

Protocol School board meeting

10th of September 2015, Staff room 1915-2215

Attendees

Board members (ref THIS bylaws § 6)

Arne Braatas, Henrik Kierulf (absent), Tone Muthanna (absent), Cathrine Skonhoft, Hege J. Tunstad, May Liz Bjørnevik Tho, Virginia Neilsen

Board representatives (ref. Private school act § 5-1)

Jannicke Akse	Trondheim kommune
Saman Sedarti	Student representative (absent)
Elizabeth Christine Alia	PC representative
Sima Haddadin	Teaching staff representative
Mascha Meland	School support staff representative
James Hamilton	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Opening		Responsible
Opening and welcome	The term for teaching staff representative and school support staff representative is clarified as two years instead of one year	MLBT
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The agenda is approved with an additional agenda item, BoD seminar (item number 27/2015) .	MLBT
Approval of the protocol from the last meetings	Approved and signed by all apart from TM due to absence.	KM
Open matters		
44/2014 Tariff status	A new tariff agreement - ongoing case. The tariff has been sent to Abelia for review. Waiting for feedback. JH and TM will have a	JH/TM

	meeting and continue to work on the tariff agreement. Currently the old tariff still applies.	
01/2015 Tilsynsrapport - UDIR	<p>Audit - ongoing case.</p> <p>Admin and BoD chair have been working continuously and collaboratively on the issues and the matters related to the audit report. The answer from This will be sent to Udir by the deadline 1st of October 2015.</p>	MLBT
45/2014 School size increase	<p>School size increase - ongoing case.</p> <p>The school sent the application to Udir for increasing the number of school spots with extra 30 spots.</p> <p>Trondheim kommune formannskapet supports our application for having 30 more students. The final decision will be made by Udir.</p> <p>Meeting with Petter Helland from Trondheim kommune on 25th of September.</p>	MLBT
Reports		
Student council report	SS absent. No report provided.	SS
Management and HR report	<p>The report is provided by JH and accepted by the BoD.</p> <p>Additional information to the BoD:</p> <p>Forsvarsbygg met with CØ and JH. Positive feedback for using the basement of the gym and the loft. Both will require retrofitting and renovation which imply high costs.</p>	JH
Financial report	<p>No July and August reports due to summer holiday. The June accounting report is provided by CØ and accepted by the BoD.</p> <p>Additional info: A new accountant. More special needs grant from Trondheim kommune. Will be used for the personnel cost for Spes Ped.</p>	CØ

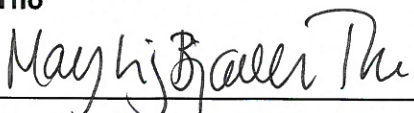
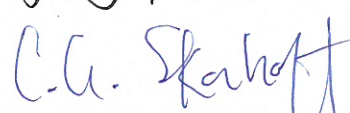

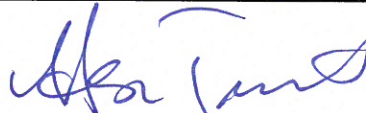
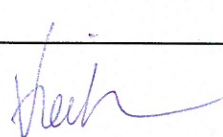
	<p>Summer project has been achieved: Two new female toilets, the library renovation and the canteen maintenance.</p> <p>Accounting report for the summer project will be made by CØ and brought to the next BoD meeting. This will be discussed in relation to sharing the costs with preschool.</p> <p>Increase in pension cost from next year: Further details will be provided in the next meeting.</p> <p>Agreement with KopiNor. 32.000 kr per year.</p> <p>July/Aug will be ready in a short while. Will be put in the BoD folder for viewing.</p>	
Admission	<p>The report is provided by KM and accepted by the BoD.</p> <p>The school is currently at its maximum and the number of students is expected to be 200 for the October reporting to Utdanningsdirektoratet, unless there are withdrawals without two months notice.</p>	KM
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.	No report from the BoD.	BoD
Matters for decision		
37/2015 Contract	<p>The BoD accepts the notice from Mr. Hamilton that he does not wish to extend his contract as HoS after its expiry date, 31.06.2016.</p> <p>This means that a hiring process for a new principal needs to be started.</p> <p>*Comments by the parent rep EA: concern has been expressed regarding working environment for the HoS, functioning working relationship between HoS and the BoD, and continuity of the HoS position at THIS.</p>	MLBT

