

Protocol

Extraordinary School Board meeting (Continuation of the BoD meeting on 27.10.2015)

Tuesday 3rd of November 2015 at 18:30-21:30, Bytorget, Erling Skakkes gt. 14

Attendees

Board members (ref THIS bylaws § 6)

Arne Brataas, Henrik Kierulf, Tone Muthanna, Cathrine Skonhoft, Hege J. Tunstad, May Liz Bjørnevik-Tho, Virginia Neilson

Board representatives (ref. Friskoleloven § 5-1)

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

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Opening		Responsible
Opening and Welcome		MLBT
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The change of the agenda was handed out and was approved by the BoD. The order of the items which were handled is as follows; <ol style="list-style-type: none"> 50/2015 Concern conflict of interest 41/2014 Bylaw changes 44/2014 Tariff 48/2015 recruitment of daglig leiar 	MLBT
51/2015 Board Meetings	Due to questions related to the leading of the Board Meetings there has been a need for clarification for this role. Conclusion; According to Stiftelseloven § 31, the Board chair shall lead the Board Meetings.	MLBT
Approval of the protocol from the last meeting	It is agreed that JH and MLBT will meet and discuss the protocol from the previous BoD meeting which was held on 10.09.2015.	KM

Open matters		
42/2015 Formal complaints from former employee against the HoS.	This confidential matter was handled in the BoD meeting on 27.10.2015.	CS
45/2014 School size increase	There is no new information since the BoD meeting on 10.09.2015. JH and CØ informed that the basement of the gym is available from around August 2016. No detailed information regarding costs and maintenance for this area have been provided by the Forsvarsbygg.	MLBT
41/2015 Quality Assurance Committee	The formulation of a Quality Assurance Committee and its mandates are presented by JH as requested by the BoD. AB submits a new suggestion for this case, which includes revised mandates for the quality assurance committee, which are based on JH's proposed mandates. The voting was conducted and AB's suggestion is approved by the BoD. Results: AB: 7	JH
17/2014 Status Current Strategic Plan	Postponed for the BoD seminar.	HT
Routine for posting the BoD Protocols 34/2015 Digital Archiving of Board of Director Meeting Protocols	Comments from Mats Nyhus from Udir: if protocols are being published on the internet, confidentiality needs to be strictly protected. A discussion was held around the table on this matter whether protocols from BoD meetings should be public or not. It is agreed by the BoD that the protocols which are prior to Sep 2015 from the school website be taken away, however those protocols are available upon request to the BoD if anyone from the school community wishes to access. The approved protocols from September 2015 onward will stay published. JH has contacted Fylkesmannen regarding this matter whether the school is required to have BoD protocols open to public outside the school community. No clear answer has been given yet.	MLBT

Reports		
Student Council Report	SS was invited as usual but was absent, no report was provided.	SS
Management and HR report	<p>The report was presented by JH and accepted by the BoD.</p> <p>Information to the BoD regarding our language programs: Language policy in revision according to the law.</p> <p>The school sees the need for 40% special needs pedagogue position, which will be taken up with the budget committee for further discussion/consideration.</p> <p>Additional information: School coordinating committee (SCC) has expressed a formal request to the BoD that they wish to be consulted regarding the development of the budget. The BoD agrees that if SCC has any concerns or questions, they can come to the admin for information</p> <p>MLBT- Update on the working environment complain from AMU: Interviews by Centrum Bedriftshelsetjenese (BHT) with reps from the administration and the BoD were conducted. Investigation is still in process and the reply from BHT has not been provided yet.</p>	JH
Financial Report	<p>In addition to July and August reports, September report was uploaded on the shared google folder status div. Positive sides on the budget. Even budget due to extra students. The budget for the reorganisation has not been used by this point.</p> <p>AB: On the repayment of the state funding to Udir due to the result of the audit report, the school repaid 100% of the claimed amount to Udir when the school is funded by the state for 85%. CØ will make an inquiry to Udir about this.</p> <p>School fees have not been increased as planned from 01.08.2015 due to the lack of follow-up with the new accountant. This implies loss of approximately NOK 11.000 per month. The new rate will be implemented from 01.12.2015.</p> <p>AB: feedback from the budget meeting with CØ on 03.11.2015. 24.5 mil budget. 2 mil goes to the food program/kitchen.</p> <p>Discussion points:</p>	CØ

