candidate School against the criteria for membership and verify the information supplied in the application. The

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FOBISIA Chair | Mr. Anthony Rowlands | anthony.rowlands@bisvietnam.com
FOBISIA CEO | Mr. John Gwyn Jones | ceo@fobisia.org

Candidate School is required to reimburse the visiting Heads for their expenses and pay an Application Fee of SGD 1,000*.

Following the visit to the Candidate School, the visiting Heads prepare and present their Pre-Membership Visit Report to FOBISIA's Board, through the Membership Committee, detailing the degree to which the school meets the membership criteria (based on written and observational evidence) and making a recommendation regarding membership. The FOBISIA Board invites each of FOBISIA's Full Member Schools vote on whether they support the membership recommendation, each having been provided a copy of the report in advance for their consideration.

If successful, the FOBISIA Chair will write to the Candidate School inviting them to join FOBISIA as either a Full or Associate Member with immediate effect. The Head of the new Member School will be requested to make a short presentation at the next FOBISIA Heads' Business Meeting (in either November or March), including a brief overview of the school, its history, facilities, curriculum, staff and students, and to convey what the school hopes to gain from, and contribute to, the Federation. Should the Candidate school not be successful following the Pre-Membership Visit, the Chair of the Membership Committee will advise them of the reasons why they do not satisfy the membership criteria and what the next steps would be.

Candidate Schools that are granted membership must be aware that upon joining FOBISIA, Member Schools are not immediately guaranteed a place at FOBISIA's Friendly Games. Because the schedule is confirmed prior to the start of each academic year, it may take a year or more before new Member Schools can be accommodated at the Primary, U13s and U15s Games. However, should there be space, they will be informed by the Chair of FOBISIA's Sports Committee. However, Sports Invitationals and Professional Development events are open to new Member Schools immediately upon joining FOBISIA.

Should you have any further queries, please do not hesitate to contact me. We look forward to receiving your application.

Yours sincerely,



Martin Towse

Chair, FOBISIA Membership Committee

Principal, St. Christopher's International Primary School

martin.towse@scips.org.my

** FOBISIA's membership fees are subject to annual review and may change without notice*

www.fobisia.org

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Sukhumvit 105, Bangna, Bangkok, Thailand, 10260



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APPLICATION FOR SCHOOL MEMBERSHIP (FORM F1)

Candidate School Information:

Name of School:

Address:

Telephone:

Fax:

E-mail:

Names of two previous Heads:

Date of appointment:

1.

2.

Student numbers:

PRIMARY Year Group Numbers		SECONDARY Year Group Numbers	
PS:	Nursery:	Year 7:	Year 8:
Year 1:	Year 2:	Year 9:	Year 10:
Year 3:	Year 4:	Year 11:	Year 12:
Year 5:	Year 6:	Year 13:	
TOTAL:		TOTAL:	

Chair of Board of Governors (or equivalent):

Name:

Address:

Criteria for Membership

A school that applies for membership of FOBISIA is deemed a Candidate School if the application adequately meets the criteria laid out in FOBISIA's By-laws. Under each of the criteria, please substantiate how the school meets these criteria.

General Criteria
1. The school is located in Asia as defined by FOBISIA.
2. The school has an appropriate license or other such legal permission to operate, as described by the details in the application, within the host country.
3. The school has a clearly formulated set of objectives and educational philosophy set out in writing.
4. There is evidence that the school is committed to educational excellence over profit. Although it is accepted that all schools should be run on a business-like basis, and some schools create a surplus, the quality of education should not be sacrificed as a result of pure profit-making.
5. The school can demonstrate that its financial resources can sustain its educational programme consistent with its stated philosophy and objectives. The school provides a suitable learning and working environment in terms of its provision of grounds, buildings, installations, furnishings, support equipment, staff, including their professional development. Curriculum resources are adequate to fulfil the needs of the instructional programmes.
6. The school has adequate provision for the health, safety, security and comfort of its students and staff.

Britishness Criteria
1. The medium of instruction is predominantly English with the majority of the students accessing the entire curriculum at an age appropriate level.
2. The school delivers a British-type broad-based curriculum for all or a significant majority of its students, such as the National Curriculum for England at Key Stages 1, 2 and 3; the Common Entrance Curriculum; GCSE / IGCSE programmes; GCE 'A' Levels, GNVQ. <i>If the school does not overtly offer typically British curricula it must adequately demonstrate that its programmes meet the following five (5) criteria.</i>
3. The school has an educational programme such that should their students seek entry to UK state schools they would be able to do so without any great difficulty.
4. The majority of the teaching staff of the school are full time and are professionally qualified by holding UK Qualified Teacher Status, or an equivalent, and the majority are fully acquainted with British educational systems by being UK trained and experienced or by having gained experience in British International schools. <i>There may be exceptions with local language teachers, peripatetic staff or teaching support staff in, for example EAL or SEN.</i>
5. The school utilises appropriate teaching materials and resources to support a British-style curriculum, both technically and culturally.
6. The school demonstrates a commitment to keeping teachers up-to-date with current educational developments in Britain through programmes of in-service training.
7. The school shows a commitment to the formal monitoring and evaluation of teaching and learning according, or similar to, British norms and undergoes regular reviews or inspections by external agents acquainted with British practice at least once every six (6) years. <i>If a school cannot commit to an inspection team at regular intervals, it is a requirement for a follow-up school visit by a small team of FOBISIA Heads, at the school's expense, in order to assure continuing compliance with the membership criteria.</i>

Governance Criteria
1. The school has clear lines of management and authority and there is appropriate delegation to the Head.
2. There is a culture of effective professional relationships between the Head and governance, owner, or controlling company, and positive relationships within the school community of students, parents and teachers.
3. There is full commitment by the Head and Governors, owner or controlling company of the school to the mission and constitution of FOBISIA, including its Code of Professional Conduct and guidelines of ethical practice contained therein.

Based on the information given in the application, FOBISIA's Membership Committee will judge whether a pre-membership school visit is justified and make a recommendation to the FOBISIA Board accordingly. Should such a visit take place, the Candidate School is responsible for all expenses incurred, plus an Application Fee of 1,000 SGD.

If the visit confirms that FOBISIA's membership criteria are being met, FOBISIA's Board will make a recommendation to the full membership, which will then vote on whether the Candidate School is admitted to membership. If the membership unanimous agrees to the recommendation, the Candidate School will receive a letter from FOBISIA's Chair confirming the decision, and the Candidate School is admitted as a member of the Federation, effective immediately. The new Member School will be requested to give a presentation at the next Heads Meeting, be it in March or November.

Signed by Head of School

Date: ____ _

Signed by Chair of the Board of Governors

Date: ____ _

Please complete and return to FOBISIA HQ via: info@fobisia.org



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PRE-VISIT SURVEY FOR CANDIDATE SCHOOLS (FORM F2)

Name of School:

1. Enrolments as at start of the academic year

Level	Boys	Girls	Total
Nursery			
Reception			
Key Stage 1			
Key Stage 2			
Key Stage 3			
Key Stage 4			
6 th Form			
Total number on roll			

2. Average teaching class size

Level	Class size
Nursery	
Reception	
Key Stage 1	
Key Stage 2	
Key Stage 3	
Key Stage 4	
6 th Form	

3. Total number of nationalities (students)

No.

4. Top 5 countries with highest representation

No.	Nationality	% of school population
1		
2		
3		
4		
5		

5. Number of country nationals (students)	<input type="text" value="No."/>	
6. Students from the UK	<input type="text" value="No."/>	<input type="text" value=""/>
7. Percentage of students for whom English is NOT the native language	<input type="text" value="No."/>	<input type="text" value=""/>

8. Staff and organisation *(please include Headteacher and Senior Leaders)*

(a) Full time teachers (female)	<input type="text" value="No."/>		
(b) Full time teachers (male)	<input type="text" value="No."/>		
(c) Part time teachers (female)	<input type="text" value="No."/>		
(d) Part time teachers (male)	<input type="text" value="No."/>		
(e) Teaching support staff	<input type="text" value="No."/>		
(f) British national teachers	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
(g) Nationalities per teaching staff	<input type="text" value="No."/>		
(h) Teaching staff per top 3 nationalities	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
(i) Teachers retained at end of last academic year	<input type="text" value="No."/>		
(j) Teachers joined at start of current academic year	<input type="text" value="No."/>		
(k) Teachers that have served more than 10 years	<input type="text" value="No."/>		
(l) Teaching staff hired overseas	<input type="text" value=""/>		
(m) Teaching staff hired locally	<input type="text" value=""/>		
(n) Teachers with Masters degrees or higher	<input type="text" value="No."/>		
(o) Total professional development budget	<input type="text" value="£"/>		
(p) Computers available for student use	<input type="text" value="No."/>		

9. Staff and organization

(a) Approximate annual revenue (tuition fees)	<input type="text" value="£"/>
(b) Approximate annual income (other)	<input type="text" value="£"/>
(c) Approximate annual expenditure	<input type="text" value="£"/>
(d) Personnel costs per annual revenue	<input type="text" value=""/>
(e) Curriculum costs per annual revenue	<input type="text" value=""/>
(f) Professional development per annual revenue	<input type="text" value=""/>

10. Curriculum and examinations (please tick appropriate boxes)

<input type="checkbox"/>	National Curriculum Foundation	<input type="checkbox"/>	National Curriculum KS1
<input type="checkbox"/>	National Curriculum KS2	<input type="checkbox"/>	National Curriculum KS3
<input type="checkbox"/>	IGCSE		
<input type="checkbox"/>	GCSE	Examination Boards (<i>please list</i>)	<input type="text"/>
<input type="checkbox"/>	IGCSE	Examination Boards (<i>please list</i>)	<input type="text"/>
<input type="checkbox"/>	'A' Levels	Examination Boards (<i>please list</i>)	<input type="text"/>
<input type="checkbox"/>	IB Diploma		
<input type="checkbox"/>	Others (<i>please list</i>)	<input type="text"/>	

11. Learning support

(a) Provision for students in need of learning support (not including EAL, ESL or EFL) ☐
(*if yes, please complete b and c below*)

(b) Learning support teachers

(c) Students receiving learning support

12. Inspections and accreditation

(a) Accreditation with International and/or British agencies (*please list*)

Agency: _____	
Last accreditation: _____	Next re-accreditation: _____
Agency: _____	
Last accreditation: _____	Next re-accreditation: _____

(b) Regular inspections by an authorised inspection agency ☐
(*if yes, please list*)

Agency: _____	
Last accreditation: _____	Next re-accreditation: _____
Agency: _____	
Last accreditation: _____	Next re-accreditation: _____

The information provided in this document is, to the best of my knowledge, accurate.

Signature: _____

Name: _____

Designation: _____

Date: ____ _

Please complete and return to FOBISIA HQ via: info@fobisia.org

Candidate School Staff List Form (Form F3)

[illegible]



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PRE-MEMBERSHIP VISIT REPORT & SELF-REVIEW FORM (FORM F4)

Please Note: This form is to be submitted two weeks prior to the School Visit. Do not submit this form if your school visit has not been confirmed.

Visit Details:

Name of Candidate School	
Address (Location of campus/es)	
Confirmation that Candidate School is located within FOBISIA's designated geographical region (4.3.1.a)	
Names and designations of visiting FOBISIA representatives	
Dates of visit	

Head of School Details:

Name	
Date of appointment	
Qualifications	
Brief career background	
Previous Heads of school (if any) and length of tenure	

School Details:

Date Candidate School founded/established	
How and why was the Candidate School founded?	
Details of legal constitution/governance/ownership	
Confirmation that the school has an appropriate licence or other such legal permission to operate in the host country (4.3.1.b)	

Educational Objectives and Philosophy:

CRITERIA	SCHOOL SELF-REVIEW / DEMONSTRATION OF EVIDENCE	VALIDATION &/OR COMMENT <i>(To be completed by the visiting FOBISIA representatives)</i>
<p>The candidate school has a clearly formulated set of objectives and educational philosophy set out in writing (4.3.1.c)</p> <p>There is evidence that the school is committed to educational excellence rather than profit (although it is accepted that all schools should be run on a business-like basis, and some schools create a surplus, the quality of education should not be sacrificed as a result of pure profit making)</p>	<i>To what extent are the vision/aims/objectives of the school apparent in its daily life? Provide brief examples to illustrate.</i>	Yes/No
	<i>Do the vision/aims/objectives include reference to the pursuit of high standards and achievement? Record where the references can be found.</i>	
	<i>From the school's performance data, provide brief evidence to illustrate the progress being made by students at the time of the visit, noting how this compares with previous years. Comment on the extent to which students are set challenging targets, given their starting points, and are making good progress towards meeting or exceeding these.</i>	
	<i>Consider and comment on the achievement of any vulnerable groups of students, such as those with SEN/D or EAL. To what extent are they making the progress they are capable of? How successfully is the school closing any gaps in progress and attainment?</i>	

Learning and Teaching:

