

**Protocol**  
**School board meeting**  
13.09.2017 at 19:00, Staff room

**Attendees**

Board members (ref THIS bylaws § 6)

Øyvind Fries, Marte Løvik, Virginia Neilsen, Asta Håberg, Aase Müller, Linda Haugen

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

Jannicke Akse	Trondheim kommune (absent)
Celia Walvåg	Student representative
Kjersti Holmvik	PC representative (absent)
Trina Galloway	Substitute for Kjersti Holmvik
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		Responsible
Opening and welcome	The meeting was opened by the temporary Board Chair, Øyvind Fries. All members and representatives are encouraged to read the Board guidelines again for their role descriptions. Suggestion for protocols to be signed sooner.	ØF
Årshjul for styrets arbeid - Annual plan for BoD	General presentation of the annual plan/årshjul for BoD was presented. The Board seminar which should happen in September according to the annual plan for BoD is still to be confirmed. It will not be in line with the annual plan for BoD.	ØF
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The meeting call and agenda was approved by the Board. <ul style="list-style-type: none"><li>Arbeidsutvalg/working committee topic to be added to AOB.</li></ul>	ØF
Approval of the protocol from the last meetings	The protocol was approved by the Board.	
Strategy 2016 - 2021	The presentation on School strategy was provided by VN to the Board. The presentation covered; <ul style="list-style-type: none"><li>Main sections of the strategy</li><li>Strategic plan for This towards 2021</li></ul>	VN

	<ul style="list-style-type: none"> <li>• Long/short term goals</li> <li>• Implementation</li> <li>• Decisions are made in line with strategy</li> </ul> <p>The full day seminar on strategy for the Board is suggested by ØF in order to make progress in the strategic work.</p>	
<b>Status from daglig leder/administration</b>		
<ul style="list-style-type: none"> <li>• Status</li> <li>• Financial</li> <li>• Quality management</li> </ul>	<p>The Board can work on improving the reporting structure/points of HoS reports during the full day seminar.</p> <p>The presentation was provided by HoS to the Board. It covered;</p> <ul style="list-style-type: none"> <li>• Employee updates and their assigned roles</li> <li>• Student enrollments</li> <li>• Facility updates</li> <li>• New day routines (timetables)</li> <li>• Focus areas for 2017-18:             <ul style="list-style-type: none"> <li>◦ IB evaluation in May 2018</li> <li>◦ A new regulation in Oppl.§9</li> <li>◦ Special needs education (SNE)</li> <li>◦ New requirements within swimming education</li> <li>◦ Outdoor education</li> </ul> </li> <li>• School environment: various committees</li> <li>• The description of deviation reporting</li> </ul> <p>Financial report was provided by CØ:</p> <ul style="list-style-type: none"> <li>• Accounting report from June 2017</li> <li>• Accounting report from July 2017</li> <li>• Prognosis for 2017</li> </ul> <p>The strategic plan needs to be clarified for the admin to plan the budget for this school year.</p> <p>The school is waiting for a reply from Kunnskapsdepartementet regarding the reimbursement. This point can be discussed/looked into during the strategy seminar.</p> <p>Additional information: Temporary Board rep for school coordinating committee is Marte Løvik.</p> <p>Comment by ØF: A new 'personvern' in European countries, GDPR affecting many businesses including schools, effective from May 2018. The school has to make sure they will stay within the rules in due time.</p>	AA
<b>Open matters</b>		
19/2016 School/Preschool Agreement	<p>There is a need for an agreement regarding cohabitation with preschool. In order to solve this ongoing situation, a committee for preschool/school matter needs to be reinforced.</p> <p>The agreement needs to be solved between the two administrations (preschool/school).</p>	AA/ Bo D

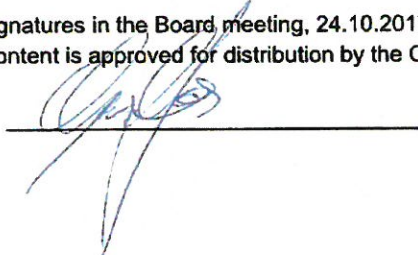


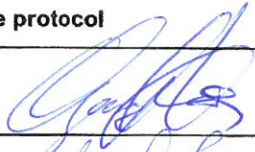
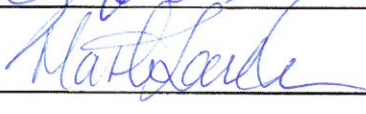

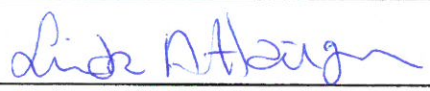
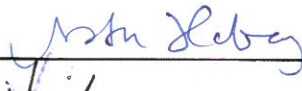
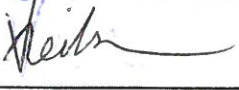