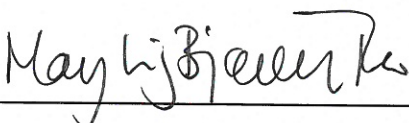

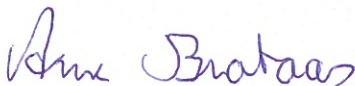
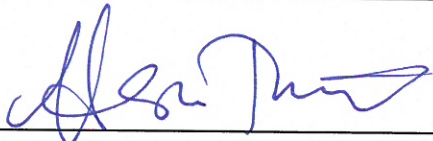
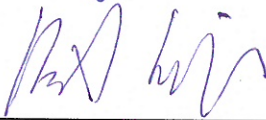

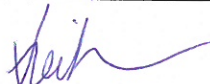
	Make changes to the structure of the food program . This discussion continues in the budget group.	
Admission	The report on the October admission/enrollment overview was provided by KM and accepted by the BoD.	KM
Report from board members, e.g. on meetings or communication that have taken place since the last board meeting.	No report was provided by the BoD.	Board members
Matters for decision		
01/2015 Tilsynsrapport - UDIR	<p>It is approved by the BoD, unanimously (apart from HT who left the meeting at 21.15) that the Board takes note of the reply from Udir tilsynsrapport and will continue working on the the following areas;</p> <ol style="list-style-type: none"> 1. Ensure satisfying Board competence 2. Ensure capacity and continuity in the Board 3. Increase the competence in the school concerning relevant regulations 4. Ensure active use of reports and school based quality evaluations 5. Ensure that the Quality committee will be up and running and that it will be an effective tool in the work towards ensuring the school's compliance with relevant laws and regulations. 6. Continue to improve the Board's Annual wheel 7. Continue to improve the Forsvarlig system 8. Get familiar with the school's avvikssystem 9. Ensure that sharing of costs between the school and Trondheim International Preschool is legal 10. Ensure that the schools' routines related to opplæringsloven § 9a-3 are in line with the law 11. Ensure that the code of conduct is in line with friskoleloven § 5-2 (2) b. 12. Ensure routines related to evaluation of competence when hiring new teaching staff. 13. Ensure that the routines related to special education are in line with friskoleloven § 3-6. 	MLBT

	The Board and the administration shall make sure that this is taken into consideration in the Board's Annual Wheel.	
41/2014 Bylaw changes	<p>The AGM decided in the meeting 24.4.2015 a new set of Bylaws for the Trust. The new bylaws together with the relevant documentation were forwarded to Brønnøysundsregisteret this autumn in accordance with the guidelines on the Stiftelsestilsynet's webpage. Stiftelsestilsynet replied in a letter that they needed additional documentation to handle the case concerning the new set of Bylaws. They also required translation into Norwegian of the documentation that was already forwarded.</p> <p>Re-sending some documents with translations and explanations to each changes.</p> <p>Decision:</p> <ol style="list-style-type: none"> 1. Styret bekrefter at det er innhentet uttalelse fra stifterne for de samlede vedtektsendringer, vedlegg 1 2. Styret bekrefter at det er lagt frem et nytt sett med vedtekter for Stiftelsens til årsmøte 24.4.2015., vedlegg 2 3. Styret bekrefter at årsmøtet den 24.4.2015 vedtok nytt sett med vedtekter, vedlegg 3 4. Styret vedtar beskrivelse av begrunnelse i tabell 1 vedrørende de vedtektsendringer som ble vedtatt på Årsmøtet til Stiftelsen Trondheim International School 24.4.2015. 5. Styrets leder skal sørge for at dokumentasjon i tabell 2 oversendes Lotteri- og Stiftelsestilsynet innen 15. november. <p>The case was approved unanimously. This will be sent by 15th of November 2015.</p>	MLBT
54/2015 Certifications of the BoD According to the annual wheel	This item is approved apart from the Annual Review of the School Environment §9-A, which is postponed until the next BoD meeting.	JH
48/2015 Recruitment of new daglig leiar	<p>Suggestion for decision:</p> <p>The Board constitutes a Recruitment Group consisting of 3 board members to prepare towards recruitment of a new</p>	MLBT