CRITERIA	SCHOOL SELF-REVIEW / DEMONSTRATION OF EVIDENCE	VALIDATION &/OR COMMENT <i>(To be completed by the visiting FOBISIA representatives)</i>
There is evidence that the school is committed to educational excellence rather than profit (although it is accepted that all schools should be run on a business-like basis, and some schools create a surplus, the quality of education should not be sacrificed as a result of pure profit making)	<i>Provide brief evidence to demonstrate that expectations for all groups of students are high.</i>	
	<i>Comment on and share evidence that demonstrates the extent to which assessment information is used to plan teaching and learning that challenges students to reach the standards they are capable of.</i>	
	<i>Comment on and share evidence that demonstrates the extent to which oral and written feedback is used to ensure students know what they can do to improve.</i>	
The school is able to demonstrate that it provides a suitable learning and working environment in terms of its provision of its grounds, buildings, installations,	<i>Provide brief evidence that demonstrates that the environment is safe, welcoming and conducive to learning and teaching for all ages of students and their differing needs, including SEN/D and EAL, across the curriculum.</i>	
	<i>Also comment on and share evidence that demonstrates the extent to which the environment supports play, recreation, physical activity and sport.</i>	

<p>furnishings, support equipment, and the continued professional development of its staff (4.3.1.e)</p> <p>The medium of instruction is predominantly English with the majority of the students accessing the entire curriculum at an age appropriate level (4.3.2.a)</p>		
<p>The school delivers a British-type broad-based curriculum (as determined by the Executive Committee of FOBISIA) for all or a significant majority of its students. These programmes may include: (a) the National Curriculum for England at Key Stages 1, 2 and 3; (b) the Common Entrance Curriculum; (c) GCSE; (d) IGCSE programmes; (e) GCE 'A' Levels; (f) GNVQ (4.3.2.b)</p>	<p><i>Provide evidence to show that the school delivers a British-type broad-based curriculum. You may wish to include a brief review of the school's curriculum map/programmes of study.</i></p>	
	<p><i>Provide evidence to show the extent of the contribution made by sport and music to the curriculum:</i></p> <ul style="list-style-type: none"> <i>What facilities are provided by the school to support sport and music in particular?</i> <i>To what extent is the school involved in sporting competitions and music events?</i> 	

Extra curricula activities.	Provide evidence to show the extent of the contribution made by extra curricular activities.	
The school has an educational programme such that should their students seek entry to UK state schools they would be able to do so without any great difficulty (4.3.2.c.i)	What evidence exists to demonstrate the extent to which the breadth, depth and balance of the curriculum supports all students to reach age appropriate standards in the range of subjects and courses normally found in UK schools?	
The school is able to demonstrate that its curriculum resources are adequate to fulfil the needs of the instructional programmes (4.3.1.e.iii)	Provide brief evidence across the curriculum (specifically mentioning ICT), to confirm that the range and quality of curriculum resources support teachers to match their teaching to meet the different ages and needs of students, including those with SEN/D and EAL.	
The school utilises appropriate teaching	Provide brief exemplar evidence to demonstrate the extent to which learning and teaching of the British-style curriculum is supported by sufficient and well-chosen equipment, materials and resources.	

materials and resources, as determined by the Board of FOBISIA, to support a British-style curriculum, both technically and culturally (4.3.2. c.iii)		
	<i>What checks and balances exist to ensure that the use of equipment, materials and resources (including ICT), are used to best motivate students and contribute to their achievements in different subjects and courses?</i>	

Finance:

CRITERIA	SCHOOL SELF-REVIEW / DEMONSTRATION OF EVIDENCE	VALIDATION &/OR COMMENT <i>(To be completed by the visiting FOBISIA representatives)</i>
The school is able to demonstrate that its financial resources are capable of sustaining its educational programme consistent with its stated philosophy and objectives (4.3.1.e.i)	<i>By reference to the budget for the current academic year, School leaders and Governors need to be able to demonstrate the soundness and coherence of their financial planning in order to ensure an appropriate investment in staff, buildings/accommodation and resources which supports the school's stated philosophy and objectives.</i>	<i>Do Senior Leaders and Governors know and understand the school's financial position and can they explain the major financial decisions which have been made? Yes/No</i>
	<i>Demonstrate or exemplify how financial planning is linked to improving the outcomes for students, regardless of the school's level of funding, and that foreseen costs are identified in the school improvement plan.</i>	<i>The focus should be on the school's efficient use of its available financial resources.</i>
	<i>Show the proportion of annual expenditure that is spent on: staff; buildings/accommodation; resources and demonstrate that this is sufficient.</i>	<i>Does the school accurately allocate financial resources so that it responds appropriately to the competing priorities to bring about improvement? Yes/No</i>
	<i>Demonstrate the adequacy of the school's financial planning undertaken for the current academic year and beyond. If so, show how this reflects the long-term aims and improvement priorities of the school. Also; that there is an appropriate contingency fund that ensures the needs of current students are not neglected at the expense of the needs of future students.</i>	<i>Is there adequate financial planning, including contingencies & ability to sustain this investment? Yes/No</i>

Leadership and Governance:

CRITERIA	SCHOOL SELF-REVIEW / DEMONSTRATION OF EVIDENCE	VALIDATION &/OR COMMENT <i>(To be completed by the visiting FOBISIA representatives)</i>
The school has clear lines of management and authority and there is appropriate delegation to the Head (4.3.3.a)	<i>Is it clear from minutes of the governing body's meetings, that Governors have an effective oversight of the school and that they discharge their responsibilities appropriately to the Head for securing the best possible outcomes for students? Provide brief evidence to support the assessment?</i>	<i>Do your discussions with the Head & Governors support this? Yes/No</i>
There is a culture of effective professional relationships between the Head of the school and the Governors, owner, or controlling company, and positive relationships within the school community of students, parents and teachers (4.3.3.b)	<i>Is the partnership between Head and Governors/owner/controlling company successful in sustaining positive relationships in the school community and maintaining an accurate understanding of the school's effectiveness? Supply brief evidence.</i>	<i>Does discussion with key stakeholders in the community compliment this commentary? Yes/No</i>
There is full commitment by the Head and Governors, owner or controlling company of the school, to the mission and constitution of FOBISIA, including its Code of	<i>Can the Head and Governors/owner/controlling company confirm that they have read and understood the Constitution and By-laws of FOBISIA, including its Code of Professional Conduct?</i>	<i>In discussion with the Head and Governors/owner/controlling company confirm that if the school is granted membership of FOBISIA they will be willing to sign adherence to its Code of Professional Conduct and the guidelines of ethical practice contained therein. Yes/No</i>

Professional Conduct and guidelines of ethical practice contained therein (4.3.3.c)	What do each of the school's main stakeholder groups (pupils, parents, staff, Governors etc.) see as the benefits of membership of FOBISIA and any disadvantages? Briefly record the most significant opinions.	Do your discussions with the main stakeholders support these claims? Yes/No
The school shows a commitment to the formal monitoring and evaluation of teaching and learning according to, or similar to, British norms and undergoes regular reviews or inspections by external agents acquainted with British practice at least once every six (6) years (if a school cannot commit to an inspection team at regular intervals, it is a requirement for a follow-up school visit by a small team of FOBISIA Heads, at the school's expense, in order to assure continuing compliance with the membership criteria) (4.3.2.c.V)	Report briefly on what actions the Head, Senior Leaders and Governors undertake to secure and sustain constant improvements to teaching and learning? Provide brief exemplar evidence.	Yes/No
	Briefly describe what systems and structures are in place to track the progress of students and ensure that all groups achieve well.	Yes/No
	Referring to information from Form F2 and any other available evidence, report on the school's arrangements for external review/inspection and the perceived adequacy of these.	Claims consistent with practice? Yes/No

Health and Safety:

CRITERIA	SCHOOL SELF-REVIEW / DEMONSTRATION OF EVIDENCE	VALIDATION &/OR COMMENT <i>(To be completed by the visiting FOBISIA representatives)</i>
The school has adequate provision for the health, safety, security and comfort of its students and staff (4.3.1.f)	<i>Does the school's Health and Safety Policy and consider whether all laws and guidance are comprehensively addressed in order to secure the welfare, health and safety of students, staff and visitors? Provide sufficient evidence to support the evaluation.</i>	Yes/No
	<i>How thorough and frequent are the monitoring and evaluation of health and safety practice, including: clearly defined roles and responsibilities; risk-assessments; maintenance and testing of plant and equipment; security; first-aid; emergency procedures etc.? Provide a brief comment and evidence that demonstrates procedure for each of the above.</i>	Yes/No
The school provides a suitable learning and working environment (4.3.1.e.ii)	<i>In the context of the health and safety of students and staff, what features of the grounds; buildings (both for work and recreation); installations; furnishings; resources; toilets/wash/shower facilities, best demonstrate their suitability as being fit for purpose. Within this same context are there any areas which the school recognises as being in need of development or improvement?</i>	Yes/No

Safeguarding:

CRITERIA	SCHOOL SELF-REVIEW / DEMONSTRATION OF EVIDENCE	VALIDATION &/OR COMMENT <i>(To be completed by the visiting FOBISIA representatives)</i>
<p>The school has adequate provision for the health, safety, security and comfort of its students and staff (4.3.1.f)</p> <p>The school has a Child Protection/Safeguarding Policy and a designated Child Protection Officer (4.3.2.c.iii)</p>	<p><i>Does the school's Recruitment and Selection Policy demonstrate that all adults with access to students are carefully selected and vetted, prior to employment, according to statutory requirements? As a guide, use the 'British Schools Overseas: Standards for Schools', to assess whether statutory requirements are met, and in particular:</i></p> <ul style="list-style-type: none"> <i>• Prior to the confirmation of the appointment of all staff (including volunteers), have appropriate checks been carried out to confirm their identity, medical fitness, right to work in the host country, previous employment history, character references and, where appropriate, qualifications and professional references and has such information been taken into account in determining whether their appointment will be confirmed?</i> <i>• Have appropriate checks on suitability to work with children, including a British enhanced criminal record check (DBS) <u>where applicable</u> been made by the proprietor in respect of any member of staff appointed to a position at the school before, or as soon as was practicable after, his/her appointment (including checks in the host country and any overseas countries where the person may have lived, such as obtaining certificates of good conduct from the relevant embassies or police forces)?</i> <i>• Can each individual proprietor of the school, or where appropriate the chairperson of the proprietorial body, demonstrate that he/she has met all local requirements (if there are any), and in addition been subject to checks confirming his/her identity, right to work in the host country, suitability to work with children, (including an enhanced DBS certificate where applicable)? Where appropriate, have certificates of good conduct been obtained, wherever practicable, from the relevant embassies or police forces of all countries in which the proprietor has resided?</i> <i>• Has the chairperson checked the other members of the proprietorial body (where these exist) to confirm they meet all local requirements, their identity, right to work in the host country, and suitability to work with children (including an enhanced DBS certificate where applicable). Where appropriate, have certificates of good conduct been obtained, wherever practicable, from the relevant embassies or police forces of all countries in which they have resided?</i> <i>• Give exemplar evidence and identify where records are located for a random sample to be confidentially viewed by the visitor(s).</i> 	<p><i>Review the single central record to check how effectively the Recruitment and Selection Policy and Child Protection/Safeguarding Policy is implemented. Provide brief comment.</i></p>

	<p><i>Does the safeguarding of students have a high priority that is effectively embedded within the culture of the school? Provide exemplar evidence to support your own self-evaluation.</i></p>	<p><i>Through discussion with the Head, Governors, staff, students and parents, evaluate and report on the extent to which the safeguarding of students has high priority and is embedded within the culture of the school.</i></p>
	<p><i>How sufficiently are students taught to keep themselves safe, including from: bullying; homophobic behaviour; racism; sexism and other forms of discrimination? Give exemplar evidence of current practice.</i></p>	<p><i>Through discussion with students report on whether they consider they feel safe and are listened to if they have any concerns.</i></p>
	<p><i>Does the Safeguarding Policy make statutory roles and responsibilities clear and is this provision sufficient for the size and context of the school? Explain and exemplify.</i></p>	<p><i>Through discussion with parents, report on the accessibility and operational effectiveness of the Safeguarding Policy. Is there a dedicated Child Protection Officer?</i></p>
	<p><i>How is the Safeguarding Policy monitored and evaluated? Explain and exemplify.</i></p>	<p><i>How effective are these procedures?</i></p>

	<i>Is adequate training about safeguarding matters available to the Head and staff? State training/courses attended with dates?</i>	<i>Yes/No</i>
	<i>How are students who are potentially at risk of neglect, abuse or exploitation, identified and how are these concerns reported and the necessary action then taken? Explain and exemplify.</i>	<i>From discussion with the Head and staff, report on their knowledge and understanding of these procedures.</i>
	<i>How is positive behaviour consistently promoted throughout the school? Explain and exemplify.</i>	<i>Through discussions with the Head, staff and students report on their collective understanding of these systems.</i>

Staffing (Refer to the Pre-Membership Visit Survey Form (F2) and the Candidate School Staff List Form (F3) data)

CRITERIA	SCHOOL SELF-REVIEW / DEMONSTRATION OF EVIDENCE	VALIDATION &/OR COMMENT <i>(To be completed by the visiting FOBISIA representatives)</i>
The majority of the teaching staff are full time and are professionally qualified by holding UK QTS or an equivalent (as determined by the Board of FOBISIA), and the majority are fully acquainted with British educational systems by being UK trained and experienced or by having gained experience in British International Schools (4.3.2.c.ii)	<i>How and where are teaching staff recruited? (Code of Professional Conduct)</i>	<i>+/-</i>
	<i>How and where are non-teaching staff recruited? (Code of Professional Conduct)</i>	<i>+/-</i>
The school demonstrates a commitment to keeping teachers up-to-date with current educational developments in the UK by way of in-service training and staff	<i>Provide details of the main in-service training and staff development programmes over the last 12 months that meet this criterion.</i>	<i>+/-</i>

