

**Protocol**  
**School board meeting**  
27.06.2018 at 16:00-19:00, Staff room

**Attendees**

Board members (ref THIS bylaws § 6)

Øyvind Fries, Marte Løvik, Asta Håberg (via conference call), Aase Müller, Linda Haugen

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

Jannicke Akse	Trondheim kommune (absent)
Celia Walvåg	Student representative (absent)
Trina Galloway	PC representative
(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	Meeting opened at 16:00.	BoD
Årshjul for styrets arbeid - Annual plan for BoD	Adjustment in annual plan: move the main task 'årsplan for styret' from January to May (to be done after the AGM). BoD approves to move the task as stated above.	BoD
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The meeting call and agenda was approved with the additional information item- IB evaluation report which was received by school after the agenda was sent out.	BoD
Approval of the protocol from the last meetings	Protocols from three Board meetings (07.03.2018, 18.04.2018 and 18.05.2018) are still incomplete. They need to be signed by Asta.	BoD
Strategy 2016 - 2021	The text in the IB education focus area in the strategy document needs to be adjusted to 'To provide a high quality IB education program in a safe and positive learning environment'.  The updates, status, plans for the next period and challenges were provided on the following focus areas;  • Organisation by AH	BoD

	<ul style="list-style-type: none"> <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>• Compliance: it was agreed a long term strategy will be set in the Board's strategy seminar. AM will follow up the administration meanwhile as a Board representative in Quality Assurance Committee.</li> <li>• Economy: Even though there is currently surplus, the school needs to keep the tight budget.</li> <li>• IB: Administration to contact Beisvåg in Næringsforeningen for a meeting (frokostmøte).</li> <li>• Organisation: Review of the job descriptions still ongoing.</li> </ul>	
<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 following points were presented by AA.</p> <ul style="list-style-type: none"> <li>• Economy: HR matters, funding for spes peds. Facilities, Face to face working hours</li> <li>• IB education: IB professional development, pilot school for NTNU project, PeopleUknow</li> <li>• Robust organization: QAC's periodical control work</li> <li>• Compliance: Facility issue</li> </ul> <p>The accounting report was presented by CØ.</p> <ul style="list-style-type: none"> <li>• Overview of income, personnel costs and operating costs</li> <li>• Other info to the Board: <ul style="list-style-type: none"> <li>◦ Salary adjustments (lønnsoppgjøret) for staff completed in May 2018.</li> <li>◦ Bylaws change sent to Stiftelsestilsynet. The bylaws change is effective when Stiftelsestilsynet approves the change, not the change is approved in the AGM. The bylaws with the change is approved by Stiftelsestilsynet 21.06.2018.</li> </ul> </li> </ul>	AA CØ
<b>Matters for decision</b>		
21/2018 Approval of a new organisational chart	<p><b>Suggestion for Decision</b></p> <p>The Board approves the new format of the the organisation chart, accepting that the details (names) will be entered according to the the staffing plan.</p> <p><b>Changes;</b></p> <ul style="list-style-type: none"> <li>• Front page of overview without names</li> <li>• Add the school nurse on the chart as external</li> </ul> <p>The decision is approved unanimously by the Board with the changes above.</p>	AA

22/2018 Board meeting calendar for 2018/2019	<p><b>Suggestion for Decision</b> The Board approves the suggested Board meeting calendar for the next school year.</p> <p>12.09.2018 (Board seminar) 17.10.2018 28.11.2018 16.01.2019 13.02.2019 20.03.2019 10.04.2019 14.05.2019 25.06.2019</p> <p><b>Changes:</b> 05.09.2018 Board seminar (12:00-21:00) instead of 12.09.2018, 21.11.2018 (16:00-18:00) instead of 28.11.2018.</p> <p>The decision is approved unanimously by the Board with the changes above and possible changes for 2019.</p>	BoD
23/2018 Board Administration System	<p><b>Suggestion for Decision</b> The Board approves to implement STYREPLAN as an Board Administrative System for Stiftelsen Trondheim International School.</p> <p>The decision is approved unanimously by the Board.</p>	AA
25/2018 Working conditions	<p><b>Suggestion for Decision</b> The BoD approves of the suggested changes in the facetime working hours agreement for teaching staff, effective from 01.08.2018 until 31.07.2019.</p> <p>Comments/discussion points:</p> <ul style="list-style-type: none"> <li>• It should not be a general workload reduction. A reduction in teaching hours needs to be connected to a specific purpose.</li> <li>• This needs to be connected to the IB program.</li> <li>• Criteria where the effects of this will be evaluated against needs to be created and presented beforehand.</li> </ul> <p><b>Two conditions:</b></p> <ul style="list-style-type: none"> <li>• Closing all findings described in the IB evaluation report,</li> <li>• the economy in the school needs to be in a healthy state and within budget for this change in the facetime working hours to be kept.</li> </ul> <p>The change will be evaluated after one year.</p> <p>The decision is approved unanimously with the two conditions above by the Board.</p>	AA

26/2018 Approval of Code of Conduct	<b>Suggestion for Decision</b> The BoD approves of the presented adjustments in the school's Code of Conduct. The decision is approved unanimously by the Board.	AA
<b>Matters for information/AOB</b>		
27/2018 Assessment of AGM:	The information from the AGM was provided and the Board noted the information.	BoD
24/2018 GDPR/Privacy Protection - Status	The school's current status for the work around GDPR was provided to the Board. <ul style="list-style-type: none"> <li>• Received training and workshops</li> <li>• Personvernerklæring/privacy declaration</li> <li>• GDPR mapping (kartlegging) for This</li> <li>• Internal policies and routines related to privacy protection in place for This</li> <li>• Internal control GDPR</li> <li>• QAC</li> <li>• Implementation staff</li> </ul>	AA
IB Evaluation report	The report and the findings were briefly presented. The action plan (lukkeplan) for closing the deviations should be provided.	
Board Evaluation	Postponed to the next Board meeting (a case for the Board seminar)	
<b>Confidential matters</b>		
Space vs facilities	Verbal updates were provided. The Board requests that background information to be presented by the administration to the strategy seminar in Fall together with the overview/descriptions of issues to transfer the case from confidential matters to matters for decision.	

**The meeting closed at 19:46**

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	5/9-18
Marte Løvik Vice Chairman	5/9-18
Aase Müller	5. septe. 2018

Board member		
<b>Linda Haugen</b> Board Member	<i>Linda A Haugen</i>	5/9 - 2018
<b>Asta Kristine Håberg</b> Board Member	<i>Asta K Håberg</i>	8/9 - 18