

Protocol
School board meeting
4th of May 2016 at 17:30, Staff room

Attendees

Board members (ref THIS bylaws § 6)

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

Board representatives (ref. Privat 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 (absent)
Kanako Mori	Confidential Secretary
Agneta Amundson	Consultant (future head of school)

Opening		Responsible
Opening and welcome		MLBT
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	<p>Additional items:</p> <ul style="list-style-type: none"> • New personalhåndboka (local working agreement) • Approval of annual accounts 2015 • Approval of code of conduct for SFO: <p>PC rep EA statements:</p> <p>The item brought to the BoD since January 2016 'code of conduct/etiquettes for the Board' need to be included as an item.</p> <ul style="list-style-type: none"> - All school BoD members should not be excluded from any meetings - All decisions which need to be made, should be voted on clearly - All decisions should be made at the meeting, not decided on after (over the internet) - Voting should be clear (specifically referring to the two items, one of them being related to expenditures) - All behaviour at the BoD should be professional regardless of 	MLBT

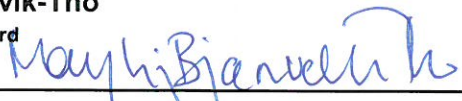
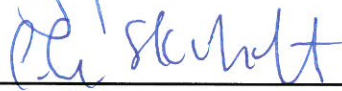


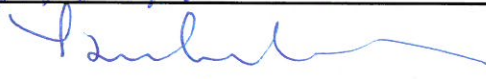
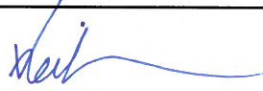
	<p>one's opinion</p> <ul style="list-style-type: none"> - All laws regarding the running of the school to be forwarded. - The BoD seems to have selective interpretation of the laws - the request that the BoD protocols be accessible to the public. <p>The PC rep EA corresponded with FUG regarding bringing the matters and items to the school BoD. 'Based on the official reply from FUG, the statement which was made previously that the items brought to the BoD need to be approved from the PC was incorrect, the PC and the BoD are separate bodies. One may not dictate the other's agenda. Udir is the ultimate decision body to decide over the role as a PC rep. Any parent is permitted to bring a case to the BoD'.</p> <p>Comment from AB: This matter belongs to the PC, not to the BoD.</p> <p>Comment from MLBT: Regarding the accessibility of the BoD protocols to the public, the parent body can request to the office if they wish to read the protocol prior to September 2015. The protocols September 2015 and onwards are published on the school's website.</p>	
Approval of the protocol from the last meetings	The protocol is approved and signed by the BoD members who were present. Missing signature will be followed up as soon as possible.	MLBT
Open matters		
01/2015 Tilsyn	<ul style="list-style-type: none"> • Preschool, kitchen matter: The implementation if the termination of the agreement with the preschool has to be effective immediately • Point 7: §9-a- routines need to be implemented as well. The current routines the school has in place should be attached (handlingsplan) <p>Each points/pålegg from Udir were discussed and the status on those points were presented.</p>	MLBT
Reports		
Deviation report	<p>Not presented in this meeting.</p> <p>The administration informed that there is now a new category in the deviation system related to compliance law/regulations/routines.</p>	CØ
Student council report	N/A	
Management and HR report	N/A	

Financial report	<p>The accounting report March 2016 was provided.</p> <p>Comments from the AB;</p> <p>Financial aspects need to be looked into right after the tilsyn/audit work is done. Some actions need to be taken from August 2016 for the kitchen department due to the necessary structural change (termination of agreement with the preschool) .</p> <p>The budget committee now consists of TM, HK, CØ and Agneta. The committee will bring a draft/plan for actions regarding this matter by the end of May 2016.</p>	
Admission	The report was provided to the BoD.	KM
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.		Board members
Matters for decision		
24/2016 Approval of annual accounting 2015	The report was provided and signed by BoD members and the Head of School.	
33/2016 Approval of code of conduct for SFO	The BoD has received the code of conduct for SFO. It will be reviewed and approved at the next BoD meeting.	MM
25/2016 Tilstandsrapport	<p>The report was being reviewed by the BoD members HK and HT in correspondence with the HoS.</p> <p>HK and HT could not finalice the Board's comments in the report by today's meeting. There is a need for adjustments concerning the Head of Schools comments in the report related to the goals presented in the report, before the Board can comment on it. HK and CS (instead of HT) will add the Board's comments after they have received the new version from the HoS. The report should be completed by the end of May.</p>	JH/HT /HK
30/2016 Code of Conduct	<p>The BoD accepts the revised code of conduct as it is.</p> <p>The BoD acknowledges and accepts the planned implementation presented.</p> <p>Approved unanimously by the BoD.</p>	JH/V N
17/2016 Postponing Annual General Meeting	AGM will take place on 11.05.2016	MLBT

