

Protocol
School board meeting
26th of April 2016 at 20:00, Staff room

Attendees

Board members (ref THIS bylaws § 6)

Arne Braatas (absent), Henrik Kierulf (absent), 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 (absent)
Sima Haddadin	Teaching staff representative (absent)
Mascha Meland	School support staff representative
James Hamilton	Head of School

Agneta Amundsson Coming Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Opening		Responsible
Opening and welcome	CS & MLBT-Oslo, meet with Udir	MLBT
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	<p>The agenda will be adjusted.</p> <p>How to close the deviation needs to be the focus of this meeting.</p> <p>Additional items: 28/2016 KFF-KSS in the annual wheel 29/2016_Board members access to KFF-KSS 30/2016_Code of conduct to be revised 17/2016 _Annual General Meeting</p> <p>Items from PC rep, will not be handled in this meeting.</p>	MLBT
Approval of the protocol from the last meetings	Protocols from the BoD meetings 15.03.2016, 04.04.2016 and 07.04.2016 were approved and signed by all the present BoD members. They will be signed and completed with the other BoD members who were absent in this BoD meeting.	MLBT
Reports		


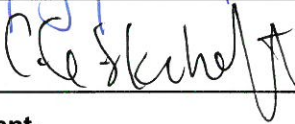


Udir meeting in Oslo on 25.04.2016	CS, MLBT, lawyer (and his associate), Agneta Amundsson attended the meeting with Udir on 25.04.2016. The new deadline to reply to the 'varsel' by Udir is confirmed to be 06.05.2016.	MLB T
01/2016 Tilsyn Document from the lawyer	Each 'Pålegg' by Udir were discussed in details and different action plans/measures were planned.	MLB T
Student council report	No report provided. Student council representative absent.	SS
Management and HR report	Report provided. No comments from the attendees.	JH
Financial report	No report provided	CØ
Admission	Report provided. No comments from the attendees.	KM
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.	The meeting with the Udir as stated above.	Boar d mem bers
Matters for decision		
28/2016 KFF-KSS in the annual wheel	<p>Suggestion for decision: The administration shall four times a year report to the Board from the deviation system and the KFF-KSS.</p> <p>Background: The Board needs to clarify the routines concerning reports from the schools deviation system and KFF-KSS.</p> <p>It should be reported in every BoD meetings, new section under 'report' in agenda to be added (deviation reporting).</p> <p>CØ will also make a report from the deviation system.</p> <p>The suggestion for decision was approved by the BoD.</p>	MLB T
29/2016_Board members access to KFF-KSS	<p>Suggestion for decision: All voting Bclosedoard of Directors shall have access to read the school's content in KFF-KSS. The Board members shall not add or remove any information in the system.</p> <p>All voting members shall attend an introduction to the School's Forsvarlig system, including KFF-KSS and the School's deviation system held by the administration by 4 May.</p> <p>Background: Utdanningsdirektoratet question in their pre warning if the members of the Board have the insight in and access to all relevant regulations and documents related to the school's "forsvarlig system". The members received the relevant regulations in the beginning of their term. To ensure that the members continuously have the access to</p>	

