

Protocol
School board meeting
28.03.2017 at 17:00-19:30, Staff room

Attendees

Board members (ref THIS bylaws § 6)

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

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




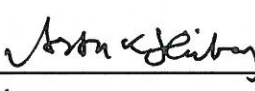

Opening		Responsible
Opening and welcome		MLB T
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The agenda is approved.	MLB T
Approval of the protocol from the last meetings	The protocol from the Board meeting 05.12.2016 is not finalised with all signatures. The protocol from the BoD meeting 12.01.2017 is approved and signed by the BoD.	MLB T
Strategy 2016 - 2021	The online platform for the BoD was shared with the BoD where they can suggest a case, see the decisions, protocols and other BoD related documents.	VN

Open matters		
01/2017 Udir	<p>The school has not received a decision from Kunnskapsdepartementet. The decision is now at the 'political level' where the final decision is made. During this waiting period, MLBT has been in contact with Knut Erik Beyer-Arnesen (Abelia), Lill Harriet Sandaune (FrP) og Kristin Vinje (Høyre). Knut Erik Beyer-Arnesen advised that there is no more formal information the school can provide to Kunnskapsdepartementet at this point.</p> <p>Feedback from the Head of School:</p> <ul style="list-style-type: none"> • Some students who moved to ThiS from their 'nærskole' due to different reasons are concerned about having to go back to their 'nærskole' if ThiS needs to close. • The school has spent a considerable amount of time building up relations with 4 different municipalities where students come from for special needs education, which will affect those students negatively if they have to start their process all over again in new schools (if ThiS closes) • Some employees' residency permits in Norway are related to the employment at school, which means they will need to leave the country within 3 months and they are not entitled to receive any unemployment money from NAV. • This long waiting time has many negative consequences for students/parents and employees if the school needs to close down. If the answer had come on time, the school could have better prepared the students and employees. <p>Feedback from the teaching and non-teaching staff reps:</p> <ul style="list-style-type: none"> • The stress level has increased over the past 4 weeks where all employees are anxiously waiting for the answer. • The BoD needs to be aware that this uncertain waiting time has exhausted the entire staff. • The BoD/school need to investigate how we can help those in critical situations (regarding a possible unemployment and a loss of residency permit/oppholdstillatelse). <p>The Head of School had meetings with Admin, PYP and MYP teams regarding the routines when the reply finally comes: The routines about how the school will inform our students, parents and staff are shared with the Board and accepted.</p> <p>If positive or negative, the Board and the school will have a meeting for all staff and parents.</p> <p>The extraordinary Board meeting is to be scheduled the day after the school receives an answer regardless of what answer it may be.</p>	MLB T
06/17 BoD Compensation	<p>Suggestion for decision:</p> <p>The BoD support the Nomination Committee's suggestion concerning BoD Compensation as follow:</p> <p>Kr 12.000 per year for BoD members and Kr 24.000 per year for Chair</p>	AA

	<p>The change in the suggestion for decision: 'The compensation should be based on the BoD attendance' is added to the decision. 'Kr 12.000 per year for BoD members and Kr 24.000 per year for Chair' is revised as ' Up to Kr. 12.000 per year for BoD members and up to Kr. 24.000 per year for Chair. The adjusted suggestion for decision is approved unanimously by the BoD.</p>	
04/17 Letters from AMU	<p>Suggestion for decision: The BoD approves and sends the following letter to AMU. The decision is approved by the BoD unanimously.</p>	AE
Matters for decision		
39/16 Physical environment in the school	<p>This case is withdrawn. The school BoD will call for a meeting with the entire preschool BoD regarding this matter.</p>	AE
05/2017 Trondheim International School AS	<p>Suggestion for decision: The BoD, as the AGM for Trondheim International School AS approves Hege Tunstad's request to step out of her position as BoD member. The decision is approved by the Board.</p>	MLB T
08/2017_A mandate to update the Board guidelines	<p>Suggestion for Decision: Update the Board guidelines (Styreinstruks) in line with the responsibilities of the Board of Directors and the representatives. The Board decides to create a group to work on this document. This document shall be shared with the Board at the next meeting for approval. The group consists of the Board members VN, AE and AH. The decision is approved by the Board unanimously.</p>	VN
Reports		
Deviation report/QAC report	<p>Verbal information: Tilstandrapport is in progress and when this is completed, it will complete the full cycle of KFF-KSS review in April. The complete update of KFF-KSS will be reported to the Board.</p>	QAC
Management and HR report	<p>Special Needs Education: financial implications related to this. There are challenges to find substitutes when we have staff absences and cover IEPs when we have a financial problem. QAC: The Head of the School advises the Board to look into Personvernaskolen.no. The report was presented to the Board.</p>	AA

Financial report	The accounting reports from December 2016, January 2017 and february 2017 were presented to the Board. Additional comments were also shared.	CØ
Admission	The report was presented to the Board.	KM
07/2017 HSE annual report to the BoD	The report was presented to the Board. Additional info: Student council is invited to do the heart starter and MYP9 students are also scheduled to do the first aid course.	CØ
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.		Boar d mem bers
Matters for information		
19/2016 Preschool and School Agreement	The BoD is calling for a meeting with the preschool BoD.	AE
03/2017 BoD Meetings	There will be calendar invitations from Google when we send out the BoD agenda.	MLB T

Trondheim, Date 28.03.2017

Signatures for approval of the protocol	Date
May Liz Bjørnevik-Tho Chairman of the Board 	19.04.17
Cathrine Skonhoft Vice Chairman -absent-	
Adlan Elmurzajev Board member 	19.04.17
Henrik Kierulf Board Member 	19/4-17
Tone Muthanna Board Member -absent	
Asta Kristine Håberg Board Member 	
Virginia Neilsen Staff Voting Member 	19.04.2017