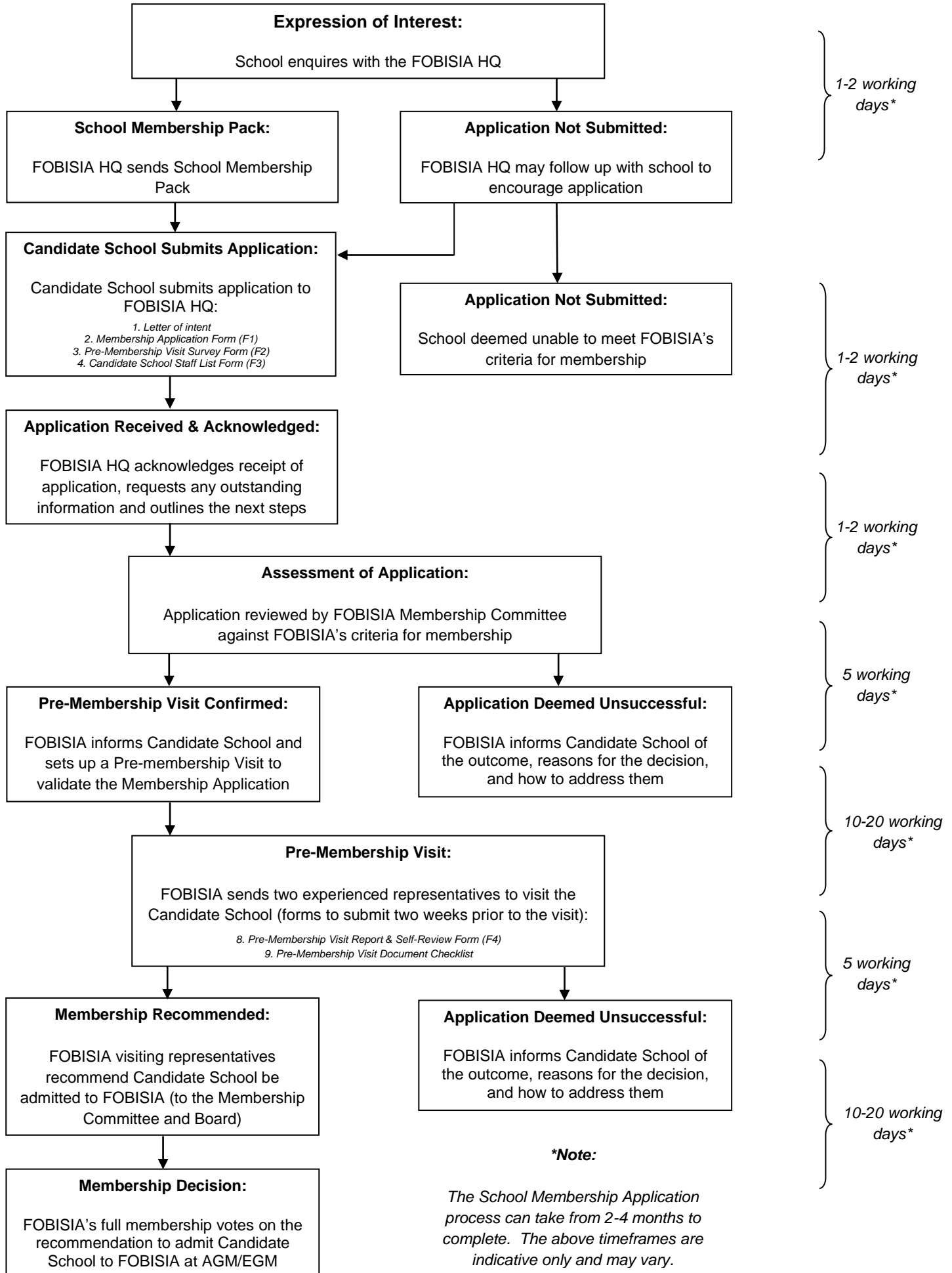
development programmes (4.3.2.c.iV)		
The school is able to demonstrate that: it provides a suitable learning and working environment in terms of it provision of the continued professional development of its staff (4.3.1.e.ii)	How do the professional development programmes for teachers outlined above support the age ranges of students, the different curriculum areas, career progression and leadership responsibilities?	+/-
	Are there professional development programmes for staff other than teachers, including teaching assistants, administrative and financial staff?	Yes/No

PRE-MEMBERSHIP VISIT REPORT SUMMARY & RECOMMENDATIONS

(To be completed by the visiting FOBISIA representatives)

<i>Do the visiting Heads/Senior Leaders recommend the Candidate School for FOBISIA membership? Yes/No</i>	
<i>If yes:</i>	<i>Please write summative paragraphs that answer the questions that follow and which are based upon and supported by the evidence collected above. (The intention is that this text should then read as one piece of text that summarises your findings and introduce both your report and the school to the membership).</i>
<i>How might the Candidate School support the aims and objectives of FOBISIA and its schools, using the identified strengths?</i>	
<i>What are the significant strengths of the Candidate School as determined by assessment against the membership criteria?</i>	
<i>Comment on any significant weaknesses of the Candidate School as determined by assessment against the membership criteria.</i>	
<i>How might FOBISIA support the school to overcome these weaknesses?</i>	
<i>If no:</i>	<i>In these circumstances the wording of any and all statements MUST be supported by clear reference to evidence. It will be important to be aware that these statements will need to be used in feedback to the applicant school and may thus become the subject of appeal. Phrasing should not suggest opinion but must clearly display the judgement(s) that have been made and why.</i>
<i>Summarise the specific criteria why the school cannot be recommended for membership of FOBISIA and support this judgement by clear referencing to previous evidence.</i>	

FOBISIA School Membership Application Procedure





E S T A B L I S H E D I N 1 9 8 8

CONSTITUTION

OF

**THE FEDERATION OF BRITISH
INTERNATIONAL SCHOOLS IN ASIA**

Date 15 February 2019

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CONSTITUTION OF THE FEDERATION OF BRITISH INTERNATIONAL SCHOOLS IN ASIA

1. NAME

- 1.1. This non-profit Society shall be known as the “Federation of British International Schools in Asia” or “**FOBISIA**”, hereinafter referred to as the Federation.
- 1.2. In an event where there is a change in the name of the Federation, the FOBISIA Board shall ensure that the new name of the Federation shall remain in tandem with the existing objects of the Federation (as set out in Regulation 4 of this Constitution), and existing member qualification and rights (as set out in Regulation 5 of this Constitution).

2. PLACE OF BUSINESS

The Federation’s place of business shall be at “Tanglin Trust School, Portsdown Road, Singapore 139299” or such other address as may subsequently be decided upon by the executive committee of the Federation (the “FOBISIA Board”). The Federation shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

3. STATEMENT OF NOT-FOR-PROFIT, NON-POLITICAL AND NON-SECTARIAN CHARACTER

The Federation shall be exclusively educational in character; it shall be a not-for-profit organisation with no part of its income to benefit private individuals. The Federation shall, in its objectives and activities, be politically neutral and non-sectarian

4. OBJECTS

- 4.1. Subject to the provisions of the Societies Act (Cap. 311) (the “Act”) and any other applicable written law of Singapore and guideline of Singapore pertaining to registered societies for the time being in force, the Federation’s objects are:-
 - 4.1.1. to support, foster cooperation between, and promote the interests of, schools which are members of the Federation;
 - 4.1.2. to take a leading role amongst its members in promoting a high quality British -style education through shared professional development programmes, conferences and seminars, cooperative activities, inter-school enrichment events, and other initiatives within the Asia region;
 - 4.1.3. to provide support for members including those to do with quality assurance, child protection, and representation to official bodies and governments.

Provided always that the Federation shall not at all times engage in activities outside Singapore which are not in accordance with the laws of the separate and individual countries in which its activities occur.

- 4.2. Regulation 4.1 of this Constitution shall not have the effect of restricting the objects of the Federation which shall remain as determined from time to time by the FOBISIA Board.

5. MEMBERSHIP QUALIFICATION AND RIGHTS

5.1. Membership for Schools

- 5.1.1. Membership is open to those schools located in Asia (as defined in Appendix 2 of the Federation’s By-laws) that provide a British-type curriculum for a significant majority of its students. To qualify as a member, the schools must satisfy the membership criteria as set out in the Federation’s By-laws, and successfully complete the application process as set out in Regulation 5 of this Constitution. The governing body of a school must approve such an application. To continue as a member, the said

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school must continue to satisfy the membership criteria and the criteria for continuing membership as set out in the Federation's By-laws as well as the FOBISIA Code of Professional Conduct as set out in Appendix 1 to the Federation's By-laws (the "**Code of Conduct**"). Each member school shall designate the senior academic leader of the member (the "**Head**") as its representative, and voting rights and right to hold office shall be determined in accordance with Regulation 5.2 of this Constitution.

- 5.1.2. There shall be three (3) classes of membership for schools. However, the FOBISIA Board may create additional categories of membership (honorary, supporting members etc.) and may admit such persons as they see fit within such categories in accordance with any criteria or rules made by the FOBISIA Board from time to time.

a) Full Membership

Full Membership is open to British International schools located within Asia (as set out in Appendix 2 of the Federation's By-laws). Full members shall have voting rights and its representative may hold office in the Federation. For the avoidance of doubt, each school which is a full member shall be entitled to one (1) vote at EGM.

b) Associate Membership

Associate Membership is assigned to those schools located in Asia (as set out in Appendix 2 of the Federation's By-laws) whose applications for membership in the Federation are accepted on a probationary basis. Schools will be admitted into Associate Membership if they have formally committed to the FOBISIA quality assurance requirements (as set out in Section 4.3.4 of the Federation's By-laws), but have not yet completed that required process. Associate members shall be entitled to attend meetings but shall not have voting rights. Representatives of Associate Members may not hold office in the Federation.

c) Affiliate Member

This category is open to Related Organisations. Affiliate members are not entitled to attend General Meetings, nor the annual business meetings. They may be admitted to other events from time to time as decided by the FOBISIA Board. They shall not have voting rights and its representatives may not hold office in the Federation.

- 5.1.3. Membership is open to educational organisations and suppliers who are of interest to schools ("**Related Organisations**"). To qualify as a member and to continue as member, Related Organisations need only to complete an application form for review by the FOBISIA Board. Members comprise of individual schools and Related Organisations and Full Membership is not open to individual persons.

5.2. Membership for Individuals

a) Co-opted Membership

The FOBISIA Board has the right to admit into membership individuals who used to be Heads of schools which were members of the Federation during such individual's term as Head. Co-opted members may hold office in the Federation, but shall not be entitled to vote at General Meetings (as defined in Regulation 8 of this Constitution) nor at the annual business meetings. Any member may propose a co-option. That proposal must be seconded by two (2) further members. The FOBISIA Board will determine whether such a proposal is accepted by the Federation.

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- 5.3. No contracted or salaried employee of the Federation can become a member in any of the membership categories.
- 5.4.
- 5.4.1. The Federation shall have the right to terminate membership of any member by written notice explaining the reasons for their decision if they consider that:-
- (a) the member no longer meets all or any of the criteria for membership;
 - (b) the member has breached the Code of Conduct of the Federation;
 - (c) the member has failed to pay the annual membership fee or any other fees required by the Federation in accordance with Regulation 7 of this Constitution after any applicable grace period.
- 5.4.2. Membership shall also be terminated if the member gives written notice to the Federation or, in the case of an individual, dies; or in the case of an organisation or school ceases to carry on business.
- 5.4.3. In certain circumstances membership may be suspended for a period in accordance with the Federation's By-laws.
- 5.5. A member who receives notice of termination or suspension has the right of appeal to the FOBISIA Board. That appeal shall consist of a letter of appeal, with relevant supporting documentation, sent by the governing body of a school to the chairman of the FOBISIA Board (the "Chair"). The FOBISIA Board shall consider the appeal no later than the time of its next Board meeting. All orders, decisions and recommendations made by the FOBISIA Board following the consideration of the appeal shall be final, conclusive and binding.
- 5.6. All members of the Federation shall be accredited or inspected by an approved external accreditation or inspection agency, which shall be determined by the FOBISIA Board in accordance with this Constitution, the Federation's By-laws, the Act and any other applicable written law of Singapore and guideline of Singapore pertaining to registered societies for the time being in force, at least once every six (6) years in order to retain membership.

6. APPLICATION FOR MEMBERSHIP

- 6.1. A school or organisation wishing to join the Federation shall complete a formal application process including completing the application documents.
- 6.2. Candidate School: For the avoidance of doubt, the term "Candidate School" is not a category of membership. The term "Candidate School" describes the status of a school that has made an application for membership in the Federation, but has yet been accepted into any formal category of membership. This status may include new schools. This term will also apply to any schools which have reverted to "Candidate" status in accordance with the Federation's By-laws.
- 6.3. The FOBISIA Board shall determine if an application to become a member of the Federation satisfies the membership criteria as set out in the Federation's By-laws, and shall determine whether the application process has been successfully completed. A review of the application may be delegated by the FOBISIA Board to an employee of FOBISIA designated by the FOBISIA Board for this purpose, or such member(s) of the FOBISIA Board who are specifically appointed as the member(s) who are responsible for matters concerning membership applications.

7. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 7.1. An administration fee shall be levied for all applications for membership received.
- 7.2. There shall be no entrance fee payable for any members

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- 7.3. There shall be an annual membership fee. The annual membership fee shall be determined by the General Meeting (as set out in Regulation 8 of this Constitution) of members on recommendation from the FOBISIA Board. The annual membership fee might be set at different levels for different categories of membership and/or for schools with different numbers of students on roll.
- 7.4. The annual membership fees are non-refundable
- 7.5. Annual membership fees are payable in advance. If a member falls into arrears with its subscription or other dues, it shall be informed immediately by the Treasurer. If the member fails to settle its arrears within four (4) weeks of their becoming due, the FOBISIA Board may order that it be denied the privileges of membership until it settles its account. If it falls into arrears for more than three (3) months, the FOBISIA Board may take action to remove the school from membership provided that they are satisfied that it has received due notice of its debts.
- 7.6. additional fund(s) required for special purposes may only be raised from members with the consent of the General Meeting of the members.
- 7.7. The income and property of the Federation whensoever derived shall be applied towards the promotion of the objects of the Federation as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Federation or to any of them or to any person claiming through any of them.

8. GENERAL MEETINGS AND LIMITS OF AUTHORITY

- 8.1. A General Meeting of the members, presided over by the Chair, has the power to advise on all decisions concerning the operation, structure and organisation of the Federation, and has the right to be consulted, prior to decisions being made by the FOBISIA Board, on matters which substantively affect the objects of the Federation. This clause is subject to the provisions in Regulation 8.5 of this Constitution. The supreme authority of the Federation is vested in the General Meeting of the members.
- 8.2. Annual General Meeting (“**AGM**”) shall be held within three (3) months from the close of the financial year of the Federation, which is 31 August in accordance with Regulation 11.2 of this Constitution. The FOBISIA Board shall determine the location and the time of each AGM, and such details shall be included in the notice of the AGM in accordance with Regulation 8.3 of this Constitution
- 8.3. At other times, an Extraordinary General Meeting (“**EGM**”) shall be called by the Chair on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is lesser, or at any time by the FOBISIA Board. The notice in writing shall be given to the Secretary setting out the business to be transacted. The EGM shall be convened within two (2) months from receiving this request to convene the EGM. If the Chair does not convene the EGM within two (2) months from receiving the request, the members who requested the meeting shall convene the EGM by giving 14 days’ notice to voting members setting out the business to be transacted and simultaneously posting the agenda on the Federation’s notice board.
- 8.4. Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at an AGM or EGM.
- 8.5. The following items that fall within the authority of the AGM include:-
 - 8.5.1. approval of the annual business report, previous financial year’s accounts and annual accounts of the Federation, and the Auditors report for the fiscal year past;
 - 8.5.2. appointment or removal of the members of the FOBISIA Board (including any co-opted members);
 - 8.5.3. appointment and removal of Auditors;
 - 8.5.4. approval or amendment of any Constitution or By-laws of the Federation;

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- 8.5.5. removal of the Chair and/or the members of the FOBISIA Board by the process set out in Regulation 8.7 of this Constitution;
- 8.5.6. any other matter which the Chair deems relevant to the business of the AGM.
- 8.6. Any member who wishes to place an item on the agenda of an AGM or EGM may do so provided it gives notice to the Chair seven (7) days before the meeting is due to be held or in the case of meetings held via electronic means 14 days before voting opens.
- 8.7. Any member who wishes to place an item on the agenda of an AGM or EGM which calls for a vote of no confidence in the Chair and/or the FOBISIA Board may do so provided the member gives notice to the Chair seven (7) days before the meeting is due to be held, or in the case of meetings held via electronic means seven (7) days before voting opens. That member must provide evidence to the Chair of the written support of five (5) other members before such a motion can be accepted at the AGM or EGM (as the case may be). Should a vote of no confidence be passed by the members, then an immediate election of for the Chair and/or the six (6) primary members of the FOBISIA Board must take place in accordance with Regulation 9 of this Constitution.
- 8.8. There is a quorum if, for an AGM or EGM, one half of the members entitled to attend and vote at that meeting are present. In the case of an EGM held via electronic means, a member is deemed to be present at that EGM where it votes "for" or "against" or indicates its abstinence on all matters being voted on at that EGM. Proxy votes shall not be constituted as part of the quorum.
- 8.9. In the event of there being no quorum at the commencement of an AGM or EGM held via physical means or electronic means, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum. However, they shall have no power to amend any part of this Constitution, and all issues are to be deferred for voting to the next AGM or EGM (as the case may be) with quorum.
- 8.10. Notwithstanding anything else to the contrary in this Constitution, EGM may be held by electronic means as follows:-
- 8.10.1. the notice of an EGM shall be sent by a member of the FOBISIA Board or some other person directed to do so by the FOBISIA Board via electronic mail to all voting members at least 14 days before voting opens, containing the agenda, the procedures for voting online and the dates and times when voting will open and close; and
- 8.10.2. voting members shall vote in accordance with the procedures for voting set out in the notice referred to in Regulation 8.9 of this Constitution during the period indicated in such notice. Any votes received before or after such period shall be deemed void and that voting member shall be deemed not to have been present at that EGM.
- 8.11. A resolution put to a vote at a meeting shall normally be decided by secret poll. A poll may be taken by show of hands at the direction of the chair of the meeting. The result of the poll, or the show of hands, shall be deemed to be the resolution of the meeting.
- 8.12. Any vote taken at an AGM or EGM is subject to a quorum being present and shall require a simple majority of those present to pass. Where an AGM or EGM is held electronically, then a simple majority of those registered for the electronic meeting is required for a resolution to be passed.
- 8.13. Where a change to the Constitution or By-laws is being proposed then a majority of two thirds of those present is required for resolution to pass, whether at an AGM or EGM.

9. MANAGEMENT AND THE FOBISIA BOARD

- 9.1. The administration of the Federation shall be entrusted to the FOBISIA Board. The duty of the FOBISIA Board is to initiate and supervise the activities of the Federation in a fully transparent manner; to ensure that the Federation is meeting its objects; and to have regard to the

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Federation's strategic development. The FOBISIA Board may not act contrary to the expressed wishes of the members decided at an AGM or EGM without prior reference to it.

- 9.2. Subject to the provisions of the Act and any other applicable written law of Singapore and guideline of Singapore pertaining to registered societies for the time being in force, the FOBISIA Board shall consist of:-
 - 9.2.1. six (6) primary members consisting of the Chair, Vice Chair, the secretary to the Federation (the "Secretary"), the Treasurer and two (2) ordinary committee Members who are elected;
 - 9.2.2. a maximum of 11 members;
- 9.3. Names of any person who desires to be on the FOBISIA Board shall be proposed at a General Meeting and seconded at a General Meeting. Subject to the quorum requirements set out in Regulation 8.8 of this Constitution, a person will be elected onto the FOBISIA Board once a simple majority vote of the voting members present has been obtained.

For the avoidance of doubt, should a person desire to be the Chair, this person must be specifically nominated, and elected by the Members to be the Chair.

Each of the other members on the FOBISIA Board shall be determined in accordance with Regulation 9.6 of this Constitution.

- 9.4. In the event that a group of member schools are owned by a single individual or entity, there can be a maximum of two (2) representatives from such group on the FOBISIA Board at any one (1) time.
- 9.5. Election will be by a secret ballot or, if the majority of voting members agree, by show of hands. In the event of a tie, a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdraw in favour of one (1) of themselves.
- 9.6. Persons who have been elected to be on the FOBISIA Board shall determine amongst themselves who shall take on the various roles (except the Chair position) on the FOBISIA Board. All office bearers may be re-elected to the same or related post for consecutive terms of office. The term of a FOBISIA Board member is three (3) years.
- 9.7. The members of the FOBISIA Board may propose the election of up to five (5) further members, who may be from any membership category, as and when deemed necessary for specific projects or task. Each member shall serve a term of office of no more than three (3) years. A member may be co-opted into the FOBISIA Board more than once. The co-option of any members to the FOBISIA Board must be approved by the members at an AGM.
- 9.8. A FOBISIA Board Meeting shall be held at least three (3) times a year at any time after giving 14 days' notice to FOBISIA Board Members. At least 50% of the FOBISIA Board Members, including the Chair or Vice-Chair, must be present for its proceedings to be valid.
- 9.9. Any member of the FOBISIA Board absenting himself/herself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the FOBISIA Board. Any changes in the FOBISIA Board shall be notified to the Registrar of Societies within two (2) weeks of the change. In the event any member of the FOBISIA Board is determined at the discretion of the FOBISIA Board to be unfit for office for any reason whatsoever, the FOBISIA Board may elect by a majority of the members present to remove the said member from the FOBISIA Board as it deems fit.
- 9.10. The FOBISIA Board has power to authorise the operational and/or administrative expenditure from FOBISIA's funds for FOBISIA's purposes. Any extraordinary expenditure is authorised by a simple majority vote of the voting members present at an AGM or EGM.

CONSTITUTION OF THE FEDERATION OF BRITISH INTERNATIONAL SCHOOLS IN ASIA

- 9.11. The FOBISIA Board may invite one (1) or more executive employees of the Federation to attend Board meetings 'ex officio'.

10. DUTIES OF OFFICE-BEARERS

- 10.1. All office-bearers shall at all times comply with the Act and any other applicable written law of Singapore and guideline of Singapore pertaining to registered societies for the time being in force.
- 10.2. The Chair shall chair all AGMs, EGMs and the FOBISIA Board meetings. He/she shall also represent FOBISIA in its dealings with outside persons.
- 10.3. The Vice Chair shall assist the Chair and deputise for him/her in his/her absence.
- 10.4. The Secretary shall keep all records, except financial, of the Federation and shall be responsible for their correctness. He/she will keep minutes of all AGMs, EGMs and the FOBISIA Board meetings. He/she shall maintain an up-to-date Register of Members at all times.
- 10.5. The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Federation and shall keep an account of all monetary transactions and shall be responsible for their correctness. The Treasurer may delegate the day to day operation of the Federation's funds to the relevant employee of the Federation.
- 10.6. When a member of the FOBISIA Board (or any connected person to this said member) is a party to or in any way interested (directly or indirectly) in any contract or arrangement or transaction or proposed transaction, or any situation or matter in relation to the Federation where a conflict of interest is reasonably foreseeable, this said member: -
- 10.6.1. shall declare in writing to the other members of the FOBISIA Board the extent and nature of the interest before discussion on the matter begins; and
- 10.6.2. shall not be entitled to vote as a member of the FOBISIA Board in respect of such contract or arrangement or transaction or proposed transaction.

11. AUDIT AND FINANCIAL ARRANGEMENTS

- 11.1. A firm of Public Accountants and Chartered Accountants shall be appointed as Auditors at each AGM for a term of three (3) years and shall be eligible for reappointment. The duties of the Auditors shall be:
- 11.2. The financial year shall be from 1st September to 31st August.
- 11.3. No member of the Federation, of any category, shall have any financial obligation in respect of the Federation's liabilities.
- 11.4. The Federation shall be required to submit the audited statement of accounts, together with its annual returns, within one (1) month of every AGM held, or if no meeting is held, within one month after the close of the Federation's financial year.
- 11.5. The Federation shall maintain proper accounts and records of the transactions and affairs of the Federation for a period of at least five (5) years.

12. PROHIBITIONS

- 12.1. The Federation shall not at any time acquire, by purchase or any other means, immovable property. The FOBISIA Board shall have no authority to enter into contracts to acquire, dispose of, mortgage, or otherwise encumber registered property.
- 12.2. The FOBISIA Board shall have no authority to commit the Federation as a guarantor or undertake to provide security for a debt of a third party.
- 12.3. Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act (Cap. 250), is forbidden on the Federation's

CONSTITUTION OF THE FEDERATION OF BRITISH INTERNATIONAL SCHOOLS IN ASIA

premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

- 12.4. The funds of the Federation shall not be used to pay the fines of members who have been convicted in a court of law.
- 12.5. The Federation shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 12.6. The Federation shall not indulge in any political activity or allow its name, funds and/or premises to be used for political purposes. This prohibition shall not preclude the Federation making representation to official bodies and governments in pursuit of its objects.
- 12.7. The Federation shall not hold any lottery, whether confined to its members or not, in the name of the Federation or its office-bearers, the FOBISIA Board or members unless with the prior approval of the relevant authorities.
- 12.8. The Federation shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where such approval is required.
- 12.9. The Federation shall comply with all prohibitions set out under the Act, and any other applicable written law of Singapore and guideline of Singapore pertaining to registered societies for the time being in force.

13. AMENDMENTS TO CONSTITUTION

No alteration or addition/deletion to this Constitution shall be passed except at an AGM or EGM and with the consent of two-thirds (2/3) of the voting members present at the AGM or EGM (as the case may be). Changes to the Constitution shall come into force only after approval of the Registrar of Societies is obtained.

