

Protocol School board meeting

11th of February 2016 at 20:00, Bytorget

Attendees

Board members (ref THIS bylaws § 6)

Arne Braatas, Henrik Kierulf, Tone Muthanna, Cathrine Skonhoft, Hege J. Tunstad, May Liz Bjørnevik Tho, Virginia Neilsen

Board representatives (ref. Privat school act § 5-1)

Jannicke Akse	Trondheim kommune
Saman Sedarti	Student representative (absent)
Elizabeth Christine Alia	PC representative
Sima Haddadin	Teaching staff representative
Mascha Meland	School support staff representative
James Hamilton	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Opening		Responsible
Opening and welcome		
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	Additional item : EA (the item listed at the bottom)	
Approval of the protocol from the last meetings	The protocols from the BoD meetings on 01.12.2015 and 08.12.2015 were approved and signed by the BoD members.	
Open matters		
01/2015 Udir tilsynsrapport	Utdanningsdirektoratet has requested if the school wish to add any additional information after the reply to the audit submitted 1. October 2015. An inquiry was made to Udir regarding the accuracy of the amount of the refund related to the audit.	MLBT

	The state funding is 85% and 15% is parent payment, however the requested refund was 100%.	
Reports		
Student council report	No report was provided. The representative was absent.	SS
Management and HR report	<p>The report is presented by JH and accepted.</p> <p>Recommendation by JH: The issue regarding expenditures regarding reorganization, whether legal or not, should be directed to Udir for clarification.</p> <p>MLBT comment: The application is being prepared and will be sent. MLBT has been in touch with Øystein Rovde from Udir regarding this.</p> <p>JA's input on 'Beredskapsplan/emergency plan': There has been discussion regarding warning systems/intercom system. Currently public schools do not have intercom system apart from SMS notification system.</p> <p>JA will provide some contacts for the group for beredskapsplan from Trondheim kommune for ThiS to connect.</p>	JH
Financial report	<p>The report was presented by CØ and accepted by the BoD.</p> <p>Employees at ThiS voted for at Tariff committee will also function as pension committee.</p> <p>It is required that a business which has more than 15 employees has a pension committee for annual review of our pension agreement.</p>	CØ
Admission	<p>The report was presented by KM and accepted by the BoD.</p> <p>The reason why the main admission which is 1st of April each year is to be clarified at the next BoD meeting.</p>	KM

Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.	<ul style="list-style-type: none"> • HT: meeting with NTNU, There is a the lack of school spots for international workers' children • MLBT: PC meeting, SCC and staff meetings to inform about strategy and hiring of new Head of School. Joined admin meeting • EA: Comments from Parent comm. wishing for a new facility 	Board members
Matters for decision		
27/2015 BoD strategy seminar	<p>At the BoD seminar on 10th of January the participants identified elements for a revised strategy for the school based on the outcome of a survey conducted before Christmas, the analyses of this and the group work during the seminar day. The school now needs to finalize this work to clarify the school vision for the future and the strategy in this context.</p> <p>The BoD agrees to adopt the presented strategic plan with **two noted adjustments. See below.</p> <p>Each BoD member should take responsibility for a focus area to create a committee. Members need to present a suggestion for committee participants and structure at the next BoD meeting.</p> <p>Below are the responsible BoD members for each focus areas;</p> <p>Focus areas Economy: Arne Brataas Growth: Hege Tunstad Robust organisation : Henrik Kierulf IB: Tone Muthanna Compliance: Cathrine Skonhoft</p> <p>Top roof- vision: Virginia Neilsen and May Liz Bjørnevik-Tho</p> <p>Adjustments *A change in the presented Mission;</p> <p>Before: This provides academic excellence with a high quality education</p> <p>After: This provides academic excellence through a high quality education</p>	MLBT/ VN