	<p>dadlig leiar. The Recruitment Group's mandate and expectations</p> <ol style="list-style-type: none"> 1. Analyses and clarify relevant requirements for the position as the schools daglig leiar 2. Suggest a plan towards hiring a new daglig leiar in good time before July 2016. 3. Seek for offers from 3 external recruitment agencies 4. Clarify relevant policies related to the position as daglig leiar <p>This suggestion for decision was approved by the BoD.</p> <p>The Recruitment Group is established: Members are AB, CS and HK.</p> <p>Deadline: Mandates to be prepared and presented by the next BoD meeting</p>	
49/2015 Pension	<p>The following 3 suggestions for decision were approved by the BoD.</p> <ol style="list-style-type: none"> 1. Bring the pension improvement as a part of the tariff group work. 2. Pension "training"/information to the BoD Seminar as an agenda item. 3. Make a small change in the current agreement: Risk coverage spouse/partner and children. Budget cost ~NOK 35 000. 	CØ
27/2015 BoD Seminar	<p>The agenda for the BoD seminar presented by VN. Doodle will be sent out to find a date.</p>	VN
44/2014 Tariff status	<p>Last week in June at the tariff meeting, the suggested tariff was voted down by the staff.</p> <p>Tariff task group: BOD rep-Tone M, teaching BoD rep-SH to re-select a new teaching and non-teaching rep (former reps can continue)</p> <p>JH: Budget concerns regarding accommodating the suggestions from the tariff committee.</p> <p>Prior to the next BoD meeting, Board Sub committee on the Budget will meet and confer with the Staff Local Agreement Team. A report on the outcome will be presented at the 'local agreement' at the next BoD meeting.</p>	TM

52/2015 Summer renovation	<p>THIS BoD must consider how the summer renovation costs shall be shared with Trondheim International Preschool. The current agreement is that the Preschool contributes 23 % to all relevant operating costs.</p> <p>It is approved that the BoD request a 23 % reimbursement based on the direct costs (labor and operation material) NOK 150 930 x 23 % = NOK 34 714</p> <p>AB and MLBT as signatories for this request.</p>	CØ
Matters for discussion		
47/2014 Organizational structure	Concerns which arose from this BoD meeting will be brought up.	MLBT
50/2015_Concern conflict of interest	<p>Refer to the item documents received by EA;</p> <p>Concerns presented by EA related to a possible conflict of interest in the recommendations for, planning and implementation of, and employment in the work of the restructuring of Stiftelsen Trondheim International School.</p> <p>A discussion around the table was held on this matter.</p> <p>BoD concludes that after investigation, there is no conflicts of interests in regards to the restructuring according to Forvaltningsloven §6 & stiftelsesloven §37.</p> <p>Even though this item was brought up as a matter for discussion, EA suggested verbally the suggestion for decision would be for the chair of the BoD to resign from the position due to a conflict of interest. The voting was conducted whether there is a conflict of interest.</p> <p>Results; No conflict of interest: 6 Conflict of interest: Abstain: 1 (MLBT abstained since this case involved her.).</p> <p>The BoD would like to emphasise that all matters which are brought forward to be adequately researched and be provided with accurate information. The voting was conducted for this suggestion.</p> <p>Results;</p>	EA

	For: 7 Against:	
53/2015_Memo regarding a concern regarding BOD budget	Concern presented by EA related to BoD budgetary policy, reorganization goals and use of school funds for reorganization tasks under Friskoleloven §6-3. CS suggestion: Budgetary and funds allocation should be transparent and be discussed with the financial group. Postponed to the next BoD meeting.	EA
Information Items		
	None	

Signatures for approval of the protocol	Date
May Liz Bjørnevik Tho Chairman of the Board 	1/12 - 15
Cathrine Skonhoft Vice Chairman 	7/12-15
Arne Brataas Board Member – PC Chair 	1/12-15
Hege J. Tunstad Board member 	1/12-15
Henrik Kierulf Board Member 	8/12-15
Tone Muthanna Board Member 	01.12.2015
Virginia Neilsen Staff Voting Member 	01.12.15

Next Board meeting 24. November at 1900-2100