

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, Associate or Overseas Associate member.

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

**ISBA
Bluett House
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

July 2016

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, schools and other organisations, namely Full Membership and Associate Membership. Schools outside the UK are eligible for Associate Membership only and are referred to as Overseas Associate Members.

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 legal governing document; and
- (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 or controls a single independent school in the UK (provided that if 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 or controls more than one independent school in the UK under different Department of Education registration numbers, save that, where each independent school that it runs would, but for this paragraph (c), itself be an Eligible School, the charity or other organisation in question shall only be an Eligible School if it operates at least one of those schools directly.

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 legal governing document; or
- (b) a charity or other organisation which operates one or more independent schools, none of which is situated within the United Kingdom; or
- (c) a charity or other organisation which runs or controls one or more independent schools in the United Kingdom, but is not (and does not have a governing body or member of staff which/who is) in full membership of any one of the associations that are constituent members of the Independent Schools Council; or
- (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 Membership Secretary ISBA). Applicants for Full Membership must be approved by the Executive Committee of ISBA. Applicants for Associate Membership must be approved by a general meeting of the Full Members. Depending upon timing of the application, Temporary Associate Membership will be granted pending the next AGM.

Discount for Schools with less than 200 pupils

At the ISBA 2010 AGM, a 50% discount on the Full/Associate subscription was agreed for UK members to take effect from 1 July 2010. This has been continued in subsequent years and it was agreed at the 2016 AGM that it would continue for 2017. It 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 TO JOIN THE ISBA

PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS USING BLACK INK

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

Type of Membership being applied for (tick as appropriate):

Full	
Associate	
Overseas Associate	

Section 1 (The School)

Name of Applicant: (ie the charity or organisation that runs the School):	
Name of School:	
Address of School:	
	Post Code:
Telephone:	
Fax:	
School Office e-mail address:	
Website:	

Is your organisation or charity constituted under its own legal governing document?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the Applicant a Company Limited by Guarantee?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please provide: The Company Name: The Company Registration Number:	
Is the Applicant a Registered Charity?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES please provide:

The Charity Name:

The Charity Registration Number:

To which of the ISC's Associations does the School belong? (please tick all that apply and indicate full or associate member where applicable) Non Constituent Associations*	AGBIS	
	COBIS	
	GSA	
	HMC	
	IAPS	
	ISA	
	SHMIS/SOH	
	BSA*	
	SCIS*	
	WISC*	

Pupil Numbers (please provide total pupil numbers in the school) Note: This means pupil numbers declared in the ISC/DfE census in January of the subscription year (Jan to Dec)	
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Type of School (please provide the age ranges by gender)	Day Only	Day and Boarding Options	Boarding Only
Male Age Range (e.g. 5 – 11)			
Female Age Range (e.g. 11 – 16)			

Religious Affiliation (Tick as appropriate)	None		Hindu	
	Church of England		Church of Scotland	
	Roman Catholic		Church of Wales	
	Jewish		Quaker	
	Muslim		Christian (Non-denominational)	
	Other (please state)			

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:	
Forename: (please indicate the name by which you	

normally prefer to be addressed)	
Surname:	
Qualifications/Post nominals:	
Job Title:	
Direct Line Telephone Number:	
Email Address: (for communication, document distribution etc):	
Month and Year became a Bursar? (or equivalent):	
Month and Year started in current appointment:	

Section 3 – Name of person responsible for or manager different from Bursar

Head:	
Chair of Governors:	
Estates:	
HR:	
Catering:	
Finance/Accountant:	
Health & Safety:	

Section 4 – Subscription

If joining after 1st July in the subscription year (1 Jan – 31 Dec), then the amount due is reduced for UK large and small school applications; as detailed on our website.

I enclose a cheque for £	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
OR				
I will pay by BACS £	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Lloyds TSB				
Basingstoke Branch				
Account Name: Independent Schools' Bursars Association				
Sort Code: 30-90-53				
Account Number 36349068				
SWIFT/BIC Number: LOYDGB21153				
IBAN Number: GB53 LOYD 3090 5336 3490 68				
All local and overseas charges borne by remitter				

Section 5 – Application

Schools can apply for either Full or Associate Membership

- It would be very helpful to us if you would indicate how you became aware of the ISBA. Was it by:

Recommendation (by whom):	
Direct Mailing:	
Attending an ISBA event:	
ISBA publication	

- Schools applying for Full Membership please complete **Section A** below.
- Schools applying for Associate Membership (including Overseas Associate) please complete **Section B** below.

A. Application for Full Membership

<p>The Applicant hereby applies for Full Membership of ISBA and confirms the information provided to support the application is correct.</p> <p>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).</p>			
Signed for and on behalf of the Applicant:			
Name (please print)			
Position:		Date:	

B. Application for Associate Membership (including Overseas Associate)

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

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

For Office Use	
Date Received	
Date Approved	
Account Reference	
Regional Group	
Date Welcome Pack Sent	
AGM approval date for Associate Membership	



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form **including official use box** using a ball point pen and send it to:

Independent Schools' Bursars Association (ISBA)
Bluett House
Unit 11 – 12
Manor Farm
Cliddesden
Basingstoke
Hampshire
RG25 2JB

Originator's Identification Number

8 3 0 5 2 7

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
Postcode

FOR ISBA OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society. Please complete your school address below for identification use only: (Please use upper case)

Instruction to your Bank or Building Society

Please pay ISBA Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with ISBA and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Reference (To be completed by ISBA)

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the Payer.



The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit ISBA will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request ISBA to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by ISBA or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when ISBA asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.