14. INTERPRETATION

In the event of any question or matter pertaining to day-to-day administration, which is not expressly provided for in this Constitution, the FOBISIA Board shall have power to use its own discretion to make decisions on behalf of the Federation, provided only if this discretion is exercised in accordance with Regulations 9 and 10 of this Constitution, and the decision-making process is fully transparent. The decision of the FOBISIA Board shall be final, conclusive and binding unless it is reversed at an AGM or EGM.

15. DISPUTES

In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, the dispute shall be referred to the FOBISIA Board, and the decision of the FOBISIA Board thereafter is final, conclusive and binding.

16. VISITORS AND GUESTS

Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations

17. DISSOLUTION

- 17.1. The Federation shall not be dissolved, except with the consent of not less than two thirds (2/3) of the total voting membership of FOBISIA for the time being expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2. In the event of the dissolution of the Federation, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds will be disposed

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of in such a manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

- 17.3. A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Singapore Registrar of Societies.

18. GENERAL

18.1. This Constitution shall be read together with the Federation's By-laws

18.2. In the event of any inconsistency between the provisions of this Constitution and the Federation's By-laws, the provisions of the Constitution shall prevail and the members of the Federation shall forthwith, to the extent allowed by applicable law, cause such necessary alterations to be made to the By-laws as are required so as to remove such inconsistency to the extent possible.

BY-LAWS OF THE FEDERATION OF BRITISH INTERNATIONAL SCHOOLS IN ASIA



E S T A B L I S H E D I N 1 9 8 8

BY-LAWS

OF

**THE FEDERATION OF BRITISH
INTERNATIONAL SCHOOLS IN ASIA**

Date 15 February 2019

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BY-LAWS OF THE FEDERATION OF BRITISH INTERNATIONAL SCHOOLS IN ASIA

1. INTERPRETATION

1.1. In these By-laws, unless the context otherwise requires, the words standing in the first column of the following table shall bear the meaning set opposite them respectively in the second column.

1.2. Definitions: -

“Act”	the Societies Act (Cap. 311) of Singapore
“Code of Conduct”	the Code of Conduct which is published on the Federation’s website as amended or supplemented from time to time.
“Chair”	The Chairman of the FOBISIA Board for the time being.
“Chief Executive Officer”	the relevant employee of the Federation who is appointed as the Federation’s Chief Executive Officer
“Code of Professional Conduct”	the Code of Professional Conduct of the Society for the time being.
“Conference”	the Annual Heads’ Leadership Conference.
“Constitution”	the Constitution of the Federation.
“FOBISIA”	the Federation of British International Schools in Asia, which is a society registered with the Registry of Society in the Republic of Singapore
“FOBISIA Board”	the Board comprised of the elected and nominated office bearers of FOBISIA for the time being.
“Federation”	FOBISIA
“General Meeting”	an Annual General Meeting (“AGM”) or Extraordinary General Meeting (“EGM”).
“Head” or “Principal”	the senior academic leader of the Member school.
“Member”	any member of the Federation, which refers to a school, educational organisation or supplier, or in the case of Co- Opted Members, an individual.

1.3. Words importing the singular include the plural and vice versa.

1.4. Words importing a gender include neuter and every gender.

1.5. Words importing persons include companies, associations and bodies of persons whether corporate or not.

1.6. The words: -

1.6.1. “may” shall be construed as permissive; and

1.6.2. “shall” or “will” shall be construed as imperative.

1.7. The expressions referring to writing shall, unless the contrary intention appears, be construed as including printing, lithography, photography and other modes of representing words, symbols, figures or other information which may be displayed in a visible form, whether physical or electronic or otherwise.

1.8. References to any act, ordinance, statute or statutory provision shall be interpreted as relating to any statutory modification or re-enactment thereof for the time being in force.

2. FOBISIA HEADQUARTERS

2.1. FOBISIA’s postal address for correspondence shall be:-

**c/o The Chair and/or The Chief Executive Officer Tanglin Trust School
Portsmouth Road Singapore 139299**

2.2. The address for correspondence shall not be changed without prior approval of the FOBISIA Board.

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3. AIMS AND OBJECTIVES

- 3.1. The Members shall endeavor to engage in the following in order to fulfil the aim and objectives of the Federation: -
- 3.1.1. keeping abreast of educational and related developments in Britain and in the international context.
 - 3.1.2. promoting excellence of British-style education in FOBISIA schools;
 - 3.1.3. celebrating the community of British national heritage and the cultural identities of host countries and student bodies;
 - 3.1.4. providing opportunities for inter-school competitions and enrichment programmes;
 - 3.1.5. facilitating school improvement through shared programmes of professional development to address Members' individual needs;
 - 3.1.6. exploring co-operative initiatives to the benefit of Members;
 - 3.1.7. responding to the changing needs of the Member school communities in the region;
 - 3.1.8. promoting the Federation and its Members;
 - 3.1.9. fostering links, world-wide, with other groups of British International Schools;
 - 3.1.10. making representations to official bodies and governments to recognize the needs and aspirations of the Federation and its Members as British organisations.

4. MEMBERSHIP

Schools intending to apply for membership in the Federation are to submit their application in accordance with Section 4.2 (Process of Admission to the Federation) of these By-laws.

Membership is open to educational organisations and suppliers who are of interest to schools ("**Related Organisations**"). To qualify as a member and to continue as member, Related Organisations need only to complete an application form for review by the FOBISIA Board. Members comprise of individual schools and Related Organisations and Full Membership is not open to individual persons.

4.1. Categories of Membership

4.1.1. Membership for Schools

There shall be three (3) classes of membership for schools. However, the FOBISIA Board may create additional categories of membership (honorary, supporting members etc.) and may admit such persons as they see fit within such categories in accordance with any criteria or rules made by the FOBISIA Board from time to time.

(a) Full membership

- i. Full Membership is open to British International Schools located within Asia (as set out in Appendix 2 of these By-laws). Full Members shall have voting rights and its representative may hold office in the Federation.
- ii. For the avoidance of doubt, each school which is a Full Member shall be entitled to one (1) vote at EGM.

(b) Associate Membership

- i. Associate Membership is assigned to those schools located in Asia (as set out in Appendix 2 of these By-laws) whose applications for membership in FOBISIA are accepted on a probationary basis. Schools will be admitted into Associate Membership if they have formally committed to the FOBISIA quality assurance requirements set out in Section 4.3.4 of these By-laws, but have not yet completed that required process.
- ii. Representatives of Associate Members shall be entitled to attend meetings but shall not have voting rights, and may not hold office in the Federation.

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- iii. A school cannot maintain Associate membership shall not be longer than three (3) years.

(c) Affiliate membership

- i. This category is open to Related Organisations. All applications for admission as an Affiliate Member shall be handled in accordance with Section 4.5.1 of these By- laws.
- ii. Affiliate Members are encouraged and permitted to use the Federation's logo on their website and all other promotional and marketing materials using the phrase 'COMPANY NAME' is an Affiliate Member of the Federation.
- iii. Affiliate Members are not entitled to attend General Meetings, nor annual business meetings. They may be admitted to other events from time to time as decided by the FOBISIA Board. They shall not have voting rights and its representatives may not hold office in the Federation.

(d) Candidate Schools

For the avoidance of doubt, the term 'Candidate School' is not a category of membership. The term "Candidate School" describes the status of a school that has made an application for membership in the Federation, but has yet been accepted into any formal category of membership. This status may include new schools. This term will also apply to any schools which have reverted to "Candidate" status in accordance with the Federation's By-laws.

4.1.2.Membership for Individuals

(a) Co-opted membership

- i. The FOBISIA Board has the right to admit into membership individuals who used to be Heads of schools which were members of the Federation during such individual's term as Head. Co-opted members may hold office in the Federation, but shall not be entitled to vote at General Meetings nor at the annual business meetings. Any member may propose a co-option. That proposal must be seconded by two (2) further members. The FOBISIA Board will determine whether such a proposal is accepted by the Federation.
- ii. No applications to be admitted as a Co-opted Member would be accepted. An individual may be proposed and seconded as a Co-opted Member by Heads of current Members for election as a Co-opted Member of FOBISIA. The proposal will be considered at the next meeting of the FOBISIA Board. An individual is considered approved upon receiving a fifty per cent. (50%) vote of the members of the FOBISIA Board present at the meeting. Individuals proposed and seconded for election as Co-opted Members will normally be leaving a Member or retiring, or may be individuals who have been closely associated with the Federation. Co-opted Members may be re-elected each calendar year. There will be no limit on the number of times Co-opted Members might be re-elected. There will be no annual fee payable by Co-opted Members.

4.2. Process of Admission to the Federation

- 4.2.1. Before admission to the Federation may be considered, the Candidate School, after an initial expression of interest, must contact the Federation's office to request for an application package, which will include details of the procedure for applying for membership and the requisite application forms and the required fee.

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- 4.2.2. All Candidate Schools applying for Associate Membership should be in the process of arranging to be accredited or inspected by an approved external accreditation / inspection agency at the time of application and must successfully complete the inspection/accreditation process within three (3) years of becoming an Associate Member of the Federation in order to retain membership. Before a successful accreditation/inspection is completed they remain Associate Members.
- 4.2.3. Candidate Schools who have successfully completed the inspection/accreditation process provided by an approved external accreditation/inspection agency within the previous three (3) years may apply to become Full Members directly.
- 4.2.4. The relevant application documentation is to be completed by the Candidate School and returned to the Chief Executive Officer. The documentation submitted must include a letter from the governing body of a school supporting such an application. Upon receipt of the documentation, the Chief Executive Officer will issue a written acknowledgment of receipt and record the date of application. Members of the FOBISIA Board will be informed of the application and invited to comment on the same.
- 4.2.5. A visit to the Candidate School by at least two (2) Heads of Members (**“the visiting Heads”**), including where practicable, one (1) member of the FOBISIA Board, will take place over a period of at least two (2) days, during which the criteria for membership in the Federation set out in Section 4.3 of these By-laws, will be addressed and the Candidate School assessed accordingly. At least one (1) of the visiting Heads, when practicable, will be representative of a member school which has been a member of the Federation for at least three (3) years. The visiting team will be identified by the Chief Executive Officer of the Federation and approved by the Chairman or by a member of the FOBISIA Board with delegated responsibility for membership.
- 4.2.6. A joint and/or individual written report from the visiting Heads will be circulated to the members of the FOBISIA Board. The FOBISIA Board will at that meeting make a final decision on approval or otherwise of the Candidate School to Associate membership, or to Full membership if the school has completed the FOBISIA quality assurance requirements set out in Section 4.3.4 of these By-laws.
- 4.2.7. Every school whose application has been approved shall, upon payment of the prescribed annual fee, be admitted as a Member and shall be entitled to the privileges of membership consistent with their assigned membership category.

4.3. Criteria for Membership

An application from a Candidate School may be considered for membership of the Federation if it meets the following criteria:

4.3.1. General Criteria

- a) The school is located in the geographical region of Asia, as defined by the Federation in Appendix 2 of these By-laws.
- b) The school has an appropriate license or other such legal permission to operate, as described by the details in the application, within the host country.
- c) The school has a clearly formulated set of objectives and educational philosophy set out in writing.
- d) There is evidence that the school is committed to educational excellence.
- e) The school is able to demonstrate that:-
 - i. Its financial resources are capable of sustaining its educational programme consistent with its stated educational philosophy and objectives;
 - ii. It provides a suitable learning and working environment in terms of its grounds, buildings, installations, furnishings, support equipment, staff and the continued professional development of its staff;
 - iii. Its curriculum resources are adequate to fulfil the needs of the instructional programmes.

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- f) The school has adequate provision for the health, safety, security and comfort of its students and staff.

4.3.2. Criteria relating to “Britishness”

- a) The medium of instruction is predominantly English with the majority of the students accessing the entire curriculum at an age-appropriate level.
- b) The school delivers a British-type broad-based curriculum (as determined by the FOBISIA Board) for all or a significant majority of its students. These programmes may include, but not be limited to:-
 - i. The National Curriculum for England at Key Stages 1, 2 and 3;
 - ii. The Common Entrance Curriculum;
 - iii. Home-based GCSE
 - iv. IGCSE;
 - v. GCE ‘A’ Levels;
- c) Schools must also show that they meet the following five (5) criteria, particularly if they do not offer British-type curricula as set out in Section 4.3.2(b) of these By- laws:-
 - i. The school has an educational programme such that should their students seek entry to UK state schools they would be able to do so without any great difficulty.
 - ii. More than half of the teaching staff of the school are full time staff, hold the UK Qualified Teacher Status or its equivalent (as determined by the FOBISIA Board), and are fully acquainted with British educational systems (by reason of having been trained in the UK and/or having experience in British International Schools). The Federation retains the discretion to allow exceptions to these requirements in respect of local language teachers, peripatetic staff or teaching support staff in, for example EAL or SEN.
 - iii. The school utilises appropriate teaching materials and resources, as determined by the FOBISIA Board to support a British-style curriculum, both technically and culturally.
 - iv. The school demonstrates a commitment to keeping teachers up-to-date with current educational developments in Britain by way of in-service training and staff development programmes.
 - v. The school shows a commitment to the formal monitoring and evaluation of teaching and learning according to British norms and undergoes regular reviews or inspections by external agents acquainted with British practice at least once every six (6) years.
 - vi. The school has a Child Protection / Safeguarding Policy and a designated Child Protection Officer.

