

Protocol
School board meeting
11th of August 2016 at 19:00, Staff room

Attendees

Board members (ref THIS bylaws § 6)

Henrik Kierulf (absent), Tone Muthanna, Cathrine Skonhoft, Adlan Elmurzajev, May Liz Bjørnevik Tho, Virginia Neilsen

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

Jannicke Akse	Trondheim kommune
N/A	Student representative- new rep not elected yet
N/A	PC representative - new rep not elected yet
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
Kjersti Holmvik	PC president

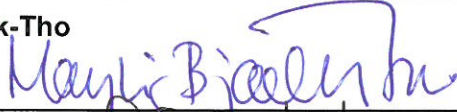

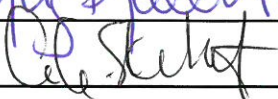
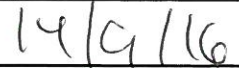
Opening		Responsible
Opening and welcome	<p>PC president Kjersti Holmvik attended the meeting on behalf of the PC, since a new parent representative has not been elected so far this school year. The earlier parent representative is no longer a parent at School</p> <p>A student representative was not present at the meeting. The reason for this is that the earlier student representative graduated this spring. The student council has not elected so far a new student representative.</p> <p>The Chair of the Board pointed out that the BoD just before the summer decided on a new BoD guideline. The BoD should strive to follow this guidelines. BoD members were encouraged to again read the guideline.</p>	MLBT
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	<p>The meeting call and the agenda was approved.</p> <p>AA: Details need to be clarified regarding further cooperation with the preschool before preschool moving out. This will be discussed and dealt with in the next BoD meeting.</p>	MLBT

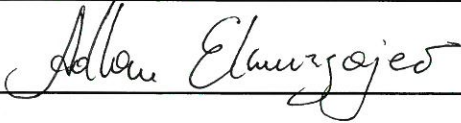


	Reminder: New BoD representatives, including student representative should be elected with deputy (varamedlem) by the end of August, ref BoD guidelines.	
Approval of the protocol from the last meetings	The protocols from the 9. And 14.06.16 was approved Comment: Implementation of the SFO rules, to be presented at the next BoD meeting, ref decision at BoD meeting 09.06. 2016.	KM
Reports		
Quality Assurance Committee report	The report on the quality assurance committee seminar from 08.08.2016 was presented. A verbal report was also provided by AA. On 05.09.2016, another quality assurance committee seminar will take place. The status reports on three sections (overordnet, skolemiljø and lovpålagt) from KFF-KSS will be presented at the next BoD meeting.	AA/K M/VN/ CØ
Student council report	N/A	N/A
Management and HR report	Oral report on personnel: All the personnel matters are in place apart from Spes ped part. Due to the current situation, despite the public posting, the position was not filled. Hilde Wennberg. will remain as a spes ped coordinator and Unni Hansen is to pursue further studies to fulfil the needs. A meeting is scheduled with Trondheim kommune and BFT in September. 12 IOPs at the moment at school. A new hire: Kimberly Wallace - PYP class teacher. Some info/updates from the conducted staff planning days were provided. Three employees are on legal temporary contracts since they do not have approved teaching licences. Two of them will start PPU at NTNU in August. One of them will take further study to finalise the application for teacher approval from Udir.	AA
Financial report	The report from July will most likely be presented at the next BoD meeting. Comments from the accountant: High personnel costs, legal costs. In order to prepare the budget, it is important to have a prognosis	CØ

	<p>on the coming legal costs. The budget committee (CS, TM and CØ) will look into the cost related to operation of the kitchen and the food program.</p>	
Admission	<p>The report was provided by KM. Several withdrawals were submitted during the summer and also in August due to the current situation at school related to the Udir audit.</p> <p>Suggestion for decision:</p> <p>The maximum number of students in a class is 23 students. The BoD gave the Head of School the mandate to decide if the maximum number of students in a class could be 24 at the head teacher's discretion. The BoD advised that the teachers were included in the decision.</p> <p>The decision is approved by the BoD unanimously.</p>	KM
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.	AA: information from the Adresseavisa interview.	Board members
Matters for decision		
39/2016 Physical work environment	<p>The Head of School shall present a report concerning the staff and student's physical work environment and if necessary needs for adjustments to ensure that the facilities are in line with relevant legal requirements. The report due by 31st of October 2016.</p> <p>The decision is approved by the BoD unanimously.</p>	HK/M LBT
40/2016 Head of School objectives	<p>The BoD approves the presented Head of School objectives for Ms Agneta Amundsson for the period August-October 2016. The BoD shall revise the objectives by the end of October 2016.</p> <p>Henrik Kierulf and May Liz Bjørnevik Tho shall present a new set of objectives by the end of October 2016.</p> <p>The decision is approved by the BoD unanimously.</p>	HK/M LBT

42/2016 New agreement with THIS Preschool	<p>The Head of School together with Adlan Elmurzajev and Henrik Kierulf shall present a suggestion for an agreement with the preschool that regulates the sharing of the common areas and facilities between the two parties. The agreement is to be presented at the October BoD meeting 2016.</p> <p>The decision is approved by the BoD unanimously.</p>	HK/AE										
41/2016 Plan for BoD work 2016	The BoD agrees on dates for BoD meetings and BoD seminar in the BoD meeting 11.08.2016	MLBT										
	<table><tr><td>September</td><td>5, September 1900-2100</td></tr><tr><td>October</td><td>19. October 0830-1000</td></tr><tr><td>November</td><td>16. November 1900-2100</td></tr><tr><td>December</td><td>12. December 1900-2100</td></tr><tr><td>Seminar</td><td>5. October 1600-2000</td></tr></table>		September	5, September 1900-2100	October	19. October 0830-1000	November	16. November 1900-2100	December	12. December 1900-2100	Seminar	5. October 1600-2000
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Matters for information												
01/2015 Audit report UDIR	The Chair of the BoD presented a presentation with the summary of the Udir audits regarding the audit status.	MLBT										
13/2016 Strategy work	VN and MLBT will look at the strategy and delegate tasks to BoD members and stakeholders to move forward with the strategy.											
Other business												
	A draft for a parent calendar was presented.	VN										

Trondheim, Date 11.08.2016

Signatures for approval of the protocol	Date
May Liz Bjørnevik-Tho Chairman of the Board 	 8.9.16
Cathrine Skonhoft 	 14/9/16

Vice Chairman		
Adlan Elmurzajev Board member		05.09.2016
Henrik Kierulf Board Member	-absent-	
Tone Muthanna Board Member		05-09.2016
Virginia Neilsen Staff Voting Member		05.09.2016