

Protocol
School board meeting
24.01.2018 at 16:00-19:00, Staff room

AttendeesBoard members (ref THIS bylaws § 6)

Øyvind Fries, Marte Løvik, Virginia Neilsen, Asta Håberg (absent), Aase Müller, Linda Haugen

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

Jannicke Akse	Trondheim kommune (absent)
Celia Walvåg	Student representative (absent)
Trina Galloway	PC representative
(No candidate)	Teaching staff representative
(Voting pending)	School support staff representative
Marc Urie	Substitute for support staff representative
Agneta Amundsson	Head of School

Other attendees

Christine Østerlie	Business Manager
Kanako Mori	Confidential Secretary

Opening		Responsible
Opening and welcome	The meeting opened at 16:05.	BoD
Årshjul for styrets arbeid - Annual plan for BoD	The annual plan is reviewed. The item 'årlig tilstandsrapport' to be moved to April from March in the annual plan for this year due to work leading up to the IB evaluation in May.	BoD
Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request	The meeting call and agenda was approved.	BoD
Approval of the protocol from the last meetings	The BoD meeting protocol 12.12.2017 is approved and signed by the present Board members.	BoD
Strategy 2016 - 2021	THIS strategy 2016-2021 progress presentation <ul style="list-style-type: none"> Organisation: No information provided 	BoD

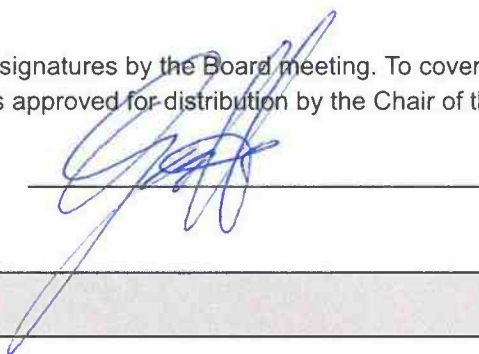
	<ul style="list-style-type: none"> • IB: Verbal information related to building partnership, plans to be provided • Economy: Status, plans and challenges provided in the presentation. • Compliance: Status, plans and challenges provided in the presentation. <p>*Compliance focus area on strategy document to be rephrased and decided in the next Board meeting. The task is delegated to LH.</p>	
Status from daglig leder/administration		
<ul style="list-style-type: none"> • HoS status report • Business matters, economics 	<p>The written report was presented.</p> <ul style="list-style-type: none"> • IB curriculum/evaluation updates • Oppl.§9A updates • HSE updates • Fylkesmannen competency work updates <p>Verbal updates/information:</p> <ul style="list-style-type: none"> • FM competency network (local or international network)- a Board member to represent • (funding for competency work from FM to Trondheim kommune who distributes the fund to schools: Important to get our 'share'). • A decision has to be made which network to join after attending this gathering. <p>Accounting reports for November and December 2017 were presented.</p> <ul style="list-style-type: none"> • Verbal information/updates regarding accounts • Preliminary accounting results of NOK 600 000 for 2017 • Årsregnskap for 2017- process already started by the auditor. Draft for styreberetning to be prepared by the business manager and shared with the Board. • Information regarding current financial status to be shared with AGM- How to do this to be decided/planned in the next BoD meeting. 	AA CØ
Open matters		
Matters for decision		
01/2018 Approval of adjusted organisation chart	<p>Suggestion for decision</p> <p>Quality Assurance Committee suggests that the Board approves the updated organisation chart.</p> <p>The decision is approved unanimously with the additional information below.</p>	HoS

	A new organisational chart with the names of all employees and functions to be provided for a new approval before the summer 2018.	
29/2017 Approval of Quality Assurance Committee report (postponed from the previous Board meeting)	The QAC report was presented, the status of deviations was provided and accepted by the Board. Additional; <ul style="list-style-type: none"> • Verbal updates regarding the work around GDPR were provided. The school is reported to be on schedule to comply with the new GDPR rules effective as of May 2018. • Verbal updates on ongoing preparation for GDPR. A course by ATEA is planned to be in March 2018. 	HoS
30/2017 Budget 2018	Suggestion for decision The Board approves the suggested budget for 2018 with a total result of + NOK 629 000. The decision is unanimously approved by the Board.	CØ
02/2018 Academic honesty policy and Assessment policy to be approved	Suggestion for decision The Board approves the reviewed and updated versions of the Assessment policy and the Academic Honesty policy. The decision is unanimously approved by the Board.	HoS
Matters for information/AOB		
Udir - Felles nasjonalt tilsyn på opplæringsområdet (national audit in the education area)	Information shared with the Board. <ul style="list-style-type: none"> • The BoD want to perform a Special needs review, to make sure we operate according to current legislation. Any potential issues – needs to be solved ASAP. This should be addressed as a decision case with suggestions for a solution. 	HoS
Trondheim kommune Board representative	Trondheim kommune representatives no longer representing in Boards for private schools. Admin to follow up with Trondheim kommune regarding this.	AM
Conference nr 2, February 26.-27 at Scandic Hell hotel, Stjørdal	The Chair of the Board will join the meeting.	
Nomination committee/PC representative in the Board	A new PC representative in the Board is also a member of Nomination Committee. Conflict of having two roles. AGM to find a functioning NC member.	
Confidential matters		

Preschool - School - agreement. Progress information	Verbal updates provided by the Chair. Decision case will be presented in board meeting 7.3.18	ØF
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The meeting closed at 18.30.

This protocol will formally be completed with signatures by the Board meeting. To cover the need of swift and unified information to all bodies the content is approved for distribution by the Chair of the Board:



Signatures for approval of the protocol	Date
Øyvind Fries Chairman	
Marte Løvik Vice Chairman	
Aase Müller Board member	
Linda Haugen Board Member	
Asta Kristine Håberg -absent- Board Member	
Virginia Neilsen Board Member	