

Protocol School board meeting

5th of December 2016 (postponed from 16th of November 2016) at 19:00, Staff room

Attendees

Board members (ref THIS bylaws § 6)

May Liz Bjørnevik Tho, Henrik Kierulf, Tone Muthanna, Cathrine Skonhoft, Virginia Neilsen, Asta Håberg, Adlan Elmurzajev

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

Jannicke Akse	Trondheim kommune
Frida Seternes	Student representative
Kjersti Holmvik	PC representative
Sima Haddadin	Teaching staff representative
Mascha Meland	School support staff representative
Agneta Amundsson	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

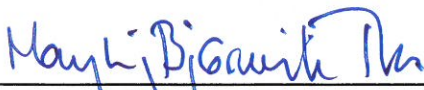

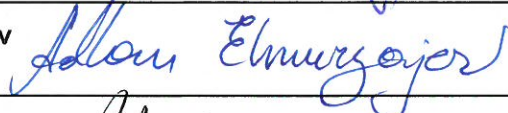
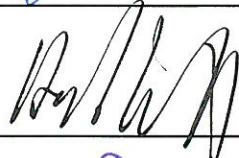


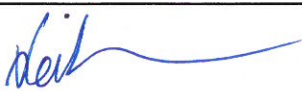
Opening		Responsible
Opening and welcome		MLB T
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The agenda was approved without any additional items.	MLB T
Approval of the protocol from the last meetings	The protocol from the last meeting 27.10.2016 is approved and signed.	KN
Summary after the Extraordinary General Meeting	There are now new members for the nomination committee. The constitution now consists of Philip Ringrose as Chair, Trina Galloway and Ute Mann After December 2016, the BoD will contact the nomination committee for the Board candidates.	MLB T
Strategy 2016 - 2021	The short term strategy will need to be set based on the risk analysis and BoD self evaluation.	VN

Matters for decision		
53/2016 Budget 2017	<p>Suggestion for decision: The BoD approves the suggested budget with a separate SFO budget for 2017 including the calculation of the government grant and school fees. Annual result: NOK 222 500 (surplus).</p> <p>The budget is approved by the BoD unanimously.</p>	CØ
54/2016 HoS objectives November 2016-June 2017	<p>The HoS and the Chair of the BoD see the need to spend more time on the work to set new objectives for the HoS. Therefore the suggestion for decision in this case will be as follows:</p> <p>Comments from AA: The objectives should be set when the current situation is clarified.</p> <p>The suggestion for decision: The BoD accepts to extend the current HoS objectives til 28. February 2017. A suggestion for decision on new objectives for the HoS will be presented to the BoD by the end of March 2017.</p> <p>The decision is approved by the BoD unanimously.</p>	MLB T
55/2016 Election of a BoD representative in the school coordinating committee (samarbeidsutvalget/skol emiljøutvalg)	<p>TM has attended a school coordinating committee as a substitute. The election of a permanent BoD representative in School Coordinating Committee is postponed and TM will continue to be the substitute for the upcoming SCC meetings.</p>	TM
19/2016 Preschool and School Agreement	<p>The work to finalize this agreement is still in progress, therefore there is no suggestion for decision in this case tonight. This case is postponed until the next BoD meeting.</p>	AE
39/2016 Staff and student's physical work environment	<p>There was a discussion concerning the contractual matter, financial matters, timing and possible alternative solutions.</p> <p>Suggestion for decision: The BoD goes into negotiations with the Preschool BoD regarding the relocation of the Preschool from the current building before the start of the next school year 2017/2018. A conclusion should be presented to the BoD by 31st of January 2017. AE will call for a meeting for the school BoD (voting members) and the preschool BoD.</p> <p>The decision is approved by the BoD unanimously.</p>	AA
Reports		
Deviation report	No report is provided. QAC's report (added on 11.01.2017)	QAC

Management and HR report	<p>Staff:</p> <ul style="list-style-type: none"> • There is a need for a new hire of assistant, but not possible due to a lack of finance. • Organisation of staff and special needs. • Long term sick leaves affecting lessons. Substitutes coming in and out. The importance of building up equity to be able to improve this situation. <p>Management:</p> <ul style="list-style-type: none"> • Kitchen matter-resignation given to the kitchen staff, fagforening has been involved, • Vernerunde • one admin staff will be signed up for HMS 40 hr course. HoS and one coordinator attended HMS course. • A psycho-social survey in collaboration with CBHT for employees • Open House Meeting is to take place (a short presentation on budget Food agreement) <p>Cooperation with SCC:</p> <p>The HoS met with the SCC leader, the SCC's feedback was the communication or the lack of transparency about the issues related to the closure of the kitchen. The HoS will communicate with the SCC leader.</p> <p>Suggestions for the BoD meeting:</p> <ul style="list-style-type: none"> • Clarification of the role of staff BoD representatives- should be the voice of each of their respective groups to the BoD, the communication other way should happen via the HoS or the Chair of the BoD. <p>The HoS calls for a meeting with AE, staff BoD reps, parent rep to clarify their roles.</p>	AA
Financial report	The financial reports were presented to the BoD.	CØ
Admission	The admission report was presented to the BoD.	KM
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.	The information regarding changes in the pension agreement was provided to the BoD.	Board members
Matters for information		
BoD Evaluation	The results of the BoD self evaluation were presented to the BoD. VN, MLBT and AH will review these results further in order to plan short term goals/targets.	VN

Preparation towards the meeting with Kunnskapsdepartementet on 25th of november 2016.	The presentation shared with Kunnskapsdepartementet was provided to the BoD. Plan B(s): Work group meeting on 12th of December from 19:00 to work on possible plan Bs.	MLB T
Set a date for the next BoD meeting	Daytime BoD meetings suggested by the HoS. The dates will be decided at a later date.	MLB T

Trondheim, Date 05.12.2016

Signatures for approval of the protocol	Date
May Liz Bjørnevik-Tho Chairman of the Board 	
Cathrine Skonhoft Vice Chairman 	27.3.2017.
Adlan Elmurzajev Board member 	12.01.2017
Henrik Kierulf Board Member 	19/4-12
Tone Muthanna Board Member 	23.01.2017
Asta Kristine Håberg Board Member 	12/1-17
Virginia Neilsen Staff Voting Member 	12/1-17