

Protocol School board meeting

19.04.2017 at 17:00-19:30, Staff room

Attendees

Board members (ref THIS bylaws § 6)

May Liz Bjørnevik Tho, Henrik Kierulf, Tone Muthanna, Cathrine Skonhoft, Virginia Neilsen, Asta Håberg, Adlan Elmurzajev (19:00 arrival)

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

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| Jannicke Akse | Trondheim kommune |
| Sikander Basit | Student representative |
| Kjersti Holmvik | PC representative |
| Sima Haddadin | Teaching staff representative |
| Mascha Meland | School support staff representative |
| Agneta Amundsson | Head of School |

Other attendees

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| Christine Østerlie | Business Manager |
| Kanako Mori | Confidential Secretary |

| Opening | | Responsible |
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| Opening and welcome | | |
| Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request | The agenda is approved by the Board. | MLB T |
| Approval of the protocol from the last meetings | The protocols from the previous Board meetings are approved and signed. | |
| Strategy 2016 - 2021 | N/A | |
| Matters for decision | | |
| 10/2017 AGM | <p>Suggestion for Decision</p> <p>The BoD forward the decision from Kunnskapsdepartementet to the Nomination Committee. The BoD request the Nomination Committee ensures that the candidates for BoD positions are informed of the legal responsibilities as a board member according to Friskoleloven.</p> <p>The decision is approved by the BoD unanimously.</p> | MLB T |

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| 09/2017 Evaluation after KDs decision | <p>Suggestion for Decision</p> <p>The BoD set aside time after the AGM to evaluate the process, the conclusion and how to move into the future in accordance with the school's strategy. The BoD hires external support to facilitate this meeting.</p> <p>MLBT will clarify with the HoS and the Board members regarding possible dates. This meeting will be a transition meeting between the current Board members and the new Board members.</p> <p>The decision is approved by the BoD (votes: for 5, against 1).</p> | MLB T |
| 11/2017 Approval of Annual Financial Statement and BoD report (Årsregnskap og styreberetning 2016) | <p>Annual accounting (årsregnskap) 2016 and SFO annual accounting 2016 were presented.</p> <p>Some minor adjustments in the original 'styreberetning'. A mistake in the 'årsverk' is corrected to the correct figure.</p> <p>The annual accounting and the adjusted styreberetning is approved by the BoD unanimously.</p> | CØ |
| 12/2017 Tilstandsrapport | <p>Suggestion for Decision</p> <p>The BoD accepts to postpone the case til the next BoD meeting.</p> <p>MLBT will meet with the HoS on 28.04.2017 for finalising the tilstandsrapport.</p> <p>This is approved by the Board unanimously.</p> | AA |
| Reports | | |
| Deviation report/QAC report | <p>Verbal information</p> <ul style="list-style-type: none"> • 25th of April QAC meeting • Tilstandsrapport (when tilstandsrapport is finalised, there will be many open cases which can be closed on the quality assurance system. When this is done, QAC will provide a report to the Board) | QA C |
| Management and HR report | <p>The report is presented. The competency plan will be presented more in depth in the next Board meeting. The HoS encourages the Board as well as all the employees to look into Personvenskolen.no which was recommended by Fylkesmann for references regarding information security and privacy.</p> | AA |
| Financial report | <p>The accounting report for March 2017 is delayed due to the Easter holiday.</p> | CØ |
| Admission | <p>Verbal information:</p> <p>The number of enrolled students is now 177.</p> <p>The admission for the next school year is currently being conducted.</p> <p>Discussion points</p> <ul style="list-style-type: none"> • Promoting the IB program • The marketing plan/strategy for the IB program (to be discussed in the next Board meeting) | KM |

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| Report from board members, e.g. on meetings or communication that have taken place since the last board meeting. | VN and AH met to discuss the Board guidelines (styreinstruks) and... | Board members |
| Matters for information | | |
| 13/2017 Communication channel between the Board and Administration | On the annual wheel, the QAC's periodical reports are the permanent items. The QAC's periodical reports contain deviations, matters to be considered and changes in regulations. One of those periodical reports will be presented in the next BoD meeting. | MLB T |
| 19/2016 Preschool and School Agreement | AE had a meeting with the chair of the Board from Trondheim International Preschool. The updates and status on this matter were provided by AE. This case is not solved. The issues and difficulties related to this matter were expressed by the teaching staff rep SH, the school support rep MM and the HoS. This will be a main topic in the next Board meeting. | AE |

Trondheim, Date 19.04.2017

| Signatures for approval of the protocol | Date |
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| May Liz Bjørnevik-Tho Chairman of the Board | 12/5-17 |
| Cathrine Skonhoft Vice Chairman | 7/6-17 |
| Adlan Elmurzajev Board member | 10.05.2017 |
| Henrik Kierulf Board Member | 10.05.2017 |
| Tone Muthanna Board Member | 10-05-2017 |
| Asta Kristine Håberg Board Member | 10/5/17 |
| Virginia Neilsen Staff Voting Member | 10-05-2017 |