



JOINING THE ISBA

APPLICATION PACK

This application pack contains:

- A short brief explaining the different categories of membership available.
- An application form for a school to join the ISBA as either a Full or Associate member.
- An application form for an organisation running a group of schools to join the ISBA either as a Full or Associate member.

Should you require any further information, please contact the ISBA Secretariat.

ISBA
Unit 11/12 Manor Farm
Cliddesden
Basingstoke
Hampshire RG25 2JB
Tel: 01256 330369 Email: office@theisba.org.uk

Company Number: 6410037

Registered Charity Number: 1121757

January 2012

TYPES OF MEMBERSHIP

ISBA is a charitable company limited by guarantee. The ISBA Articles of Association, which may be viewed on the ISBA website (www.theisba.org.uk) explain that there are two categories of membership open to educational charities and schools, namely Full Membership and Associate Membership.

Full Members are members of ISBA for the purposes of the Companies Acts and therefore have the right to vote at its general meetings. Full Membership is open to any charity or other organisation which:

- (a) is separately constituted under its own governing document;
- (b) is (or has a governing body or member of staff who is) in full membership of any one of the associations that are constituent members of the Independent Schools Council; and
- (c) either:
 - (i) runs a single independent school in the UK (provided that where a charity or other body runs a pre-preparatory, preparatory and/or senior school under the same Department of Education registration number it shall be treated as running a single school); or
 - (ii) runs more than one independent school in the UK under different Department of Education registration numbers, none of which is constituted as a charity or organisation in its own right.

Associate Members enjoy most of the privileges of Full Members, but are not members of ISBA for the purposes of the Companies Acts and do not have the right to vote at general meetings or to propose candidates for election to the Executive Committee. Associate Membership is open to:

- (a) an independent school in the UK which is not separately constituted under its own governing document;
- (b) a charity or other organisation which operates one or more independent schools, none of which is situated within the United Kingdom;
- (c) a charity or other organisation which runs one or more independent schools in the United Kingdom, but is not in full membership of any one of the associations that are constituent members of the Independent Schools Council;
- (d) a charity or other organisation which runs more than one independent school in the UK under different Department of Education registration numbers, all of which are separately constituted under their own governing document; or
- (e) any other school, charity or organisation which the Full Members elect pursuant to Article 6.4(b) on the recommendation of the Executive Committee.

All applicants must complete the relevant application form (copies of which are attached) and pay the relevant subscription (details of which are available from the General Secretary ISBA). Applicants for Full Membership and Associate Membership must be approved by the Executive Committee of ISBA. Applicants for Associate Membership under sub-paragraph (e) above must be approved by a general meeting of the Full Members.

Discount for Schools with less than 200 pupils

At the ISBA 2010 AGM, a 50% discount on the Full/Associate subscription was agreed to take effect from 1 July 2010. This was subsequently reviewed at the 2011 AGM and it was approved for the 2012 subscription year and will be reviewed thereafter.

- * All Members are represented in ISBA by their bursar or equivalent. Please note that it is the charity/organisation running the school(s) in question that becomes a member of ISBA. Bursars are not members of ISBA in their own right.

APPLICATION FOR INDIVIDUAL SCHOOLS TO JOIN ISBA

PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS USING BLACK INK

Please note that it is the charity or organisation that runs your School, and not the Bursar, that is the Applicant and becomes a Member of ISBA

Section 1 (The School)

Name of School:			
Address of School:			
			Post Code:
Name of Applicant (ie the charity or organisation that runs the School):			

To which of the ISC's Associations does the School belong? Please tick all that apply Non Constituent Associations*	AGBIS	
	COBIS	
	GSA	
	HMC	
	IAPS	
	ISA	
	SHMIS	
	BSA*	
	SCIS*	
Type of School	Senior Boarding	
	Senior Day/Boarding	
	Senior Day	
	Senior/Junior Day	
	Senior/Junior, Day/Boarding	
	Preparatory Day/Boarding	
	Preparatory Day	
Is the Applicant a Company Limited by Guarantee?		YES - NO
If YES please provide Company Registration Number:		
Is the Applicant a Registered Charity?		YES - NO
If YES please provide Charity Registration Number:		
Is the Applicant a school with less than 200 pupils		YES - NO
Note: This means pupils numbers declared in the ISC/DfE census in January of the subscription year (Jan to Dec)		

Section 2 - The Bursar or other authorised representative

Please complete in respect of the person who will be your School's contact for ISBA.

Title:			
Surname:			
Forename(s): (please indicate the name by which you normally prefer to be addressed)			
Qualifications/Post nominals:			
Job Title:			
Email (for communication, document distribution etc):			
Tel:		Fax:	
How long have you been a Bursar?			

Section 3 – Subscription

If joining part way through the subscription year (1 Jan – 31 Dec), then the amount due would be calculated pro rata. Please contact the ISBA office for details.