	<p>the documentation, the suggestion is to give the Board members access to the KFF-KSS system.</p> <p>The suggestion for decision was approved by the BoD.</p>	
30/2016_Code of conduct to be revised	<p>Suggestion for decision: The Head of School together with Agneta Amundsson, Virginia Neilsen and Mascha Meland prepare a new Code of Conduct in accordance with the Education Act § 2-9 based on the draft from the lawyer.</p> <p>The Code of Conduct shall provide rules on the rights and obligations of students. The Code of Conduct shall include rules about behavior, rules about what measures can be used against students who break the rules and regulations concerning the procedures when such cases should be treated.</p> <p>The School Coordinating Committee shall be informed about this work.</p> <p>New Code of Conduct including a plan for implementation should be presented to the Board no later than 2 May.</p> <p>Background: The Directorate of Education is questioning the school's implementation of the existing Code of Conduct. In connection with the notification of withdrawal of school approval, the school need to review the current Code of Conduct. It needs to be simplified so the school can ensure that students and staff can adopt the regulations. Please refer to Rundskriv Udir 8-2014 for guidance.</p> <p>The suggestion for decision was approved by the BoD.</p>	
17/2016 Postponing Annual General Meeting	<p>Suggestion for decision: The Annual General Meeting is postponed until after the reply to Utdanningsdirektoratet is forwarded.</p> <p>The new date for the Annual General Meeting will be announced as soon as possible. The Board Chair and the Vice Chair will set a new date for the meeting in agreement with the administration.</p> <p>The Chair of the Board prepare the Board's statement for 2015 and will make sure that there will be a chair prepared for the meeting The Business Manager shall prepare the financial statements for 2015 The Head of School shall prepare information about the pedagogical work in 2015. The Head of School shall ensure that all necessary facilities are in place to the meeting</p> <p>All documents and presentations to the Annual General Meeting shall be presented to the Chair of the Board, 6. May at 16:00.</p> <p>Background: The Board and management needs to focus on the efforts needed to ensure that the reply to Utdanningsdirektoratet is as detailed as possible. It will be appropriate to conduct the annual meeting after the comments are submitted, so that the AGM can</p>	

	<p>be made aware of the comments that are submitted to the Directorate. The Board will invite the lawyer working with the reply to attend the Annual General Meeting.</p> <p>The suggestion for decision was approved by the BoD.</p>	
17/2016 Annual General Meeting		MLB T
05/2016 Personnel Competence Plan	The Board accepted the personnel plan and wish to have it presented at the next BoD meeting.	VN
13/2016 Strategy	<p>Suggestion for decision:</p> <p>The vision for Trondheim International School is "Building Global Citizens". The Board delegates responsibility to the Administration to create an appropriate format for an action plan that will allow the Board to focus their work in line with the school's strategy.</p> <p>Background:</p> <p>The suggested vision was the outcome of the strategy meeting in January. The suggestion have been presented to staff, PC and School Coordinating Committee. The students have had the possibility to comment to the suggestion in a survey organized by the Head of School. The outcome of all this communication has been positive. Refer also to the documentation after the Strategy seminar concerning reasoning for the suggestion.</p> <p>To further implement our strategy, there is a need to start including the mission and vision to direct the work of the Board. To do this there needs to be an overview created that identifies, documents and monitors strategic work. This should be in the form of an action plan that includes time frames, responsibility, budget implications and progress.</p> <p>The suggestion for decision was approved by the BoD.</p>	MLB T
23/2016 Change in the bylaws	3 changes is sent to the Board. They will be sent out before the AGM.	TM
24/2016 Certification of the Annual Accounting and its Submission to UDIR	Postponed	
26/2016 Tuition Revision and Food Service Costs	This case has been and will be discussed in the budget committee. This case is not closed.	JH
Matters for information		
22/2016 Hiring Agneta Amundsson in a temporary position	<p>Agneta Amundsson has been hired in a 50 % temporary position as advisor until her permanent contact is effective.</p> <p>The Board took the information under advisement.</p>	MLB T

19/2016 Termination of agreement with the Preschool	The school has terminated the contract with the preschool.	MLB T
41/2015 Quality Assurance Committee	The Board took the information under advisement with two adjustments. Agneta Amundsson and Virginia Neilsen will join as members in the committee.	JH
01/2015 Tilsyn	The Board discussed actions related to the ongoing work to reply to Udir	MLB T
25/2016 Tilstandsrapport	HK and HT will add comments to the 'Tilstandsrapport' to consolidate the Board's input by 2nd of May.	JH
26/2016 Annual Assessment of School Program Effectiveness.		JH

Trondheim, Date 26.04.2016

Signatures for approval of the protocol		Date
May Liz BjørnevikTho Chairman of the Board		4/5 - 2016
Cathrine Skonhoft Vice Chairman		4/5 - 2016
Arne Brataas Board Member – PC Chair	-absent-	
Hege J. Tunstad Board member	-absent-	
Henrik Kierulf Board Member	-absent-	
Tone Muthanna Board Member		4/5 - 2016
Virginia Neilsen Staff Voting Member		4/5 / 2016