

**Protocol**  
**School board meeting**  
12th of January at 17:30, Staff room

**Attendees**

Board members (ref THIS bylaws § 6)

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

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

Jannicke Akse	Trondheim kommune
Sikander Basit	Student representative (absent)
Kjersti Holmvik	PC representative
Sima Haddadin	Teaching staff representative
Mascha Meland	School support staff representative (absent)
Marc Urie	Substitute for Mascha Meland
Agneta Amundsson	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Opening	Attachment	Responsible
Opening and welcome		MLB T
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request		MLB T
Approval of the protocol from the last meetings	The protocol from the previous Board meeting was approved and signed by all Board members who were present on this Board meeting.	KN
Strategy 2016 - 2021	The results and analysis of the Board evaluation which is in line with the strategy were presented to the board.	VN

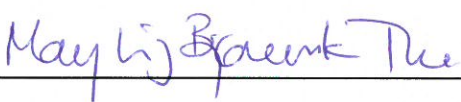
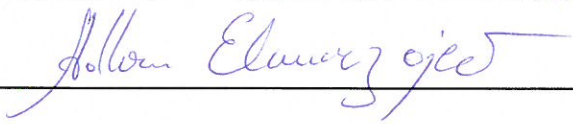
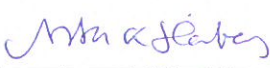
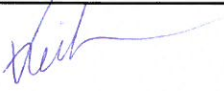
	<p>The results showed positive understanding of the mission and vision work among participating Board members.</p> <p>The results show areas to work on at this time.</p> <p>The background for the suggestion for decision 02/2017 is based on these results.</p>	
<b>Matters for decision</b>		
1/2017 Udir	<p>Information: After the memo for the suggestion for decision was sent out, the Chair met/talked with Roger Spitsberg (KDep). Sought advice regarding a possible new application for a school.</p> <p>The Chair communicated with Øystein Rovde (Udir) as well regarding this matter and was informed that the school cannot apply to start a school from a foundation that is already is running a school.</p> <p>MLBT, Agneta and Trine (PC rep) will be meeting with Kristen Vinje who is a Høyre's representative at Kirke-, utdannings- og forskningskomiteen at Stortinget 13.01.2017. This meeting was organised by Knut Eirik Beyer-Arnesen from Abelia.</p> <p><b>The change in suggestion for decision;</b></p> <p>The Board is currently not in a position to apply for an approval to run a new school.</p> <p>The Board will remain open to cooperate with acceptable non-profit candidates that wish to apply for a new school in order to keep the IB program offer in Trondheim.</p> <p>The decision including the change above is approved unanimously by the BoD (4 votes).</p>	MLB T
2/2017 BoD Evaluation	<p><b>Suggestion for Decision</b></p> <p>That the Board focuses on the 7 areas below and a self evaluation to evaluate the work of the Board. These 7 focuses determine the work of the Board as well as the 'processes' section of the comprehensive Board survey. These 2 will be used to measure progress at the end of the school year.</p> <p><b>Reasons for the suggestion of decision;</b></p> <p>Based on the analysis, the Board decides that the 7 key focuses are:</p> <ol style="list-style-type: none"> <li>1. to designate a BoD member to orientate new Board members</li> <li>2. to see the Framework provided in Optimal School Governance as a standard to periodically assess the work of the Board and the representatives</li> <li>3. to establish an executive committee consisting of HoS, Administration staff as well as Chair of the BoD and BoD members</li> <li>4. to create a task force protocol so that roles within a task force is clearly understood by all;</li> </ol>	VN

	<p>5. to have a clear consequence for poor performance for Board members and representatives;</p> <p>6. to use the case template presented in the last seminar to place the case in context by using the rational decision making framework</p> <p>7. to review the bylaws of the foundation, especially the structure of the Annual General Meeting and the composition of the Board.</p> <p><b>Change in the memo:</b> Replace point 5 <u>'to have a clear consequence for poor performance for Board members and representatives'</u> with 'To establish a due process for handling Board performance' under reasons for suggestion for decision.</p> <p>The decision including the change above is unanimously approved by the BoD (4 votes).</p>	
3/2017 BoD Meetings	<p>HoS and MLBT will set the dates for the Board meetings for the spring 2017 and send out to Board.</p> <p>The decision is unanimously approved by the BoD.</p>	MLB T
<b>Reports</b>		
Deviation report/QAC report	The presentation on the progress on quality assurance work for the fall semester 2016 and the periodical report from the KFF-KSS system were shared with the Board.	QAC
Management and HR report	<p>Verbal information and updates were provided on these matters stated below;</p> <ul style="list-style-type: none"> <li>• Staffing for the next school year</li> <li>• Personnel: One resignation in MYP</li> <li>• Special needs matters</li> <li>• New school nurse</li> <li>• Feedback from School Coordinating Committee (skolemiljøutvalg) about the new lunch routines</li> <li>• A new student teacher/internship from Slovenia in PYP</li> <li>• Preparation for the IB re-evaluation</li> </ul>	AA
Financial report	The report from November 2016 was provided to the Board and the updates on the kitchen reduction process were shared.	CØ
Admission	The admission report was provided to the Board.	KM
Report from board members, e.g. on meetings or communication that	PC president: In the Open House meeting it was decided that School PC and Preschool PC will no longer be a joint body.	Boar d mem bers



have taken place since the last board meeting.		
<b>Matters for information</b>		
19/2016 Preschool and School Agreement	Postponed until the next BoD meeting.	AE

Trondheim, Date 09.01.2017

Signatures for approval of the protocol	Date
<b>May Liz Bjørnevik-Tho</b> Chairman of the Board 	28.03.2017
<b>Cathrine Skonhoft</b> Vice Chairman                      -absent-	
<b>Adlan Elmurzajev</b> Board member 	28.03.2017
<b>Henrik Kierulf</b> Board Member                      - absent-	
<b>Tone Muthanna</b> Board Member                      -absent-	
<b>Asta Kristine Håberg</b> Board Member 	28/3/17
<b>Virginia Neilsen</b> Staff Voting Member 	28.03.2017