

**Protocol**  
**School board meeting**  
24.10.2017 at 19:00-21:00, Staff room

**Attendees**

Board members (ref THIS bylaws § 6)

Øyvind Fries, Marte Løvik, Virginia Neilsen (absent) , Asta Håberg, Aase Müller, Linda Haugen

Board representatives (ref. The Independent School act § 5-1)

Jannicke Akse	Trondheim kommune (absent)
Celia Walvåg	Student representative
Kjersti Holmvik	PC representative (participated via conference video call)
Sima Haddadin	Teaching staff representative (absent)
Mascha Meland	School support staff representative (absent)
Marc Urie	Substitute for Mascha Meland
Agneta Amundsson	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary
Hope Steen	PYP coordinator (participated only for the IB report)

Opening		Responsible
Opening and welcome	The meeting was opened at 19:00.	BoD
Årshjul for styrets arbeid - Annual plan for BoD	The annual plan is reviewed. GSI information should be considered to be in the annual plan. 06.12.2017	BoD
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The meeting call and the agenda are approved by the Board. No extra items for AOB were suggested.	BoD
Approval of the protocol from the last meetings	The protocol from the last meeting was approved and signed by the Board members.	BoD
Strategy 2016 - 2021	The total strategy plan (short terms, temporary plans) is not developed yet.	BoD
Status from daglig leder/administration		

<ul style="list-style-type: none"> <li>• HoS status report (incl. psychosocial and 9 A update)</li> <li>• Business matters, economics</li> </ul>	<p>The HoS report was presented by AA.</p> <ul style="list-style-type: none"> <li>• The updates regarding the new requirements in Oppl. 9a and work towards implementation of the new requirements were provided. A discussion around Oppl. 9a was held. <ul style="list-style-type: none"> <li><input type="checkbox"/> Parents informed via parent meeting, letters from contact/class teachers</li> <li><input type="checkbox"/> SCC, Student council and PC are also involved</li> <li><input type="checkbox"/> The task of having the routines around the requirements in 9a needs to be prioritised.</li> <li><input type="checkbox"/> Information regarding the pilot program offer from Fylkesmann</li> </ul> </li> <li>• HSE matters, GSI and SFO information were also provided.</li> </ul> <p>The financial report was presented by business manager CØ.</p> <p>Budget will be one of the main topics in the strategy seminars. The school has not received any reply from Kunnskapsdepartementet regarding the refund. The Board suggests that the school contacts the KDep and also regain the audit case back to the school from the legal firm.</p>	AA CØ
<b>Open matters</b>		
<b>Matters for decision</b>		
25/2017 Appoint BoD member(s) to represent in the FM-query, deadline Oct. 27th	<p><b>Suggestion for decision</b></p> <p>The Board appoints VN to participate in a working group that prepares answers to the County Governor's query to school owners, October 2017.</p> <p>If VN is unable to, ØF will step in and also AM is available via telephone.</p> <p>The decision was approved unanimously by the Board.</p>	AA
26/2017 Class size cap PYP 6	<p><b>Suggestion for decision</b></p> <p>The BoD decides that PYP 6 be closed for further student enrollment for the rest of the school year, due to special needs in the class. The class size should not exceed 22 students.</p> <p>The decision was unanimously approved by the BoD.</p>	AA
27/2017 Course for BoD and Administration on the new Privacy Policy (GDPR)	<p><b>Suggestion for decision</b></p> <p>The BoD decides to appoint members of the Board and administration staff to a course about the new General Data Protection Regulation, GDPR.</p>	AA

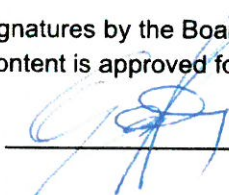


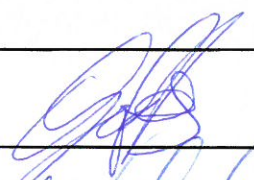
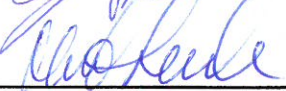

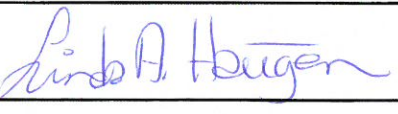
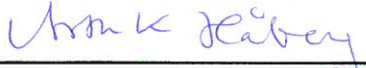


	The admin will suggest an appropriate offer within the PD budget. A specific course will be suggested by the admin. The decision was unanimously approved by the Board.	
<b>Confidential matters</b>		
19/2016 School/Preschool Agreement	The case was unanimously approved by the Board.	BoD
<b>Matters for information/AOB</b>		
1. Close down of This AS 2. EAGM online 3. Bylaws - process of change 4. Strategy meetings 5. IB - Report	The report was presented by ØF on information regarding the points 1-4.  <b>Additional notes:</b> It was agreed that the topics, strategy and budget will be treated during the strategy seminar on 31.10.2017, and risk management and year wheel will be treated at an ordinary Board meeting.  The IB report was presented by PYP coordinator Hope Steen. The report covered; <ul style="list-style-type: none"> <li>• General IB information</li> <li>• IB evaluation and its work, 6 phases</li> <li>• IB PD needs</li> <li>• Participation from the Board for the IB Self-Evaluation: 14th of Nov 2017, 6th of Dec 2017.</li> </ul>	Chair Chair Chair  AA    AA
6. QAC-Report	The quality assurance committee report was presented by AA.	

The meeting was closed at 22:00.

This protocol will formally be completed with signatures by the Board meeting, 06.12.2017. To cover the need of swift and unified information to all bodies the content is approved for distribution by the Chair of the Board:



Signatures for approval of the protocol	Date
<b>Øyvind Fries</b> Temporary Chairman	 12/12-2017
<b>Marte Løvik</b> Temporary Vice Chairman	 24/1 - 2018
<b>Aase Müller</b> Board member	 12/12-2017
<b>Linda Haugen</b> Board Member	 12/12 - 2017
<b>Asta Kristine Håberg</b> Board Member	 12-12.17
<b>Virginia Neilsen</b> Board Member      -absent-	