

**Protocol**  
**School board meeting**  
18.04.2018 at 16:30-19:00, Staff room

**Attendees**

Board members (ref THIS bylaws § 6)

Øyvind Fries, Marte Løvik, Virginia Neilsen, Asta Håberg (17:23), Aase Müller, Linda Haugen

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

Jannicke Akse	Trondheim kommune (absent)
Celia Walvåg	Student representative
Trina Galloway	PC representative (via conference call)
(No candidate)	Teaching staff representative
(Voting pending)	School support staff representative
Marc Urie	Substitute for School support staff representative
Agneta Amundsson	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Opening	Attachment	Responsible
Opening and welcome	The meeting opened at 16.35.	BoD
Årshjul for styrets arbeid - Annual plan for BoD	The annual plan was reviewed.	BoD
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	<p>Comments from Chair: one case written in Norwegian. A brief discussion regarding the choice of language was held. It was agreed by the Board that memos are to be written in English even if supporting documents are in Norwegian .</p> <p>The meeting call and agenda were approved with the below change and additional items.</p> <ul style="list-style-type: none"> <li>• Case 19/2018 is moved to confidential part of the meeting.</li> <li>• Additional items for matters for information: Information from Næringsforeningen by ML and Board self-evaluation survey by VN.</li> </ul>	BoD
Approval of the protocol from the last meetings	The Board meeting protocol from 07.03.2018 is approved and signed by the BoD.	BoD



Strategy 2016 - 2021	<p>A feedback on how this reporting system is beneficial and effective: Good reminder, good way to connect the Board and the school (common platform). The distribution, allocation of work between the Board and the admin. The way this reporting system works will be evaluated after a year. It was made clear that it is not expected there would be new updates for every meeting.</p> <p>The updates, status, plans for next period and challenges were provided on the following focus areas;</p> <ul style="list-style-type: none"> <li>• Organisation by AH</li> <li>• IB by ML</li> <li>• Economy by AM</li> <li>• Compliance by LH</li> </ul> <p>Comments:</p> <ul style="list-style-type: none"> <li>• School's reputation/image in public. Communication challenge. Room for improvement regarding marketing and image-building for school.</li> </ul>	BoD
<b>Status from daglig leder/administration</b>		
<ul style="list-style-type: none"> <li>• HoS status report</li> <li>• Business matters, economics</li> </ul>	<p>The HoS report with the below points was presented;</p> <ul style="list-style-type: none"> <li>• Economy, HR matters for the school year 2018/19</li> <li>• IB: successful IB workshops for parents, IB PD for admin staff</li> <li>• §9A Oppl. related information: challenges related to facilities</li> <li>• Preliminary admission status for the school year 2018/19</li> <li>• Discussion related to marketing(a social media account for school to be looked into).</li> <li>• Robust organisation: QAC periodical reports, personnel plan,</li> <li>• Compliance: qualifications of staff, facility status</li> <li>• 17th of May planning: information and discussion</li> </ul> <p>The report from Business Manager</p> <ul style="list-style-type: none"> <li>• The accounting report per February 2018</li> <li>• Preliminary results and updates on accounting for March 2018</li> <li>• Had a meeting with the school's auditor from BDO regarding an investment fund (investeringsfond).</li> <li>• Looking into a more efficient way of reporting the accounting.</li> <li>• The annual safety inspection (vernerunde) was completed during March 2018.</li> </ul>	<p>AA</p> <p>CØ</p>
<b>Matters for decision</b>		