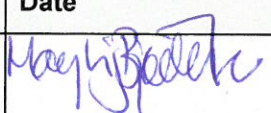
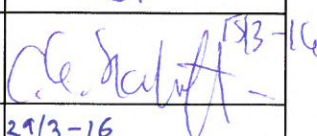
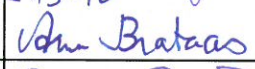
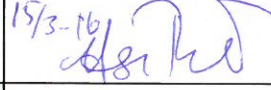
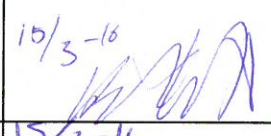
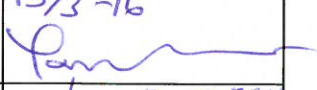
	<p>*Present vision to the student council for them to give student input. The vision will be approved once the student council has reviewed.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • More student involvement through SCC for vision • Present the adopted strategy plan to the student council • A vision to be established before the IB re-authorization visit (earliest February 2017) 	
09/2016 Contact Teacher Pay	<p>Trondheim International School is obligated to provide the same terms salary and working conditions as the public schools, ref to Friskoleloven § 4-4.</p> <p>The Class Teacher Pay in Trondheim Kommune is currently NOK 24000 per year. This has been discussed in the "tariff" committee, and the Business Manager ask the BoD to approve the change in the teacher's salary conditions.</p> <p>The BoD has approved unanimously that the school will back pay Contact Teacher Pay (Kontaktlærertillegg) from 01.08.2015. This replaces the Productivity Benefit pay from the same date for the teachers who have contact teacher responsibilities. The Productivity Benefit will be phased out for all the remaining teaching staff effective from 01.05.2016.</p>	CØ
54/2015 Certifications of the BoD According to the annual wheel	<p>The BoD has approved the following meeting times for spring 2016;</p> <p>Tuesday 15. March 2000 at School Wednesday 6. April 2000 at School (prepare for AGM) Thursday 28. April AGM 1800</p> <p>There might be additional meetings due to hiring of a new head of school.</p>	MLBT

59/2015 HoS Objectives 2015 and 2016	The item is postponed.	MLBT
01/2016 Response to HoS	The item is postponed.	MLBT
02/2016 Complaint from employee	The item is postponed.	CS
08/2016 BoD member to participate in hiring of new staff	The item is postponed.	MLBT
10/2016 Consideration for position-employer responsibilities	<p>The School Board approved the hiring of May Liz Bjørnevik Tho in a 20% position effective from 01.01.2016 until 29.02.2016, to cover the employer responsibility in connection with the HoS sick leave.</p> <p>MLBT was not present when this case was discussed.</p> <p>Voting for: 6 Voting against: 0</p>	TM
11/2016 Restructuring expenditures	<p>The board shall clarify with Udir that any expenditures around the restructuring are in fact being legally spent according to the law (Friskolelova, §6.3). Official response to be in writing from Udir.</p> <p>The BoD has decided that CØ and MLBT write an email (letter) to Udir for clarification.</p>	EA
12/2016 Special Educator	The PC representative on the Board has brought forward a concern related to allocation of budget to hire a special needs educator. The BoD wishes that the HoS at the next BoD meeting presents the status related to the need of special educator at school and how the school is fulfilling its duties. If the school is not fulfilling its duties do the BoD wish to have report that clarifies how the school is not fulfilling its duties and a plan to restore this situation, with the financial implications.	EA
07/2016 School Song	Trondheim International Preschool has asked for the permission to use the school song "This is right for me" in their operations. The school song was originally conducted by a preschool parent (Mikkel Eriksen). The song was originally seen as a song for the entire This- community.	MLBT

	The BoD has approved unanimously that the preschool could use this song in their operations. MLBT will also check with the writer of the song.	
Matters for information		
42/2015 Formal complaints from former employee against the HoS	The item is postponed.	CS
48/2015 Recruitment of new daglig leiar	<p>The advertisement for this position was published in Dec 2015/Jan 2016.</p> <p>The external hiring agency Search House, admin, BoD and staff (teachers) were involved in the process.</p> <p>There were 19 applicants for this position and the hiring committee has been conducted reviews of them. This resulted in 6 candidates who are to be interviewed. This is still ongoing.</p>	AB
41/2015 Quality Assurance Committee	Board of Directors decided to incorporate a "Quality Assurance Committee" to oversee the process of policy, regulation and procedural documents related to the Årshjul, KFF, and the operations of the school.	JH
05/2016 Personnel plan (staffing plan)	The item is postponed until the next BoD meeting.	JH
06/2016 HSE Annual Report	The item is postponed until the next BoD meeting.	CØ
Additional items from EA	<p>EA wishes to have an update on the Nomination committee's work.</p> <p>MLBT informed that she had met with them and they are working to clarify candidates to the upcoming AGM.</p>	

Trondheim, Date 11.02.2016

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Signatures for approval of the protocol	Date
May Liz BjørnevikTho Chairman of the Board	
Cathrine Skonhoff Vice Chairman	 15/3-16
Arne Brataas Board Member – PC Chair	29/3-16 
Hege J. Tunstad Board member	15/3-16 
Henrik Kierulf Board Member	15/3-16 
Tone Muthanna Board Member	15/3-16 
Virginia Neilsen Staff Voting Member	15-03-2016 