(matter for info)	<p>MLBT meeting with the lawyer on 05.05.2016 for finalising the reply to Udir. VN will assist.</p> <p>PC rep EA comment: the extension for the deadline for bringing the cases (suggestions for bylaw changes to the AGM) was not clearly communicated.</p> <p>This will be clarified by the chair of the BoD with the lawyer.</p> <p>All documents to be presented at the meeting should be submitted to MLBT by 6. May.</p>	
05/2016 Personnel and Competence Plan	<p>After the last BoD meeting and a recent tilsyn, the business manager in conjunction with the IB coordinators have worked on a personnel plan based on a template provided by KFF.</p> <p>The document is not complete as there is information lacking about BoD members. This is something that we would like to address by forwarding a survey to all BoD members to capture the current qualifications and skills on the BoD. We would like this completed by the end of the school year.</p> <p>Suggestion for decision:</p> <p>The Board accepts the personnel and competence plan presented.</p> <p>Addition to the suggestion for the decision from MLBT: Agneta Amundsson will be responsible for following up the identified needs in accordance with this personnel plan. This should be done in cooperation with Mr Hamilton and the leadership team, due to continuity.</p> <p>Approved unanimously with MLBT's additional information.</p>	VN
31/2016 Tiltaksplan	<p>The Board of Directors will need to agree on an action plan concerning issues needed to act on in accordance with the ongoing tilsyn. This is also based on the item 01/2015 presented at the BoD meeting on 27.10.2015.</p> <p>Suggestion for decision:</p> <p>The BoD accepts the suggested action plan. The Chair of the Board together with the administration team can adjust the plan after lawyer's advice.</p> <p>Approved unanimously by the BoD..</p>	MLBT /CØ
32/2016 Local dictionary	<p>The school has experienced during the ongoing audit that central words and expressions in the Norwegian legislation have been translated so that there have been room for misunderstandings. To ensure that the school's regulations are in line with relevant laws and regulation and to</p>	KM

	<p>prevent misunderstandings in the future, there is a need for an overview over the Norwegian and English wording of central words and expressions in the Norwegian legislation.</p> <p>Suggestion for decision:</p> <p>The Quality Assurance Committee shall establish and maintain a local school dictionary in the quality assurance system with central words and expressions from the Private school act and other relevant regulations.</p> <p>AB: All regulations should be in Norwegian law since for example the bylaws are in Norwegian and registered in Brønnøysundregistrene.</p> <p>The suggestion for decision is withdrawn and the BoD will look into 'language policy'.</p>	
33/2016 BoD seminar	<p>Suggestion for decision:</p> <p>The BoD holds a seminar on 20.05.2016 at 08:30-15:00. The agenda for the seminar will be:</p> <ul style="list-style-type: none"> - Clarifications of roles and responsibilities - Styreinstruks - Annual Wheel <p>It is suggested that the seminar will be held in two days. The new agreed time for the first half a day seminar: 20.05.2016 (8:30-12:00) and the second half a day seminar will be decided as soon as possible.</p>	
Matters for information		
29/2016 Board members access to KFF-KSS	<p>The BoD was presented to how KFF-KSS system is implemented as a part of the schools Forsvarlig system.</p> <p>The overview of all the systems used at school (KFF-KSS system, HR system, avvikssystem, Managebac, Visma Skole Flyt which is to be effective from August 2016) was presented.</p> <p>It is agreed that during the upcoming BoD seminar, KFF-KSS as a part of the Forsvarlig system will be looked into further by the BoD.</p>	KM
44/2014 Local agreement/personal handbook	Postponed to next meeting.	T M

Trondheim, Date 04.05.2016

Signatures for approval of the protocol	Date
May Liz Bjørnevik-Tho Chairman of the Board 	
Cathrine Skonhoft Vice Chairman 	
Arne Brataas Board Member – PC Chair 	May 23, 2016
Hege J. Tunstad Board member -absent-	
Henrik Kierulf Board Member 	24/5-16
Tone Muthanna Board Member 	24 th May 2016
Virginia Neilsen Staff Voting Member 	24 th May 2016