

**Protocol**  
**School board meeting**  
22.09.2016 at 21:00, Staff room

**Attendees**

Board members (ref THIS bylaws § 6)

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

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

Jannicke Akse	Trondheim kommune (absent)
N/A	Student representative
N/A	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
Kjersti Holmvik	PC president (from 21:15)


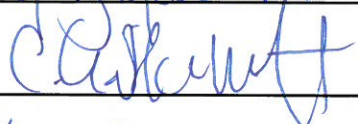
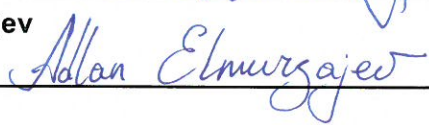


Opening		Responsible
Opening and welcome	The deputy Board Chair opened the meeting.	CS
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The agenda is approved without any additional items.	CS
Approval of the protocol from the last meetings	The protocol from the BoD meeting 05.09.2016 is approved and signed by all present BoD members. It will be completed at its earliest possible date.	CS
<b>Matters for decision</b>		
49/2016 Financial	<b>Suggestion for decision:</b>	AA/TM

<p>situation and need for immediate action</p>	<p>The school will close the food program offered through the canteen service to staff and students, with effect as soon as possible, (alternative 4, below). This is seen as the most financially sound alternative, that will improve the financial situation significantly and make it possible start rebuilding the critically low equity. This is in line with the strategy to focus on the core activity of the organization; operation of an IB school with a PYP and MYP program.</p> <p>The administration and the BoD must in cooperation ensure that the process following the decision is based on an open and clear dialogue adhering to guidelines and regulations in the Work Environment Act. The administration will by 1<sup>st</sup> of October produce an implementation plan including a timeline with milestones, and present it to the BoD.</p> <p>The closing of the canteen service will not have any impact on the current school fees, as they will follow the decision already made by the BoD regarding that matter (case 44/2016).</p> <p>The BoD would like to note that at a later time with secured future operation and a stable financial status the school should revisit alternative 3 or 4 and explore these options.</p> <p><b>Refer to Stiftelsesloven § 25. Tap av stiftelsens egenkapital</b> <i>Etter Stiftelsesloven §25 skal stiftelsen ha en egenkapital som er forsvarlig ut i fra risikoen ved og omfanget av virksomheten i stiftelsen. Dersom egenkapitalen er lavere enn dette skal styret straks behandle saken og varsle Stiftelsestilsynet.</i></p> <p><b>Process leading up to suggestion for decision:</b></p> <ol style="list-style-type: none"> <li>1) Meeting with the Verneombud</li> <li>2) Meeting with the kitchen manager</li> <li>3) Meeting with the kitchen staff</li> <li>4) Meeting with all staff at This</li> <li>5) Meeting with the SCC (School Coordination Committee)</li> </ol> <p>TM provided a brief summary of the financial situation over the past 6 years from the budget committee.</p> <p>The school staff and the school coordinating committee were informed of the suggestions for a decision on 22nd of September prior to this extraordinary BoD meeting. The feedback and input from these two groups regarding this matter were shared with the BoD by the head of school, SH (teaching staff representative) and MM ( school support staff representative). The comments from the PC meeting (22.09.2016) are also included below as it was raised during this meeting even though they were not officially informed.</p>	
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	<p>This feedback contain;</p> <ul style="list-style-type: none"> <li>• Postponing a decision until their voices are considered</li> <li>• Raising funds by parents</li> <li>• SCC's criticism towards the BoD for not being transparent</li> <li>• SCC comments that there could be possible loss of students due to the possible closure of the kitchen</li> <li>• PC comments; <ul style="list-style-type: none"> <li>○ that if the kitchen offer ceases the school fees should be reduced.</li> <li>○ the school community should receive overall/thorough information regarding the current situation, find a solution as a community</li> </ul> </li> <li>• Staff questions; <ul style="list-style-type: none"> <li>○ whether the school strategy has been taken into consideration</li> <li>○ the communication process</li> <li>○ whether alternatives have been discussed with the kitchen staff</li> <li>○ the impact the preschool decision has had on the kitchen</li> <li>○ If other departments were considered for saving money</li> <li>○ Why there was a new hire in the kitchen in 2015</li> </ul> </li> <li>• Staff suggests temporary relief (permittering) being considered</li> <li>• Staff comments; <ul style="list-style-type: none"> <li>○ That this matter came unexpectedly.</li> <li>○ The kitchen has always run to its budget</li> </ul> </li> </ul> <p><b>Discussion points;</b></p> <ul style="list-style-type: none"> <li>• The focus is the IB program</li> <li>• In this current situation, we need to focus on our core activity (IB program)</li> <li>• The economic situation due to legal fees, loss of students and the impact from preschool split</li> <li>• The kitchen offer was brought up last year in the budget committee. The budget committee shared that the kitchen could not be running in the same way economically.</li> <li>• The reasons for higher school fees in comparison with the other private school is the IB program</li> <li>• The urgency (the short timeline) of the decision having to be made is due to the legal costs related to the audit</li> <li>• The BoD acknowledges the extra burden on the administration</li> <li>• Temporary relief (permittering) should be considered as an option. This could provide time for finding a good solution.</li> </ul>	
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	<p><b>Decision</b></p> <p>The Budget committee will further explore the option 5 as presented in the memo (the details below) including the use of temporary relief (permitting) and present it to the BoD no later than 5th of October. The BoD will call for the information meeting with all the stakeholders as soon as possible. The suggested date for the information night is 29th of September 2016.</p> <p>*Option 5</p> <p>1) Separate the canteen as volunteer program. This involved running a canteen service offered to the staff and student body as an additional service they can choose to buy. This would have the same financial benefits as alternative 4, given that all cost of operations were covered in the offered program. However, the school would still have the financial risk of the personnel cost in case the program failed to bring the necessary income to cover the cost. It would also give significant increased workload for the administration to organize and run the program. The budget committee is very concerned to add such a workload to the administration in an already very challenging time for the school and administration.</p> <p>The decision was unanimously approved.</p>	
<b>Matters for information</b>		
01/2015 Audit report UDIR	<p>Udir forwarded the unchanged decision to Kunnskapsdepartementet (KDEP). KDEP has informed the school that they will handle the situation most likely by the end of this calendar year. There was a discussion concerning how to follow up towards Kunnskapsdepartementet.</p> <p>The BoD will ask for a meeting with Kunnskapsdepartementet.</p>	CS

Signatures for approval of the protocol	Date
<b>May Liz Bjørnevik--Tho</b> Chairman of the Board 	05/10/16
<b>Cathrine Skonhoft</b> Vice Chairman 	5/10/16
<b>Adlan Elmurzajev</b> Board member 	05.10.2016
<b>Henrik Kierulf</b> Board Member      -absent-	
<b>Tone Muthanna</b> Board Member 	5/10/16
<b>Virginia Neilsen</b> Staff Voting Member 	5/10/16