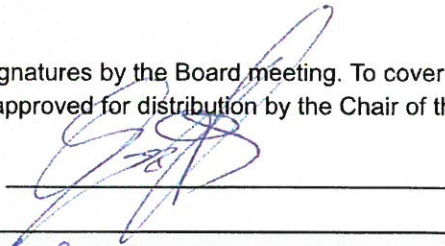
08/2018 Approval of annual financial statements and directors report for 2017	<p><b>Suggestion for decisions:</b></p> <ol style="list-style-type: none"> <li>1. The BoD godkjenner fremlagte årsberetning og årsregnskap 2017 herunder disponering av årsresultatet.</li> <li>2. The BoD godkjenner at det opprettes et investeringsfond ihht økonomiforskrift til friskoleloven § 8 med formål om å bedre elevene sitt fysiske arbeidsmiljø ute og inne.</li> </ol> <p>Translation:</p> <ol style="list-style-type: none"> <li>1. The Board approves the presented annual report and annual financial statement for 2017 including disposition of the surplus.</li> <li>2. The BoD approves that an investment fund be established in accordance with the relevant laws and regulations (økonomiforskrift til friskoleloven § 8) with the purpose of improving the students' physical working environment indoor and outdoor.</li> </ol> <p>The decisions are approved by the Board.</p>	CØ
14/2018 Udir Tilstandsrapport	<p><b>Suggestion for decision:</b></p> <p>The BoD appoints a Board member to evaluate the information and results in the 'tilstandsrapport' and to provide their comments for the section 'skoleeiers egenvurdering' (school owner's assessment).</p> <p>Comments: The Board acknowledges the positive results shown in the 'tilstandsrapport' and the hard work put by the teachers and staff.</p> <p>The decision is approved by the Board and the Board appoints AM and ML.</p>	AA
15/2018 Personnel/competency plan	<p><b>Suggestion for decision:</b></p> <p>The BoD approves the This Personnel Plan for the 2018/19 school year. The plan shall be continuously reviewed, yearly.</p> <p>Comment: Replace 'continuously reviewed, yearly' with 'reviewed annually'.</p> <p>The decision is approved with the change above in the text by the Board.</p>	AA
16/2018 QAC report (to be looked into together with the case 17/2018)	<p><b>Suggestion for decision:</b></p> <p>The BoD acknowledge to have received the information provided in the QAC's periodical report on school environment and are aware that the school operates with a deviation related to physical environment.</p>	AA/

	<p>Comments: After the AGM is closed, there will be an information meeting for the school community regarding the Board's views on different topics.</p> <p>The decision is approved by the Board.</p>	
17/2018 School Environment Plan	<p><b>Suggestion for decision:</b> The BoD approves the School Environment Plan, accepting that final editing will be completed by 30.06.2018. The School Environment Plan is implemented from April, 2018.</p> <p>The document shall be translated to Norwegian so that it is accessible in both English and Norwegian.</p> <p>The decision is approved by the Board.</p>	AA
18/2018 MYP 10 Outdoor ideas	<p><b>Suggestion for Decision</b> The BoD decide to assess/take into consideration the suggestions from the MYP10 students as part of the ongoing holistic planning of the entire location.</p> <p>Comment: It is unlikely that the plan will be implemented this school year and the responsibility for communicating this information was given to the student representative.</p> <p>The decision is approved by the Board.</p>	TG
20/2018 BoD representative to the Working Conditions Committee	<p><b>Suggestion for Decision</b> The BoD appoints NN as a member of the This Working Conditions Committee for the 2018/2019 school year.</p> <p>The decision is approved by the Board and the Board appoints AH as a Board representative in this committee.</p>	AA
<b>Matters for information/AOB</b>		
17.mai plan	Refer to HoS report.	AA
AGM planning	Verbal information were provided.	ØF
Board Self-evaluation	The Board self-evaluation survey will be sent out to all board members with the deadline to complete by 27.04.2018.	VN
Meeting with Næringsforeningen	<p>The topic was campus plan, NTNU.</p> <p>Verbal information provided;</p> <ul style="list-style-type: none"> <li>• Suggestion for meeting with Næringsforeningen</li> <li>• Suggestion for the HoS to present the IB program to the local politicians</li> <li>• Suggestion for meeting with the NTNU</li> </ul>	ML

	Meetings to be scheduled between those organisations, the school and the Board in the nearest future.	
<b>Confidential matters</b>		
Space vs facilities	Verbal information provided.	ØF
19/2018 Election Process for BoD Representatives	The decision is approved by the Board. The Board guidelines will be updated accordingly.	AA

**Meeting closed at 19:40.**

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	28.05.18
Marte Løvik Vice Chairman	23.05.18
Aase Müller Board member	23.05.18
Linda Haugen Board Member	27/6 - 2018
Asta Kristine Håberg Board Member	5/6 - 18
Virginia Neilsen Board Member	1.06.2018