

**Protocol**  
**School board meeting**  
10.05.2017 at 17:00-19:30, Staff room

**Attendees**

Board members (ref THIS bylaws § 6)

May Liz Bjørnevik Tho (present by phone), Henrik Kierulf, Tone Muthanna, Cathrine Skonhoff (absent), Virginia Neilsen, Asta Håberg, Adlan Elmurzajev

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

Jannicke Akse	Trondheim kommune (absent)
Sikander Basit	Student representative (absent)
Kjersti Holmvik	PC representative (present by phone)
Sima Haddadin	Teaching staff representative
Mascha Meland	School support staff representative (absent)
Agneta Amundsson	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary


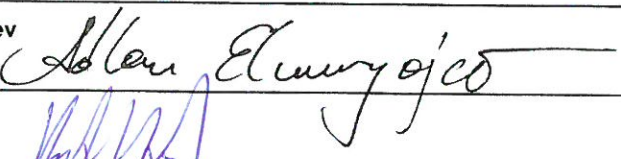
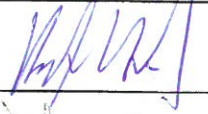
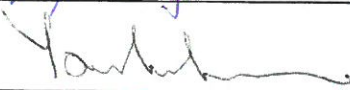

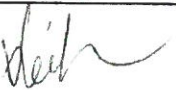
Opening		Responsible
Opening and welcome		MLBT
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The agenda was approved by the Board. The Board member Adlan Elmurzajev will be leading this Board meeting.	
Approval of the protocol from the last meetings	The protocol from the last Board meeting 19.04.2017 was signed by all the present Board members.	
Strategy 2016 - 2021	N/A	
<b>Matters for decision</b>		
09/2017 Evaluation after KDs decision	<p><b>Suggestion for Decision</b> The Board hires the lawyer to facilitate a transition after the election of new board members.</p> <p>Given that the cost of such should not exceed NOK 25000, and that majority of new participants (BoD) can attend this meeting.</p>	MLBT

	The decision is unanimously approved by the Board.	
12/2017 Tilstandsrapport	<p><b>Suggestion for Decision</b> The BoD takes note of the Condition report for Trondheim International School 2016/2017.</p> <p><b>Decision:</b> The case is postponed until the tilstandsrapport is completed and finalised. No decision has been made on this case.</p> <p>HK, AE will review this document for the comments from the BoD.</p>	AA
16/2017 Approval of updated Board Guidelines	<p><b>Suggestion for decision</b> The new Board Guidelines are accepted and replaces the previous version of this.</p> <p>Additionally the Board policy (BP9000) is withdrawn to be consistent with the suggested updated guidelines.</p> <p>Additional changes;</p> <ul style="list-style-type: none"> <li>• On page 6, one of the bullet points 'Implement performance management process within staff' is to be removed.</li> <li>• The guidelines is reviewed annually.</li> <li>• On page 2, 'the Chair of the Board and deputy chair are elected by the Directors' is removed.</li> </ul> <p><b>Decision:</b> The decision is unanimously approved with the agreed changes above by the Board.</p>	VN/AH
17/2017 Wage negotiations and salary determination for the head of school's salary	<p><b>Suggestion for Decision</b> The chair of the board together with one appointed Board member is authorized to negotiate salary / salary adjustment with the Head of School annually.</p> <p><b>Decision:</b> The decision is approved unanimously by the Board.</p> <p>The Board appoints Henrik Kierulf to participate in the negotiation of salary / salary adjustment for 2017 together with the chair of the Board on behalf of the Board.</p>	MLBT
18/2017 Revocation of decision 42/2016 about new agreement between School and Preschool (item submitted, 09.05.2017)	<p><b>Suggestion for decision:</b> The Boards decision "42/2016 - New agreement with THIS Preschool" from 11.08.2016 shall be revoked.</p> <p><b>Decision:</b> The decision is approved unanimously by the Board.</p>	AE

19/2017 Task group for investigation of possible solutions to gradually improve physical environment in the school (item submitted 09.05.2017)	<p><b>Suggestion for decision:</b> BoD and administration of THIS together with representatives from Trondheim International Preschool shall form a task group. The task group shall be given a mandate to investigate possible long- and short-term solutions to the problem with the lack of space in the school. Possible solutions and action plans are to be presented to BoD by xx.xx.2017.</p> <p><b>Change:</b> Replace 'Possible solutions and action plans are to be presented to BoD by xx.xx.2017' with 'the running progress report is provided by the assigned Board in each BoD meetings.'</p> <p>AH is in the task force.</p> <p><b>Decision:</b> The decision with the change stated above is unanimously approved by the Board.</p>	AE
<b>Reports</b>		
Deviation report/QAC report	<p>Verbal information:</p> <ul style="list-style-type: none"> <li>• Single rights decision templates are being reviewed.</li> <li>• Admission criteria will be looked into by QAC.</li> <li>• The periodical control report from the quality assurance system will be provided to the Board when the tilstandsrapport is completed.</li> </ul>	QAC
Management and HR report	The report is presented to the Board.	AA
Financial report	The accounting report for March 2017 and the financial prognosis 31.03.2017 are presented to the Board.	CØ
Admission	<p>Verbal information</p> <ul style="list-style-type: none"> <li>• The number of enrolled students is now 178 (a new student is starting from 09.05.2017)</li> <li>• The admission for the next school year is currently being conducted.</li> </ul>	KM
Nomination Committee	Representative from NC presented a presentation about 5 candidates for BoD. NC will come with the suggestion for the chair candidate.	Trina Galloway
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.	Agneta and May Liz had a meeting with Trondheim kommune regarding school locations, facilities in Trondheim. The minutes from this meeting will be sent by Trondheim kommune to the school admin to share with the Board.	Board members

Matters for information		
15/2017 Claim for repayment of costs	The claim was sent 18- April 2017. Kunnskapsdepartementet has confirmed on the phone that they expect to reply on our claim before summer.	MLBT
10/2017 AGM preparation	The information towards the preparation of AGM was shared.	MLBT
13/2017 Approval for 30 more school spots	Udir has made a decision that the school is approved for up to 230 students in 1st to 10th grade from the school year 2017/18 The approval document by Udir was shared with the Board.  Facility, staffing need to be discussed in terms of accommodating possibly 230 students based on the approval.	
19/2016 Preschool and School Agreement	This case is ongoing.	AE

Trondheim, Date 10.05.2017

Signatures for approval of the protocol	Date
May Liz Bjørnevik-Tho Chairman of the Board 	15/6-17
Cathrine Skonhoft Vice Chairman -absent-	
Adlan Elmurzajev Board member 	15.06.17
Henrik Kierulf Board Member 	17/11-17
Tone Muthanna Board Member 	15.06.17
Asta Kristine Håberg Board Member 	24.10.17
Virginia Neilsen Staff Voting Member 	5.09.17