

Protocol
School board meeting
15.06.2017 at 19:00-20:30, class room

AttendeesBoard members (ref THIS bylaws § 6)

Lars Melkvik, Øyvind Fries, Marte Løvik (absent), Virginia Neilsen, Asta Håberg (absent), Aase Müller (absent), Linda Haugen (absent)

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
Agneta Amundsson	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Opening	Attachment	Responsible
Opening and welcome		LM
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The meeting call and the agenda call is approved by the Board.	LM
Matters for decision		
13/2017 Approval for 30 more school spots/Maximum number of enrollments	Suggestion for decision The Board limits the maximum number of enrollments as 200 in total. Additional note: If the framework changes, this topic needs to be taken up again with the comprehensive report including analysis of all	AA

	<p>the possible factors that are affected by this change.</p> <p>The decision is approved with the additional note recorded above.</p>	
17/2017 Wage negotiations and salary determination for the head of school's salary	<p>Suggestion for decision The Board appoints NN to participate in the continued salary negotiations / salary adjustment together with the chair fo the Board on behalf of the Board.</p> <p>Additional note: Lars Melkvik and Øyvind Fries will take this task.</p> <p>The decision is approved with the additional note recorded above.</p>	LM
18/2017 Adjustment of school fee	<p>This case is postponed and will be re-visited at a later date. The case will be presented with sufficient documentation and analysis of the possible effects due to this.</p>	AA
19/2017 Deposit system for admission	<p>Suggestion for decision The Board approves that the administration charges a non-refundable fee of NOK 1000 upon acceptance of school spot offer as an administrative cost and as a deposit that will be deducted from the school fees when a child starts. If the child does not begin at Trondheim International School, the payment will be kept as administrative expenses.</p> <p>Adjustment of non-refundable fee: 50% of one month school fee.</p> <p>The decision is approved with the adjustment above.</p>	AA
Reports		
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.		Board members
Matters for information		
	<p>The sufficient documentation in advance is required from administration for various Board cases in Board meetings.</p> <p>Board seminar date is to be decided by doodle preferably early August before the school starts.</p>	

Signatures for approval of the protocol	Date
Lars Melkvik Chairman of the Board	
Øyvind Fries Vice Chairman	13/9-2017
Aase Müller Board member	
Marte Løvik Board Member	
Linda Haugen Board Member	
Asta Kristine Håberg Board Member	
Virginia Neilsen Staff Voting Member	