4.3.3. Criteria related to the delegated authority of the Head and the role and relationship to school governance

- a) The school has clear lines of management and authority and there is appropriate delegation to the Head.
- b) There is a culture of effective professional relationships between the Head and the governors, owner or controlling company, and positive relationships within the school community of students, parents and teachers.
- c) There is full commitment by the Head and governors, owner or controlling company of the school to the mission and the Constitution, including the Code of Professional Conduct and guidelines of ethical practice contained therein.

4.3.4. Criteria relating to the assurance of quality

- a) The FOBISIA Board will, from time to time, determine which external accreditation/inspection agencies it approves for use by the Members. All Members

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shall be accredited or inspected by an approved external accreditation/inspection agency at least once every six (6) years in order to retain membership.

- i. Upon successful accreditation or inspection, the Member is to provide the Federation with the following details:-
 1. the date of inspection / accreditation;
 2. the name of the inspection / accreditation body;
 3. when the school was inspected/ accredited; and
 4. when the school will be required to be inspected/ accredited again,together with a copy of the Accreditation / Inspection Report or a photocopy of the Accreditation / Inspection Certificate.
 - ii. Should the external accreditation / inspection be unsuccessful, the school will revert to Associate member status until it has been successfully accredited or inspected by an approved external accreditation/ inspection agency. For the avoidance of doubt, a school will not revert to Associate member status where the approved external accreditation / inspection agency has granted the school a specific time frame to comply with certain recommendations and compliance requirements and the school does so within the given time frame to the satisfaction of the approved external accreditation/ inspection agency.
- b) If successful external accreditation / inspection is not obtained by:-
- i. once every six (6) years for existing Full Members, such Existing Full Members will revert to Associate Member status until this requirement has been complied with;
 - ii. within three (3) years of becoming Associate Members, such Associate Members will revert to Candidate status until this requirement has been complied with.
- c) If by the end of the sixth (6th) year of full membership a school has failed to be successfully accredited / inspected by an approved external accreditation/inspection agency, the school will become an Associate Member until the school obtains successful external accreditation / inspection.
- d) The approved external accreditation/inspection agencies shall be published to Members.
- e) New Members are required to sign the Code of Conduct on acceptance of membership.
- f) The Heads of the Members and the Chair of the governing body are required to make a declaration that the school meets the criteria for Britishness set out in Section 4.3.2 of these By-laws and such declaration is to be made together with supporting evidence.
- g) Schools that change ownership are required to re-sign the Code of Conduct within three (3) months of the change of ownership taking effect.

4.4. Continuing Membership as a Full Member

Schools are able to continue as Full Members of the Federation if they demonstrate an ongoing commitment to the Federation in the following ways:-

- 4.4.1. The Member continues to pay all subscriptions and fees in the stipulated manner and time.
- 4.4.2. The Member continues to meet the criteria for initial applications as set out in Section 4.3 of these By-laws.
- 4.4.3. The Head of the Member regularly attends the Conferences and General Meetings (as defined in the Constitution).

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4.4.4. The Member contributes to and allows, where possible, students and staff to attend sporting, cultural and in-service opportunities organised by the Federation on a regular basis.

4.4.5. The membership of Members may be reviewed in accordance with the procedure prescribed in Section 4.6 of the By-laws in the following circumstances:

- a) The Member undergoes substantial or significant changes in its mission and purpose, structure, operations, legal license or registration;
- b) The Member fails to comply with the membership criteria listed in Section 4.3 of these By-laws;
- c) It has come to the attention of the FOBISIA Board that the Member has engaged in unethical conduct and/or has breached the Code of Professional Conduct.

4.4.6. If the FOBISIA Board is of the view that remedial action is necessary, the Member's status may be designated as suspended and the FOBISIA Board may, inter alia, request that a school visit be conducted in accordance with Section 4.2.5 of these By-laws take place.

4.4.7. Serious breaches of the criteria for Continuing Membership and Code of Professional Conduct may result in expulsion from the Federation, in accordance with the procedures in Section 4.6 of these By-laws. In that event, the FOBISIA Board may also, inter alia, request that the Member re-apply for membership with the Federation in accordance with Section 4.2 of these By-laws.

4.5. Affiliate Membership

4.5.1. Process of Admission as an Affiliate Member

- a) All applications for admission as an Affiliate Member shall be subject to a review by the Chief Executive Officer and the subsequent consideration and approval by such member(s) of the FOBISIA Board who are specifically appointed as the member(s) who are responsible for matters concerning membership applications.
- b) The review of each application for admission as an Affiliate Member will take into account the applicant's satisfaction of the following criteria as determined in the sole discretion of the member(s) of the FOBISIA Board who are specifically appointed as the member(s) who are responsible for matters concerning membership applications: the applicant's relevance and commitment to the Federation, including its competence in supporting the activities and purposes of other member schools of the Federation.
- c) All applicants for admission as an Affiliate Member agree to accept the decisions of the Chief Executive Officer and the FOBISIA Board as final, conclusive and binding.

4.5.2. Continuing Membership as an Affiliate Member

The FOBISIA Board will review from time to time the eligibility of the Affiliate Member to continue to be such a Member, including the matters set out in Section 4.7.1 of these By-laws, and that no annual fee is outstanding.

4.6. Process of Leaving the Federation and Lapsed Membership

4.6.1. Member schools are entitled to resign from the Federation, or may be required to leave, or in certain circumstances their membership may be suspended (set out in Sections 4.4.5 and 4.4.7 of these By-laws) or their membership may lapse (set out in Section 4.6.4 of these By-laws). Before the process requiring a Member to leave may be initiated, the Chairman shall contact the Head and/or Chair of the board of governors and/or the owner of the school concerned to advise him/her that there is evidence to suggest that the school is at risk of being asked to leave the Federation, giving the reasons. Should the Head choose to ignore this warning, or to respond in a negative way, the Head and/or the Chairman of the board of governors and/or the owner of the school will be informed that the process of expulsion will be initiated.

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- 4.6.2. A formal item for the agenda for a meeting of the FOBISIA Board asking the school to leave shall be submitted to the Secretary to the Board, accompanied by the reasons for the proposal, measured by the criteria for membership. This, together with all relevant rules, shall be circulated to members of the FOBISIA Board prior to the Meeting.
- 4.6.3. The school that is the object of the proposed expulsion shall have the right of a written reply to be circulated to the members of the FOBISIA Board via the Secretary of FOBISIA Board, two (2) weeks prior to the meeting,
- 4.6.4. If on two (2) consecutive occasions a Member is not represented by its Head or nominated Deputy at a properly constituted General Meeting and subsequent Conference (or vice versa), the Chair will write to that Member to advise him / her that there is evidence to suggest that the school is in danger of being asked to leave the Federation, giving the reasons. If the Member is not represented at the next General Meeting or Conference, whichever is the soonest and, whether or not the readmission fee has been paid, membership will be terminated, and readmission will only then be considered on the basis of a full application process for new Members. If a Member is not represented by its Head or nominated Deputy at a properly constituted General Meeting and subsequent Conference (or vice versa) this by-law shall be brought to the attention of the Member by the Secretary to the FOBISIA Board.
- 4.6.5. Any Member who is in breach of the Code of Professional Conduct or which fails to continue to meet the membership criteria set out in Section 4.3 of these By-laws and/or the criteria for continuing membership set out in Section 4.4 of these By-laws may be asked to leave the Federation according to Section 4.6 of these By-laws.
- 4.6.6. A Member may resign from the Federation at any time by providing one (1) full years' notice in writing to the FOBISIA Board (the "**Notice Period**"). During the Notice Period, any Member who has provided such notice (the "**Leaving Member**") is not required to send a representative to any Conference, General Meeting or any other meetings or events organised or hosted by the Federation. Notwithstanding anything in these rules, during the Notice Period, the Leaving Member shall continue to pay all agreed membership fees, subscriptions and shall be bound by the Constitution and the By- laws up to the expiry of the Notice Period.

4.7. Termination of Affiliate Membership

The FOBISIA Board is entitled to terminate the membership of an Affiliate Member in any of the following circumstances: -

- a) lapsed membership; failing to pay subscription.
- b) any breaches of the Code of Conduct; and
- c) any other unethical conduct as determined in the sole discretion of the FOBISIA Board.

4.8. Fees

- 4.8.1. The Membership Secretary will circulate the fee structure annex to schools at the start of the academic year (September). The completed enrolment form must be returned to the Membership Secretary by the 30th of September of the current year. The Membership Secretary shall then invoice all schools as to the amount due and send it to them. Annual Fees are to be paid to the Federation not later than 31st October. Upon receipt of the fee, the Membership Secretary will issue a written receipt. The Membership Secretary will notify the Affiliate Members of the annual fee payable for the period 1st January to 31st December.
- 4.8.2. There is provision for pro rata payment where a new Member joins after the beginning of a school year.
- 4.8.3. Any Member who allows the annual fee to be in arrears after the end of November shall, after due notification of the arrears, be subject to the procedure asking the school to leave the Federation set out in Section 4.6 of these By-laws.

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4.8.4. Fees are non-refundable.

4.8.5. Lapsed Members may reapply for membership and will be considered on the basis of a new application.

5. MEETINGS

5.1. General Meeting

5.1.1. The Federation shall hold its General Meetings in a place and in manner as prescribed under the Constitution and these By-laws.

5.1.2. The posting of any business / notices of the Federation shall be deemed satisfied by electronic posting via a web site or other electronic or facsimile delivery.

5.2. The Conference

5.2.1. A Conference for Members shall be held annually.

5.2.2. The Conference shall be hosted by the Federation (as represented by the FOBISIA Board and the relevant Continuing Professional Development (“CPD”) sub-committee members and employees, at a location to be agreed by the FOBISIA Board. The Federation shall have exclusive discretion over the planning, organising and execution of the Conference (including the choice of venue, programme content and all related logistics) without reference to or consultation with any of the Members.

5.2.3. All Members are required to pay a conference fee for their attendance at the Conference to cover the costs relating to the conference. The Federation will provide the Members with details of the costs to be incurred and the conference fees payable together with a programme outline for the Conference. In the alternative, the FOBISIA Board may decide that the conference fees payable for each Members’ attendance at the Conference is built into the annual membership fees set out in Section 4.8 of these By-laws payable by each Member.

5.2.4. Any and all surpluses generated from the Conference will be automatically retained by the Federation and credited to the operational budget for the current financial year.

5.3. Role of the Chief Executive Officer

The Chief Executive Officer, or a delegated employee of the Federation, will prepare an agenda in advance of any properly constituted General Meeting or business meeting, together with copies of minutes and reports to be distributed at the General Meeting or business meeting. It is the responsibility of the Chief Executive Officer to make all necessary arrangements but delegates are responsible for their entire individual costs (e.g. hotel accommodation, meals, transport, conference fee etc.)

5.4. EGMs

An EGM shall be called by the Chair on the request in writing of not less than twenty five per cent. (25%) of the total voting membership or thirty (30) voting members, whichever is lesser. The notice in writing shall be given to the Secretary setting out the business to be transacted. The EGM shall be convened within two (2) months from receiving this request to convene the EGM. If the Chair does not convene the EGM within two (2) months from receiving the request, the members who requested the meeting shall convene the EGM by giving 14 days’ notice to voting members setting out the business to be transacted. EGMs may be held by electronic means in accordance with the Constitution.

5.5. Attendance/Quorum of the General Meetings, Conference

5.5.1. All Full Members are expected to attend all General Meetings and Conferences duly convened in accordance with the Constitution and these By-laws. Associate and Co-opted Members may attend such meetings, subject to Section 4.1.1(b) and Section

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- 4.1.2(a) of these By-laws. For the avoidance of doubt, Affiliate Members are not entitled to attend any of these meetings.
- 5.5.2. Where the EGM is held via electronic means in accordance with the Constitution (by telephone, 'skype' conference or any other form of audio or audio-visual instantaneous communication by which all persons participating in the meeting are able to hear and be heard by all other participants), a Member would be deemed to be present at that EGM where it votes "for" or "against" or indicates its abstinence on all matters being voted on at that EGM.
- 5.5.3. Failure to attend, or be represented at, two (2) properly convened consecutive meetings (convened in accordance with the Constitution and these By-laws set out in Section 5.5.1 of these By-laws) will result in the school's membership being subject to the process set out in Section 4.6.3 of these By-laws. The Chair will communicate this to the Head and Chair of Governors/Trustees of the particular Member.
- 5.5.4. A Head who is unable to attend the Conference must notify the Chief Executive Officer in writing as far in advance as possible. The Chief Executive Officer must be notified in writing of a failure to attend a General Meeting. In both cases, a copy of the letter must be sent to the Chair.
- 5.5.5. The Head may request that a Deputy attend in his/her absence. The presence of a Deputy will be considered as full attendance for the Head concerned and his/her votes will be considered to be made for the school concerned.
- 5.5.6. There is a quorum at a General Meeting if half of the Members entitled to attend and vote at that meeting are present in person.