	Linda Haugen, Øyvind Fries and Agneta Amundsson will establish a committee to proceed with the process, and present a plan for the work in the next board meeting.	
<b>Matters for decision</b>		
20/2017 Resignation Board Chair	<p><b>Suggestions for Decision</b></p> <ol style="list-style-type: none"> <li>1. The Board accepts the formal resignation sent to the principal and the Vice Chair by the Board Chair Lars Melkvik.</li> <li>2. If the suggestion 1 is accepted, the Board approves that the current Vice Chair Øyvind Fries steps up as the temporary Board Chair.</li> <li>3. If the suggestion 2 is approved, the Board elects a temporary Vice Chair.</li> <li>4. The Board plans an extraordinary annual general meeting as soon as possible to elect a Board Chair and a Vice Chair (ref. Bylaws § 5)</li> <li>5. The Board decides whether there is a need for recruiting more Board member. If so, the Nomination Committee must be contacted for election of a new Board member at the ordinary Annual General Meeting in Spring 2018.</li> </ol> <p>It is approved unanimously by the Board that the temporary Vice Chair is Marte Løvik (point 3). The Board will recommend in AGM that the current number of 6 Board members is sufficient (point 5).</p> <p>All suggestions for the decisions are approved unanimously with the additional information above by the Board.</p>	Bo D
21/2017 Re-voting of the BoD cases presented 15.06.2017	<p><b>Suggestion for decision</b></p> <p>The Board takes a re-vote on the following cases below for approval.</p> <ul style="list-style-type: none"> <li>• 13/2017 (proposed in the Board meeting 15.06.2017)</li> <li>• 19/2017 (proposed in the Board meeting 15.06.2017)</li> </ul> <p>The suggestion for the two previously suggested cases are unanimously approved by the Board.</p>	AA
22/2017 Deregistration and closure of This AS	<p><b>Suggestion for decision</b></p> <ol style="list-style-type: none"> <li>1. Board Chair in Stiftelsen Trondheim International School (Øyvind Fries) is entitled to a voting rights for 100% of the Foundation's votes i This AS.</li> <li>2. Annual General Meeting for This AS is called for election of new Board and the termination of This AS are presented as cases.</li> <li>3. Board Chair in Stiftelsen Trondheim International School is voted as new Board Chair and the only Board member in This AS and This AS is decided to be terminated/shut down.</li> </ol> <p>The suggestion for decision is approved unanimously by the Board.</p>	AA
23/2017 Inclusion policy	<p><b>Suggestion for decision</b></p> <p>The Board accepts the inclusion policy.</p> <p>The suggestion for decision is unanimously approved by the Board.</p>	AA

24/2017 Extraordinary investments	<p><b>Suggestion for Decision</b> The Board grants the school's application/request about extraordinary funds respectively.</p> <ol style="list-style-type: none"> <li>Up to kr. 50.000 for equipments for developing a new special education department.</li> <li>Up to kr. 100.000 for the establishment of "grillhytte/cabin" (including all costs associated with foundations, purchase and building).</li> </ol> <p>Regarding the point 2, it does not necessarily have to be a "grillhytte/cabin", but an outdoor area that has protection.</p> <p>The suggestion for decision is unanimously approved by the Board.</p>	AA/ CØ
25/2017 Meeting plan BoD 2017/2018	<p><b>Suggestion for Decision</b> The Board decides the following meeting plan for the school year 2017/2018.</p> <ol style="list-style-type: none"> <li>13.09.17</li> <li>25.10.17</li> <li>06.12.17</li> <li>24.01.18</li> <li>07.03.18</li> <li>18.04.18</li> <li>23.05.18 - AGM</li> <li>27.06.18</li> </ol> <p>Change: 2) 25.10.2017 changed to 24.10.2017 Additional: Full day strategy seminar, a doodle will be sent out as soon as possible to decide on a day, or two afternoons.</p> <p>The suggestion for decision is unanimously approved by the Board.</p>	AA
<b>Matters for information/AOB</b>		
<ol style="list-style-type: none"> <li>Participation in different school bodies/groups.</li> <li>Tidying up formalities with prokura for Head of School</li> </ol>	<ol style="list-style-type: none"> <li>See above in status from HoS/admin for information.</li> <li>The paperwork of delegating procura to the HoS has not been in place. The BoD has the mandate of giving such. This matter is now in place</li> </ol>	

This protocol will formally be completed with signatures in the Board meeting, 24.10.2017. To cover the need of swift and unified information to all bodies the content is approved for distribution by the Chair of the Board:




Signatures for approval of the protocol	Date
<b>Øyvind Fries</b> Temporary Chairman 	24/10-2017
<b>Marte Løvik</b> Temporary Vice Chairman 	24/10-2017
<b>Aase Müller</b> Board member 	24/10-2017
<b>Linda Haugen</b> Board Member 	24/10-2017
<b>Asta Kristine Håberg</b> Board Member 	24/10-17
<b>Virginia Neilsen</b> Staff Voting Member 	25/10-17