I enclose a cheque for £	being the subscription for membership... YES/NO
OR	
I will pay by BACS	YES/NO
[Lloyds TSB, Basingstoke Branch: Account Name: Independent Schools' Bursars Association: Sort Code: 30-90-53 Account Number 00118608]	

Section 4 – Application

Schools can apply for either Full or Associate Membership –

- Schools applying for Full Membership, please complete the application for Full Membership (**Application A**).
- Schools applying for Associate Membership, please complete the application for Associate Membership (**Application B**)

A. Application for Full Membership

The Applicant hereby applies for Full Membership of ISBA and confirms the information provided to support the application is correct.

The Applicant agrees to be bound by the Articles of Association of ISBA and undertakes to contribute to the assets of ISBA, in the event of the same being wound up while it is a Full Member, or within one year after it ceases to be a Full Member, for payment of the debts and liabilities of ISBA contracted before it ceased to be a Full Member and of the costs charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £10 (ten pounds).

Signed for and on behalf of the Applicant:			
Name (please print)			
Position:		Date:	

B. Application for Associate Membership

The Applicant hereby applies for Associate Membership of ISBA and confirms the information provided to support the application is correct.

The Applicant agrees to be bound by the Articles of Association of ISBA.

Signed for and on behalf of the Applicant:			
Name (please print)			
Position:		Date:	

PLEASE RETURN TO: The General Secretary
ISBA
Unit 11-12 Manor Farm
Cliddesden, Basingstoke
Hampshire
RG25 2JB



APPLICATION BY A GROUP FOR MEMBERSHIP OF ISBA

PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS USING BLACK INK

Please note that it is the charity or organisation that runs the Group, and not the Bursar, that is the Applicant and becomes a Member of ISBA

Section 1 (The Group of Schools)

Name of Group:			
Address of Group:			
		Post Code:	
Name of Applicant (ie the charity or organisation that runs the Group):			
Number of Schools in the Group			
Name of Schools in Group <i>(continue on separate sheet as necessary)</i>			

		Tick below as appropriate
To which ISC Association(s) do the Schools administered by the Group belong? <i>Please note that each of the Schools must be a member of at least one of the Associations listed</i>	AGBIS	
	COBIS	
	GSA	
	HMC	
	IAPS	
	ISA	
	SHMIS	
Non Constituent Associations	BSA	
	SCIS	

Are all of the Schools administered by the Group Full Members of ISBA?		YES - NO
Type of Schools administered by the Group	Senior Boarding	
	Senior Day/Boarding	
	Senior Day	
	Senior/Junior Day	
	Senior/Junior, Day/Boarding	
	Preparatory Day/Boarding	
	Preparatory Day	
Is the Applicant a Company Limited by Guarantee? If YES please provide Company Registration Number:		YES - NO
Is the Applicant a Registered Charity? If YES please provide Charity Registration Number:		YES - NO

Section 2 (The Bursar or other authorised representative)

Please complete in respect of the person who will be your Group's contact for ISBA.

Title:			
Surname:			
Forename(s): (please indicate the name by which you normally prefer to be addressed)			
Qualifications /Post nominals:			
Job Title:			
Email (for communication, document distribution etc):			
Tel:		Fax:	
How long have you been a Bursar?			

Section 3 - Subscription

If joining part way through the subscription year (1 Jan – 31 Dec), then the amount due would be calculated pro rata for the main Group member. This does not apply to schools in the group.

I enclose a cheque for £	being the subscription for membership... YES/NO
OR	
I will pay by BACS	YES/NO
[Lloyds TSB, Basingstoke Branch: Account Name: Independent Schools' Bursars Association: Sort Code: 30-90-53 Account Number 00118608]	

Section 4 - Group Application

Groups can apply for either Full or Associate Membership –

- Groups of schools, of which **none** are eligible to be Full Members of ISBA, please complete the application for Full Membership (**Application Group A**)

- Groups whose Schools are **all** eligible to be Full Members of ISBA, please complete the application for Associate Membership (**Application Group B**).

Group A. Application for Full Membership

The Applicant hereby applies for Full Membership of ISBA and confirms the information provided to support the application is correct.			
The Applicant agrees to be bound by the Articles of Association of ISBA and undertakes to contribute to the assets of ISBA, in the event of the same being wound up while it is a Full Member, or within one year after it ceases to be a Full Member, for payment of the debts and liabilities of ISBA contracted before it ceased to be a Full Member and of the costs charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £10 (ten pounds).			
Signed for and on behalf of the Applicant:			
Name (please print)			
Position:		Date:	

Group B. Application for Associate Membership

The Applicant hereby applies for Associate Membership of ISBA and confirms the information provided to support the application is correct.			
The Applicant agrees to be bound by the Articles of Association of ISBA.			
Signed for and on behalf of the Applicant:			
Name (please print)			
Position:		Date:	

PLEASE RETURN TO: The General Secretary
 ISBA
 Unit 11-12 Manor Farm
 Cliddesden, Basingstoke
 Hampshire RG25 2JB