

Protocol
School board meeting
12.12.2017 at 19:00-21:00, Staff room

AttendeesBoard members (ref THIS bylaws § 6)

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

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

Jannicke Akse	Trondheim kommune (absent)
Celia Walvåg	Student representative (absent)
Kjersti Holmvik	PC representative <i>via google hangout</i>
(No candidate)	Teaching staff representative
(Voting pending)	School support staff representative
Marc Urie	Substitute support staff representative
Agneta Amundsson	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Item		Responsible
Opening and welcome		BoD
Årshjul for styrets arbeid - Annual plan for BoD	Refer to 28/2017.	BoD
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The cases 29/2017 QAC report and 32/2017 top document are postponed until the next Board meeting due to the limited amount of time.	BoD
Approval of the protocol from the last meetings	The BoD protocol 24.10.2017 is approved and signed by the present Board members.	BoD
Strategy 2016 - 2021	Clarification on how this work should be presented in a most efficient way was provided by the chair from the next BoD meeting.	BoD 1. AH

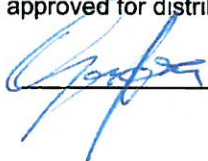
	<p>For each focus areas, the status updates, progress and challenges should be provided in each Board meetings.</p> <p>Brief presentations on each focus areas were provided.</p> <p>1. Organization AH and VN will call for a meeting after preparing the communication strategy.</p> <p>2. IB This is postponed due to an absence of the Board member ML.</p> <p>3. Economy Verbal information provided by AM with reference to Strategy This action plan. The goal is to have the budget set as soon as possible.</p> <p>4. Compliance A better overview of internal policies and guidelines to be provided by the next Board meeting. *Rephrase the sub texts in the compliance focus area.</p>	<p>2. ML 3. AM 4. LH</p>
Status from daglig leder/administration		
<ul style="list-style-type: none"> • HoS status report • Business matters, economics 	<p>HoS Report was presented:</p> <ul style="list-style-type: none"> • Updates on meetings/courses attended • HSE updates - Communication issues in the school community • Oppl. §9A updates, new practices in place • Facilities updates • Competency/personnel plan updates (the complete plan to be ready by March Board meeting 2018 and presented) <p>The school needs to reply to Fylkesmannen whether we wish to belong to the local network (Trondheim, Klæbu) or the international network. For now, the local network.</p> <p>The overview/sketch of stakeholders and network to be made. The task will be delegated as soon as roles and responsibilities are set according to case 33/2017.</p> <p>Prognosis 2017 and accounting report Oct incl. comments were provided</p>	AA CØ
Open matters		
Matters for decision		
28/2017 Approval of updated Board annual wheel	<p>The suggested annual plan was presented.</p> <p>Suggestion for Decision The BoD approves the suggested Annual Plan with the listed changes.</p>	CØ/AM

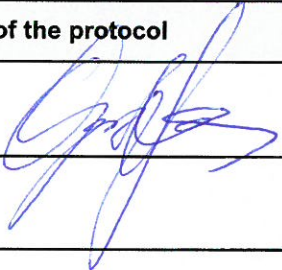

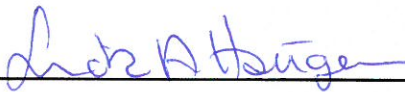


	<p>Additional changes: Psykososialt skolemiljø m.m. is to be moved to March. The annual wheel is to be translated into English.</p> <p>The decision is approved unanimously with the additional changes above by the Board.</p>	
29/2017 Quality Assurance Committee report	Postponed.	HoS/Admin
30/2017 Budget 2018	<p>Suggestion for Decision:</p> <ul style="list-style-type: none"> • Alt. 1: The BoD approves the suggested budget from the administration with an annual result of NOK 398 000. • Alt. 2: The BoD approves the suggested budget with listed specific adjustments. <p>Neither alternative 1 nor 2 was approved as a decision.</p> <p>The Board would like the budget 2018 to have NOK 600.000 surplus and the budget to be presented in January 2018.</p> <p>No increasing school fees to be presented in January.</p> <p>A letter from the BoD in cooperation with the HoS to be produced and sent out to the parents. This is to be dealt with as a case in the Jan 2018 BoD meeting.</p>	CØ
31/2017 School Fee 2018	This case is postponed since this is directly connected to the case 30/2017 Budget 2018.	CØ
32/2017 Top document THIS Compliance	Postponed.	VN
Matters for information/AOB		
33/2017 Roles and Responsibilities BoD vs Management - establish work group	Linda and Aase in the work group.	BoD
Closure of THIS AS	Trondheim International School AS (daughter company) is now officially closed down.	BoD
Confidential matters		
19/2016 - Update and progress	Verbal update was provided by the chair of the Board.	ØF

Next BoD meeting	The next BoD meeting starting from 16.00 - 19.00.	
------------------	---	--

The meeting was closed at 21:20.

This protocol will formally be completed with signatures by the Board meeting, . 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
Øyvind Fries Chairman		24.01.18
Marte Løvik Vice Chairman -absent-		
Aase Müller Board member		24.01.18
Linda Haugen Board Member		24.01.2018
Asta Kristine Håberg Board Member		7/3-18
Virginia Neilsen Board Member		24.01.2018