

Protocol
School board meeting
27.10.2016 at 19:30, Staff room

Attendees

Board members (ref THIS bylaws § 6)

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

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

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

Other attendees

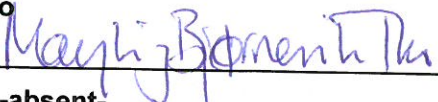
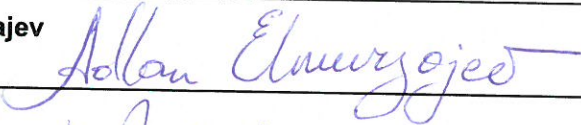
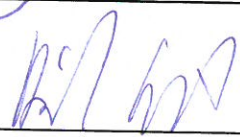

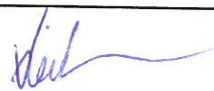
Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary
Hope Steen	PYP coordinator, for the IB report

Opening		Responsible
Opening and welcome	Meeting opened at 19:35	MLBT
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request		MLBT
Approval of the protocol from the last meetings	Approved in the last meeting.	

Strategy 2016 - 2021 Summary after BoD seminar	<p>Verbal information regarding this was provided to the Board. After the seminar, only a few short term goals were able to be set. Styreinstruks needs to be adjusted according to the changes. Adlan Elmurzajev Short terms goals need to be set based on the risk analysis.</p> <p>QAC will clarify short term goals based on the seminar results and the risk analysis.</p>	VN
Matters for decision		
01/15 Udir Attendance at meeting with Kunnskapsdepartementet.	<p>Suggestion for decision:</p> <p>The task force, consisting of the Chair of the Board May Liz Bjørnevik Tho and the Head of School Agnetha Amundsson, is given the mandate to decide who should attend the meeting with Kunnskapsdepartementet concerning the complaint on Utdanningsdirektoratet's decision to withdraw the school's approval.</p> <p>The decision is approved unanimously by the Board.</p>	MLBT
19/2016 School/Preschool agreement	<p>Suggestion for Decision:</p> <p>The BoD should review and approve the new agreement between Trondheim International School and Trondheim International Preschool.</p> <p>The two letters from AMU regarding the school/preschool agreement and the working space matter were shared with the BoD. They were shared past the deadline so they need to be looked into further at a later date.</p> <p>Discussion points regarding the suggested agreement</p> <ul style="list-style-type: none"> • Feedback from the teaching staff representative on behalf of staff; this agreement is worded so that it appears everything is for the preschool and nothing is gained for the school even though this is not the intention with this agreement • Suggestion: Clarify the intention of this agreement <p>This case is postponed to the next BoD meeting. Adlan will speak to the PC rep for the Board to adjust wording.</p> <p>There was no decision made regarding this.</p>	AD
51/2016 Revised delegation document and organisation chart	<p>Suggestion for Decision;</p> <p>The Board of Directors approves the revised delegation document and organisation chart.</p> <p>The decision was approved by the Board unanimously.</p>	QAC/VN

52/2016 School fee for 2017	Suggestion for decision: The school fee for 2017 will be the same as in 2016. No increase or decrease. Barnetrinn - grade 1-7: 2250 kr Ungdomstrinn - grade 8-10: 2428 kr The decision was approved by the Board unanimously.	CØ
Reports		
Deviation report	This is covered in QAC report.	CØ
Management and HR report (HoS Report)	The report was presented by HoS. Comments regarding students' physical environment (Oppl. §9a-2) and the need for for major investments in student's physical environment, this needs to be taken into consideration when planning the next year's budget.	AA
Psychosocial School environment (according to annual plan)	This is covered in QAC report.	AA
Quality Assurance system (according to annual plan) Quality Assurance Committee report	The reports on Overordnet, Skolemiljø and Kompetanseutvikling from the quality assurance system were presented by QAC to and accepted by the board. Regarding the point 2.1.1.7 in KFF-KSS a BoD rep needs to participate in School Coordinating Committee. Tone will be a SCC rep temporarily. The BoD will appoint one BoD member to the SCC in the next BoD meeting.	AA/VN /KM
IB Report (according to annual plan)	IB PYP coordinator and IB MYP coordinator gave a presentation to the Board. The main points in the presentation were; <ul style="list-style-type: none"> • Evaluation process • Exhibition and personal project • Leadership focus • Suggestion for the Board • Professional development suggestions On 21st and 22nd November, Lance King, IB expert is holding a workshop at school with a focus on ATLs. BoD members are also invited.	AA, VN, HS
Financial report	The report was presented to the Board.	CØ
Admission	The report was presented to the Board.	KM

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>49/2016 Financial situation and need for immediate action</p> <p>An implementation plan shall be presented to the BoD.</p>	<p>The administration is working on this case by having negotiations with every kitchen employees. The current status of the case is that the admin team is meeting with the affected employees and their unions to find a solution.</p> <p>One employee has 6 months notice period. Skolekjøkken program is being discussed as part of solution.</p> <p>Regarding 'Nedbemanningsplan' and 'utvelgeskriterier', the team is meeting with the union. The administration uses guidelines from NHO to ensure a good process that is in line with laws and regulation.</p>	AA
<p>50/2016 Offer from Albagruppen</p> <p>There will be a meeting with Albagruppen 21. October.</p> <p>Information will be forwarded after this meeting.</p>	<p>Agneta, Christine and May Liz had a meeting with Albagruppen.</p> <p>The offer is to get the concept and from Trondheim International School if the school is closed down.</p> <p>The BoD needs to clarify alternative options for the trust if Utdanningsdirektoratets decision to withdraw the schools funding. The offer from Albagruppen can then be one alternative option.</p> <p>The Chair of the BoD shall report back to Albagruppen that the BoD can not go into negotiations concerning the presentet offer at this point. The BoD will need to investigate alternative options for the trust's future if Kunnskapsdepartementet gives a negative reply.</p>	MLBT
<p>43/2016 Date for Extraordinary Annual General Meeting 10. November 2016 at 19:30</p>	<p>The agenda needs to be sent out to parents.</p>	MLBT

Signatures for approval of the protocol	Date
May Liz Bjørnevik-Tho Chairman of the Board 	05.12.16
Cathrine Skonhoft -absent- Vice Chairman	
Adlan Elmurzajev Board member 	05.12.2016
Henrik Kierulf Board Member 	05.12.16
Tone Muthanna Board Member 	05.12.16
Virginia Neilsen Staff Voting Member 	05.12.16

Trondheim, Date 27.10.2016