6. OFFICE BEARERS

- 6.1. Subject to the provisions of the Act and any other applicable written law of Singapore and guideline of Singapore pertaining to registered societies for the time being in force, the FOBISIA Board shall consist of:-
- 6.1.1. six (6) primary members consisting of the Chair, Vice Chair, the secretary to the Federation (the "**Secretary**"), the Treasurer and two (2) ordinary committee Members who are elected;
- 6.1.2. a maximum of 11 members; Provided only if:-
- a) all members of the FOBISIA Board have not been prohibited under the Act or any other applicable written law of Singapore or guideline of Singapore pertaining to registered societies for the time being in force from acting as an officer of a registered society;
 - b) Section 6 of these By-laws is complied with; and
 - c) each member of the FOBISIA Board shall hold office for a maximum of three (3) years.
- 6.2. Subject to the provisions of the Act and any other applicable written law of Singapore and guideline of Singapore pertaining to registered societies for the time being in force, the FOBISIA Board shall consist of:-
- 6.3.
- a) Names of any person who desires to be on the FOBISIA Board shall be proposed at a General Meeting and seconded at a General Meeting. Subject to the quorum requirements set out in Regulation 8.8 of this Constitution, a person will be elected onto the FOBISIA Board once a simple majority vote of the voting members present has been obtained.

For the avoidance of doubt, should a person desire to be the Chair, this person must be specifically nominated, and elected by the Members to be the Chair.

Each of the other members on the FOBISIA Board shall be determined in accordance with Regulation 9.6 of this Constitution.

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- b) Each Member's representative who wishes to stand for election needs to complete a nomination form with the signature of a proposer and seconder. One (1) Head can only nominate or propose one (1) candidate. Nominations can be accepted up until one (1) hour before the vote.
 - c) The vote shall be taken by the use of confidential ballot papers or, if the majority of Members at the meeting agree, by a show of hands. For the avoidance of doubt, the names nominated shall be individuals who have not been prohibited under the Act or any other applicable written law of Singapore or guideline of Singapore pertaining to registered societies for the time being in force from acting as an officer of a registered society.
- 6.4. Persons who have been elected to be on the FOBISIA Board shall determine amongst themselves who shall take on the various roles (except the Chair position) on the FOBISIA Board. All office bearers may be re-elected to the same or related post for consecutive terms of office. The term of a FOBISIA Board member is three (3) years.
- 6.5. The members of the FOBISIA Board may propose the election of up to five (5) further members, who may be from any membership category, as and when deemed necessary for specific projects or task. Each member shall serve a term of office of no more than three (3) years. A member may be co-opted into the FOBISIA Board more than once. The co-option of any members to the FOBISIA Board must be approved by the members at an AGM.
- 6.6. If the Chair leaves during the period of office, the Vice-Chair becomes Chair until the next General Meeting when an election shall take place.
- 6.7. The FOBISIA Board will meet on a regular basis, at least three (3) times per year.
- 6.8. Between Conferences and/or General Meetings, the FOBISIA Board shall interpret the Constitution and the By-laws and, when necessary, determine any point on which the Constitution and the By-laws are silent, subject to the overriding duty of the FOBISIA Board to initiate and supervise the activities of the Federation in a fully transparent manner; to ensure that the Federation is meeting its objects; and to have regard to the Federation's strategic development. The FOBISIA Board may not act contrary to the expressed wishes of the members decided at an AGM or EGM without prior reference to it.
- 6.9. The Chair shall chair all AGMs, EGMs and the FOBISIA Board meetings, and shall be responsible for the proper conduct of such meetings. The Chair shall also have the casting vote and shall sign the minutes of each meeting at the time they are approved.
- 6.10. The Chief Executive Officer shall conduct the business of the Federation in accordance with the Constitution, these By-laws, the Act or any other applicable written law of Singapore or guideline of Singapore pertaining to registered societies for the time being in force, and shall carry out the instructions of the FOBISIA Board and action any agreements of the Conferences and General Meetings. The Chief Executive Officer shall attend all meetings, and assist the Secretary in taking minutes of all meetings.
- 6.11.
- a) The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Federation and shall keep an account of all monetary transactions and shall be responsible for their correctness.
 - b) The Treasurer shall not keep more than S\$5,000.00 in the form of cash and money. In excess of this will be deposited in a bank to be named by the FOBISIA Board.
 - c) Cheques etc. for withdrawals from FOBISIA's bank account will be signed by the Chief Executive Officer and Treasurer or by the Chair. All such transactions (cash or otherwise) must be covered by an adequate liability insurance policy which is reviewed by the Treasurer on an annual basis.
- 6.12. Where deemed necessary to facilitate the efficient operation of the Federation, the Treasurer may designate additional duties upon the Chief Executive Officer and/or create working groups.

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- 6.13. The financial liabilities of the Federation to its employees will, in the event of dispute, be limited to those terms outlined in their employment contracts and will not be subject to appeal according to any local employment legislation in any country within the region.
- 6.14. Subject to the Act or any other applicable written law of Singapore or guideline of Singapore pertaining to registered societies for the time being in force, the FOBISIA Board shall have the full authority to take any action deemed necessary to ensure the legitimate status of the Federation in the registered jurisdiction of the Federation.

7. ACCOUNTS

- 7.1. The Federation's financial year begins on 1st September and ends on 31st August.
- 7.2. The funds of the Federation may be expended in accordance with the Act or any other applicable written law of Singapore or guideline of Singapore pertaining to registered societies for the time being in force, and the Constitution for any purpose necessary for the carrying out of the Federation's objectives, including the expenses of the Federation's administration.
- 7.3. A firm of Public Accountants and Chartered Accountants shall be appointed as Auditors at each AGM for a term of three (3) years and shall be eligible for reappointment. Auditors shall not be appointed for more than nine (9) years in succession.
- 7.4. The Chief Executive Officer shall prepare an audited statement of income and expenditure and a balance sheet for the previous financial year to be approved at the General Meeting.
- 7.5. A draft budget for the following year shall be presented by the Treasurer, after consultation with the Members, for approval by the FOBISIA Board.
- 7.6. The Auditors shall be required to audit the accounts of the Federation for the year and certify that the accounts are in order. They may also be required to audit the accounts of the Federation for any period within the appointment at any date and make a report to the Federation.
- 7.7. The Chair, Vice Chair, Secretary and Treasurer (or other officers holding analogous positions) of the Federation shall ensure that proper accounts and records of the transactions and affairs of the Federation are kept to show and explain all the Federation's transactions and to disclose, with reasonable accuracy, the financial position of the society at any time. For the purposes of this Section 7.7 of this Constitution, the accounts and records shall contain (a) entries showing from day to day all sums of money received and expended by the Federation

8. PROHIBITIONS

- 8.1. The Federation shall not at any time acquire, by purchase or any other means, immovable property. The FOBISIA Board shall have no authority to enter into contracts to acquire, dispose of, mortgage, or otherwise encumber registered property.
- 8.2. The FOBISIA Board shall have no authority to commit the Federation as a guarantor or undertake to provide security for a debt of a third party.
- 8.3. Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act (Cap. 250), is forbidden on the Federation's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 8.4. The funds of the Federation shall not be used to pay the fines of members who have been convicted in a court of law.
- 8.5. The Federation shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 8.6. The Federation shall not indulge in any political activity or allow its name, funds and/or premises to be used for political purposes. This prohibition shall not preclude the Federation making representation to official bodies and governments in pursuit of its objects.

BY-LAWS OF THE FEDERATION OF BRITISH INTERNATIONAL SCHOOLS IN ASIA

- 8.7. The Federation shall not hold any lottery, whether confined to its members or not, in the name of the Federation or its office-bearers, the FOBISIA Board or members unless with the prior approval of the relevant authorities.
- 8.8. The Federation shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where such approval is required.
- 8.9. The Federation shall comply with all prohibitions set out under the Act, and any other applicable written law of Singapore and guideline of Singapore pertaining to registered societies for the time being in force.
- 8.10. Any Member that is in breach of the Code of Professional Conduct may be asked to leave the Federation in accordance with the process set out in Section 4.6 of these By-laws.
- 8.11. Where a Head reasonably believes that a Member is in breach or potential breach of the Code of Professional Conduct, or where an employee of a Member reasonably believes that its Head is in breach or potential breach of the Code of Professional Conduct, he / she shall immediately notify the FOBISIA Board through the Complaints' Protocol. Sufficient evidence to demonstrate the breach or potential breach should be provided.

9. GENERAL

- 9.1. These By-laws may not be altered or amended except by resolution of a General Meeting. Such alterations or amendments shall take effect from the date of their approval.
- 9.2. The Federation shall not be dissolved, except with the consent of not less than two thirds (2/3) of the total voting membership of FOBISIA for the time being expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 9.3. In the event of the dissolution of the Federation, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds will be disposed of in such a manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- 9.4. In the event of any inconsistency between the provisions of this Constitution and the Federation's By-laws, the provisions of the Constitution shall prevail and the members of the Federation shall forthwith, to the extent allowed by applicable law, cause such necessary alterations to be made to the By-laws as are required so as to remove such inconsistency to the extent possible.

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APPENDIX 1

CODE OF PROFESSIONAL CONDUCT

General

The aim of the FOBISIA Code of Professional Conduct (the “Code of Professional Conduct”) is to ensure that the Heads and senior managers of member schools, along with the relevant governing body of the school (for example the Board of Governors, Board of Directors, controlling company or individual owner), adhere to, and actively promote, a high standard of ethical practice within and between each member school.

Once membership of the Federation is granted, a member school agrees to comply with this Code of Professional Conduct. The current Head of School or Chair of the Board or owner must sign a copy of this Code of Professional Conduct indicating full agreement to be bound by the contents herein and pledge to inform and advise the relevant employees and Board of Governors and/or controlling company of the member school of the contents of this Code of Professional Conduct and the commitment required to the ethical practices contained herein.

THE MEMBER SCHOOL HEREBY AGREES AS FOLLOWS:

Key Principles

1. As leaders of British International schools in the Federation, we have much in common and share many similar challenges.
2. We agree that it is very beneficial for Heads and other employees of member schools to meet regularly in a spirit of openness, cooperation and support, with a view to sharing information and ideas that will be of mutual benefit.
3. By being a member of the Federation, we understand that as British international educators we have professional obligations that extend beyond our individual schools. We will make every effort to ensure that the Federation is not brought into disrepute by the actions of individuals or groups associated with our school.
4. We are therefore committed to the Code of Professional Conduct, which balances the operating needs of individual member schools with a sense of corporate responsibility for the professional standing of the Federation.

Breach of this Code of Professional Conduct

5. Members may, if they so wish, draw to the attention of the FOBISIA Board that there may have been breaches of the Code by another member, or instances of unethical practice by a member school (“the offending school”). If the Board receives such information it may investigate such breaches or instances of unethical practice as it deems fit. The Board may also take such disciplinary action against the offending school as it deems fit in accordance with the procedures set out in the FOBISIA By-laws, including the termination of the membership of the member school within FOBISIA. Member schools agree to accept any decision of the Board as final and binding.

Key Commitments

(A) Overall Integrity of our School:

- a) Our school will endeavor to continuously strive towards the aims and objectives in our school’s mission statement and educational philosophy.
- b) We will publish accurate information to promote our individual schools but we will dissociate ourselves from unfavourable criticism or unhelpful comparisons that may

BY-LAWS OF THE FEDERATION OF BRITISH INTERNATIONAL SCHOOLS IN ASIA

be made in relation to other schools. We will avoid misleading statements about our own school status or operation.

- c) Our school will honour promises and contracts made with persons, organisations or communities, assuming honorable commitment by the other contractual party, save for any situations arising from any act of God, war, strike, lockout, industrial action, fire, flood, drought, tempest or other event beyond the reasonable control of our school.
- d) We will respect normally accepted conventions regarding confidentiality with regard to the internal or external dealings and operations of our school.

(B) Recruitment Practices:

- a) We accept that both employees and member schools have the right to consider and/or take preliminary steps to procure alternative employment or undertake recruitment in confidence without notifying the employer or employee in question. Further steps taken to procure alternative employment or undertake recruitment must be conducted with openness and transparency vis a vis all parties concerned.
- b) We will not directly approach employees of other member schools ("the employer school") with a view to recruitment without prior consultation with and agreement from the employer school.
- c) Unless mutually agreed by the Heads/Principals concerned, we will not recruit employees under current contract to other member schools. We therefore agree that we will not procure and/or induce a breach of contract by a current employee of a member school or other organisation.
- d) We agree that, upon receiving an application for employment from an employee of other member schools, the employee will be notified that the employer school will be consulted
- e) We agree that member schools should endeavor to recruit the best employees they are able to in terms of qualifications and experience. The school will conduct, to the best of its ability, the necessary background checks on its employees and potential employees in order to ascertain their suitability to work with children.
- f) We will endeavor to ensure that our recruiting procedures match accepted best practice in regard to child safe-guarding.

(C) Employment Practices:

- a) All employees are issued with written contracts and associated documents, which clearly state the terms and conditions of employment.
- b) There is a fair and equitable system of remuneration of our school's employees.
- c) The performance of employees is regularly and professionally evaluated by the Head of school or by designated representatives.
- d) The Board of Governors and/or owner of the school regularly and professionally evaluate the performance of the Head of our school.
- e) Our school strives, wherever possible and practicable, to develop its staff professionally and offers opportunities for in-house training within the limitations of its annual budget.
- f) Our school has established procedures for dealing with claims of unjust treatment, grievances, and claims of unfair dismissal and/or non-renewal of contract.