33/2015 Budget work group - Budget 2016	<p>The Board agrees that a working group consisting of two board members (AB and TM) together with the administration shall prepare the budget proposal to the BoD for the calendar year 2016. This working group will work collaboratively and consult with respective groups or departments at school if there be any dramatic changes.</p> <p>Additional comment from AB: A suggested Board decision (regulation) to charge the maximum school fees. This can be an agenda item for the next meeting. School fee payment structure (monthly or half yearly) for the better impact on the school budget. This can be an agenda item</p>	AB
47/2014 Organizational structure	<p>A new suggestion:</p> <p>The Board appoints a working group which consists of two board members from the school, one employee representative and two board members from the preschool to reorganize the Trust in accordance with the AGM resolution of 10.03.2015. This working group will consult with administration and teaching BoD rep elected by all staff and AMU rep.</p> <p>Board members from School: May Liz Bjørnevik-Tho, Virginia Neilsen Employee representative: Sima Haddadin</p> <p>Preschool Board members: Lars Melkvik and Marita Bjørnevik</p> <p>Administration does not wish to have a formal role in this working group due to limited expertise and capacity.</p>	MLBT
36/2015 Annual wheel 2015-2016	<p>The BoD approves the annual plan (årshjul) and appoints two members (MLBT and CS) for the working group which will work together with administration. The BoD presents a more detailed annual plan (årshjul) to BoD.</p>	JH

39/2015 Certifications of the BoD According to the annual wheel	The BoD approves the summary status on its certifications according to the annual plan (årshjul) as reported at the first meeting of the BoD for the academic year 2015-16.	JH
41/2015 Control Committee	<p>41/2015_Control Committee</p> <p>The BoD approves the constitution of the control committee with a new name 'Quality assurance committee'.</p> <p>The administration presents the suggestion for the quality assurance committee members at the next BoD meeting.</p>	JH
35/2015 Code of Conduct	The code of conduct is approved by the BoD.	JH
Matters for information		
Routine for posting the BoD Protocols 34/2015 Digital Archiving of Board of Director Meeting Protocols	For public to understand the content of protocols, clear decisions by the BoD should be stated. The BoD protocols will be made available for viewing on the school website.	JH
42/2015 Formal Complaint from former employee	The case has not been handled yet. An unofficial reply was sent to this former complaint. MLBT and CS will send an official answer to this complaint.	MLBT
17/2014 Status Current Strategic Plan	To be revisited. Postponed to the next meeting due to HT leaving at 21.00	HT
38/2015 Board Closed Session Meeting, August 2015	The chair of the BoD considers the meeting in August as a meeting which does not violate the PSA §5-1.	MLBT/J H
27/2015 BoD Seminar	<p>One day seminar is suggested to look into strategic plan, recruitment for a principal. roles of responsibilities in the BoD</p> <p>HT and VN will work together to plan one whole day BoD seminar.</p> <p>This seminar needs to happen before the December meeting.</p>	

	VN and HT will come up with the proposal and present it at the next meeting.	
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Trondheim, 3. September 2015

Signatures for approval of the protocol	Date
May Liz BjørnevikTho Chairman of the Board 	1/12-15
Cathrine Skonhoft Vice Chairman 	1/12-15
Arne Brataas Board Member – PC Chair 	1/12-15
Hege J. Tunstad Board member 	1/12-15
Henrik Kierulf Board Member -absent-	
Tone Muthanna Board Member -absent-	
Virginia Neilsen Staff Voting Member 	1/12/15