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(D) Transfer and Enrolment of Students:

- a) We will not directly approach students (or parents of students) from other member schools with a view to recruiting them to our own school.
- b) We will respect the confidentiality of students who wish to consider entering another member school, whilst providing an acceptable level of assistance and support in the education process when students leave our school. This will include the timely production of references, reports, grades and transcripts.
- c) We will not knowingly accept a student from another member school if the student (or family of that student) owes money to that member school without the prior agreement of that member school.

Signed:

Date:

Position

School:

BY-LAWS OF THE FEDERATION OF BRITISH INTERNATIONAL SCHOOLS IN ASIA
APPENDIX 2
THE ASIA REGION AS DEFINED BY FOBISIA



E S T A B L I S H E D I N 1 9 8 8

DOCUMENTATION REQUIRED FOR PRE-MEMBERSHIP VISIT

Forms:

- ☐ Pre-membership Visit Report & Self-Review Form (From F4)

General:

- ☐ Prospectus literature and operating licence
- ☐ Details of previous Heads (last ten years)
- ☐ Brief background of Head
- ☐ Objectives/philosophy of the school
- ☐ History of the school and date established
- ☐ Governance, constitution and/or ownership
- ☐ Destinations of school leavers
- ☐ Previous inspection reports
- ☐ Samples of standard teacher contracts and job descriptions
- ☐ Salary scales
- ☐ Terms and conditions of teaching contracts
- ☐ Management structures for teaching and non-teaching staff
- ☐ Staff handbook and code of conduct
- ☐ Parent's handbook
- ☐ School development plan
- ☐ Extracurricular programme
- ☐ Results and data relating to pupil progress

Policies:

- ☐ Policies relating to student well-being e.g. safeguarding policies, anti-bullying etc.
- ☐ Emergency evacuation and lockdown policy
- ☐ Security policies and procedures
- ☐ Health and safety
- ☐ Special needs policy and provision
- ☐ EAL policy and provision
- ☐ PTA constitution
- ☐ Performance management/appraisal
- ☐ Grievance procedure, staff code of conduct
- ☐ Assessment policies

Finance:

- ☐ Annual school income and expenditure
- ☐ Details of income generated other than through school fees
- ☐ Percentage of income spent on personnel related costs and curriculum resources
- ☐ Comparison of student numbers over past 3 years, trends, and projections
- ☐ Inset budget provision and spending patterns.
- ☐ Fiscal control/levels of authorisation

FOBISIA SCHEDULE MEMBERSHIP FEES 2021-22

FEE BAND	STUDENT ENROLMENTS		ANNUAL SUBSCRIPTION [SGD]	ENROLMENT FEE [SGD]	TOTAL [SGD]
A	2000 onwards		2134	8837	10971
B	1875	1999	2134	8409	10543
C	1750	1874	2134	7981	10115
D	1625	1749	2134	7553	9687
E	1500	1624	2134	7126	9260
F	1375	1499	2134	6699	8833
G	1250	1374	2134	6129	8263
H	1125	1249	2134	5559	7693
I	1000	1124	2134	4989	7123
J	875	999	2134	4419	6553
K	750	874	2134	3848	5982
L	625	749	2134	3278	5412
M	500	624	2134	2709	4843
N	375	499	2134	2138	4272
O	250	374	2134	1569	3703
P	0	249	2134	999	3133

Note: Candidate Schools incur a 1,000 SGD Application Fee. Candidate Schools that are granted a Pre-Membership Visit are also requested to reimburse the two visiting FOBISIA representatives for their expenses, including flights, accommodation and transfers.



FOBISIA School Membership FAQs

1. Why should our school join FOBISIA?

FOBISIA is the premier Federation of British international schools in Asia. We are a diverse and inclusive community offering peer-to-peer support and extensive networking and collaboration opportunities to our members. FOBISIA's core business is focused on continuing professional development, student enrichment, quality assurance, safeguarding, and representation among our counterparts and in the UK Government.

2. What are the benefits of becoming a FOBISIA Member School?

Each year, FOBISIA Member Schools work together to plan and host 35+ professional development events for staff (including conferences, webinars, workshops, and training, supported by an online Community Forum) and 50+ student events (including sports invitationals, festivals, conferences and academic competitions), with the Friendly Games hosted in a central hub.

FOBISIA's Annual Leadership Conference provides an exclusive opportunity for Heads and senior leaders within the Federation to come together with leading educational thinkers from the UK and elsewhere, share best practice, and interact with a range of educational suppliers and organisations from around the globe.

FOBISIA's Biennial Teaching Community Conference provides an exclusive opportunity for teachers and TAs within the Federation to come together with leading educational thinkers from the UK and elsewhere and share best practice.

3. What are the strengths of the Federation?

Although FOBISIA has grown and developed as a Federation over a 30-year period, it remains an inclusive and welcoming community that is much respected across Asia, and beyond. One of our strengths is our commitment to being a community that "Cares and Shares" where the access schools have to a vast network promotes collaboration and co-operation. FOBISIA delivers high-quality shared professional development and an extensive student enrichment programme to all its Member Schools throughout Asia, offering staff and students a unique opportunity to develop lasting friendships, and experience different cultures and learning environments around the region.

4. How many schools are members and where are they located?

FOBISIA's membership takes in 79 Member Schools across 17 countries and regions within Asia, including Brunei, China (including Hong Kong and Taiwan), India, Indonesia, Japan, Kazakhstan, Laos, Malaysia, Mongolia, Myanmar, Nepal, Philippines, Singapore, South Korea, Sri Lanka, Taiwan, Thailand and Vietnam.



Member Schools



BRUNEI

International School Brunei (ISB)
Jerudong International School Brunei (JIS)
Hornbill School Brunei (HSB)



CHINA

Discovery Bay International School (DBIS)
Dulwich College Beijing (DCB)
Dulwich College Shanghai Pudong (DCS)
Dulwich College Shanghai Puxi (DCSPX)
Dulwich College Suzhou (DCSZ)
Harrow International School Beijing (HISC)
Kellett School Hong Kong (KSHK)
Nord Anglia International School Shanghai, Pudong (NAIS)
Shenzhen College of International Education (SCIE)
Taipei European School (TES)
Shrewsbury International School, Hong Kong (SHK)
The British International School Shanghai, Puxi (BISSPX)
The British School of Beijing, Sanlitun (BSB SLT)
The British School of Beijing, Shunyi (BSB SY)
The British School of Guangzhou (BSG)
Wellington College International Shanghai (WCCSI)



INDONESIA

British School Jakarta (BSJ)



JAPAN

The British School in Tokyo (BST)



INDIA

Canadian International School, Bangalore (CIS)
The British School New Delhi (TBSND)



KAZAKHSTAN

Haileybury Almaty (HBA)



LAOS

Panyathip International School, Laos (PIS)



MALAYSIA

elc International School (elc)
 Eaton International School Malaysia (EIS)
 Epsom College in Malaysia (ECiM)
 Garden International School Kuala Lumpur (GISKL)
 HELP International School, Kuala Lumpur (HIS)
 Kinabalu International School (KIS)
 King Henry VIII College (KH8C)
 Kolej Tuanku Ja'afar (KTJ)
 Marlborough College Malaysia (MCM)
 Nexus International School (NISM)
 Prince of Wales Island International (Primary) School, Penang (POWIIIS Primary)
 Prince of Wales Island International School, Penang (POWIIS)
 Sri KDU International School (SKIS)
 St. Christopher's International Primary School, Penang (SCIPS)
 The Alice Smith School, Kuala Lumpur (KLASS)
 The British International School of Kuala Lumpur (BSKL)
 The International School @ Park City (ISP)
 The International School of Penang (Uplands) (ISPU)



MONGOLIA

The English School of Mongolia (ESM)



MYANMAR

The British School Yangon (BISY)



THAILAND

Bangkok International Preparatory & Secondary School (BPREP)
 Bangkok Patana School (BPS)
 Brighton College International School Bangkok (BCBK)
 British International School, Phuket (BISP)
 Bromsgrove International School, Thailand (BIST)
 Charter International School (CHA)
 Garden International School Eastern Seaboard Ban Chang (GISR)
 Garden International School, Sathorn, Bangkok (GISBKK)
 Harrow International School Bangkok (HISB)
 Regents International School Pattaya (REGP)
 Shrewsbury International School Bangkok City Campus (SHC)
 Shrewsbury International School, Riverside Campus (SHR)
 St. Andrew's International School Sukhumvit 107 (StA107)
 St. Andrew's International School Bangkok (StAB)
 St. Andrew's International School, Green Valley (StAGV)
 St. Stephen's International School, Bangkok & Khao Yai Campuses (SIS)
 The Regent's International School Bangkok (REGB)
 Traill International School (TIS)
 Wellington College International School Bangkok (WCISB)



NEPAL

The British School Kathmandu (TBS)



PHILIPPINES

The British School Manila (BSM)



SINGAPORE

Dover Court International School Singapore (DCISS)
 Dulwich College (Singapore) (DCSG)
 Tanglin Trust School (TTS)



SOUTH KOREA

Dulwich College Seoul (DCSL)
 North London Collegiate School Jeju (NLCS)
 Seoul Foreign School (SFBS)



SRI LANKA

The British School in Colombo (BSC)



VIETNAM

British International School Hanoi (BISHN)
 British International School Ho Chi Minh City (BISHM)
 British Vietnamese International School Hanoi (BVISHN)
 British Vietnamese International School Ho Chi Minh City (BVISHM)
 Renaissance International School, Saigon (RIS)
 The ABC International School (ABCIS)

5. Does FOBISIA have a connection with other organisations and the UK Government?

FOBISIA maintains strong collaborative relationships with its regional counterparts across the globe, including the Council of British International Schools (COBIS), Association of British Schools Overseas (AoBSO), British Schools in the Middle East (BSME), Latin American Heads Conference (LAHC), and the National Association of British Schools in Spain (NABSS), among others.

FOBISIA engages actively with the UK Government (such as DfE and DIT, and the Prime Minister's Trade Envoys in Asia) and related agencies (such as Embassies) on a range of matters relevant to British international education.

British education has a strong reputation outside of the UK, to which FOBISIA and British International Schools contribute significantly. Whether it be keeping our teaching staff up to date with recent trends and developments in the UK, or equipping students and staff to return to the UK education system and contribute to British society at large, FOBISIA proudly represents, promotes and supports the very best of British education overseas and we are very honoured to have a membership that reflects the UK's Education is Great campaign.

6. What are the expectations on becoming a member?

Upon becoming a member of FOBISIA, Member Schools are expected to maintain their quality and code of conduct standards in order to continue to meet the Federation's strict membership criteria. FOBISIA supports its Member Schools so they can be the best they can be and closely monitors compliance to ensure that they are able to remain in the Federation and continue to play an active role in achieving its mission.

It is not only what FOBISIA can bring to its members, but it is also as much about what its members can bring to FOBISIA. The Federation promotes and encourages a culture of sharing. Member schools can select the activities that they may choose to either participate in, or even host which does provides members with the opportunity to showcase their schools.

7. Does a school need to meet certain standards to become a member?

FOBISIA's By-Laws outline a range of criteria that must be met in order to be accepted as a member of FOBISIA. These include a number of general criteria relating to Britishness, governance, safeguarding and quality assurance.

8. How can a school become a member?

Candidate schools are required to submit an application, which must demonstrate that they meet FOBISIA's membership criteria. If FOBISIA's Membership Committee deems an application as meeting the criteria, they will recommend a Pre-Membership Visit be arranged to validate the application. If the visit results in a recommendation from FOBISIA's visiting representatives that the school be admitted to the Federation, the matter is put to the membership for a vote. If the vote receives the support of a simple majority, the school is admitted to the Federation, effective immediately, and they are invited to attend the next Heads' Business Meeting.

9. Do schools need to be accredited to become a member of FOBISIA?

FOBISIA has two categories of membership - Full and Associate Membership.

Schools are admitted to the Federation if they meet the membership criteria and are accredited by an agency approved by FOBISIA.

Schools that are not yet accredited but are committed to attaining accreditation with an approved agency, may be admitted to the Federation as Associate Members. They do, however, need to have commenced the accreditation cycle within three years of joining FOBISIA.

FOBISIA supports its Associate Member Schools to work towards accreditation by offering professional advice, leadership support and connections to approved accreditation agencies.

10. Can a newly established school join FOBISIA?

There are no barriers to newly established schools seeking to join FOBISIA. Early admission of newly established schools is considered on a case by case basis, depending on the school's particular stage of development and circumstances. Generally, however, newly established schools are advised to delay their application a minimum of one term until they are in a position to ensure that they can fully participate as a member of the Federation.

11. What does it cost to become a member of FOBISIA?

School Membership Fees is reviewed annually by the Federation. FOBISIA's Fee Schedule includes two components, an annual subscription fee and an enrolment fee. The enrolment fee is determined by the number of students enrolled in the school.

12. Are there different types of FOBISIA membership?

There are four categories of FOBISIA Membership. As well as Full and Associate Membership, the Federation offers Individual Membership to ex-heads of Member Schools in order to retain the invaluable institutional knowledge that exists among our dynamic network of school leaders in and beyond the region. Affiliate Membership is also offered to education organisations of interest to Member Schools.