

ANNUAL GENERAL MEETING

TRONDHEIM INTERNATIONAL
SCHOOL

TRONDHEIM 11.05.2015

AGENDA

1. Opening
2. Appointment
 - a) Meeting Chair
 - b) Secretary
 - c) Two tally delegations
 - d) Two meeting attendants to countersign the protocol
3. Approval of Meeting Call and Agenda
4. Annual Report
 - a) Board of Directors
 - b) Administration and Curriculum
 - c) Finance
5. Election of Board Members
6. Approval of Remuneration
7. Approve Changes in the Bylaws
8. Election of Auditor
9. Election of Nomination Committee
10. Other Business
11. Summary and Closure

1. Opening



2. Appointments

- a) Meeting chair
Arnt Einar Andersen
- b) Secretary
Suggestion: Kanako Mori
- c) Two tally delegates
- d) Two meeting attendants to countersign the protocol
Harald Svendsen
Kristin Sandberg

3. Approval of Meeting Call and Agenda

4. Annual Report

- a) Board of Directors
Chair May Liz Bjørnevik Tho

- b) Administration and Curriculum
Virginia Neilsen and Hope Steen

- c) Finance
Business Manager Christine Østerlie

4. Annual Report

a) Board of Directors

Board of Directors

Name	Function
May Liz Bjørnevik Tho	Chair
Cathrine Skonhoft	Vice-Chair
Arne Brataas	PC elected Board Member
Virginia Neilsen	Staff elected Board Member
Tone Muthanna	Board Member
Henrik Kierulf	Board Member
Hege Tunstad	Board Member

4. a) Boards Annual Report

Main issues on the Board's Agenda May 2015 - April 2016	Status	Comments
Vision and strategy	Ongoing	<p>-New vision, mission and strategy has been developed with the school community and decided.</p> <p>-This will be used to direct the school's direction for the next 5 years</p>
Hiring of new Head of School	Closed	New Head of School will enter into the position 1. July.
Tilsyn	Ongoing	The lawyer will present this
Code of Conduct	Closed	<p>Previous Code of Conduct was revised in October 2015.</p> <p>After Udir's April report we have rewritten a Code of Conduct based on a Lawyer's advice. This will go through an implementation process and be in place for the next school year.</p>
"Tariff" Working agreement	Ongoing	<p>This will be finalized in May.</p> <p>Members of the BoD, the Administration, Teaching Staff, Union Rep and Utdanningsforbundet</p>
Reorganisation	Ongoing	<p>Due to Udir requirements. Termination of the agreement with the preschool.</p> <p>Re - assess the strategy in line with the school's needs</p>
Partnerships with external Agencies	Ongoing	NTNU, Trondheim Kommune.

NEW VISION



BUILDING GLOBAL CITIZENS

STRATEGIC PLAN FOR THIS TOWARDS 2021

- This is an IB world school that creates independent, knowledgeable and caring individuals
- This fosters life long learners in a safe and supportive environment
- This provides academic excellence with a high quality education
- This develops values and skills for the world of tomorrow
- This inspires action and contributes to the local, national and international communities

<p>ROBUST ORGANISATION</p> <p>To ensure robust internal systems, communication, leadership and structure</p>	<p>IB EDUCATION</p> <p>To provide a high quality educational IB program in a safe and learning environment</p>	<p>ECONOMY</p> <p>To ensure a safe and stable economy</p>	<p>GROWTH</p> <p>To ensure further growth and development for the school in relation to the community</p>	<p>COMLIANCE WITH NORWEGIAN LAWS AND REGULATIONS</p> <p>To prevent future restrictions, and problems with "Friskoleloven"</p>	<p>FOCUS AREAS</p>
<ul style="list-style-type: none"> • Good internal communication flow - between BoD, principal, staff, students and parents • Stable leadership • Efficient and adaptable organisation • Right organisational structure • Clear division of roles and responsibilities 	<ul style="list-style-type: none"> • Increase IB knowledge within the whole school - personal develop. • Explore stipends to strengthen • Partnerships • Authorisation • Process of evaluation • Caring and safe learning environment 	<ul style="list-style-type: none"> • Ensure an healthy and stable economy • Reaping benefits from the structural change • Sponsors • Strategy to stabilize • "School programs" 	<ul style="list-style-type: none"> • Expand - grow in size • Consider new building/facilities • Collaborate with external partners • External relations • Explore external possibilities 	<ul style="list-style-type: none"> • Increased knowledge for principal and admin • Collective knowledge • All required systems in place • Processes/ routine's for follow-up 	

New Head of School Agneta Amundsson

Presentation from Stenstrup Stordrange

4. b) Administration and Curriculum

Virginia Neilsen and Hope Steen

4. c) Business Manager Christine Østerlie

5. Election of BoD Members

6. Approve Board Remuneration

7. Approval change Bylaws



Fra Kirkens Bymisjon, batteri.no

Hva er vedtekter?

Vedtekter er organisasjonens "grunnlov". Vedtektene beskriver blant annet hva formålet med organisasjonen er, hva den jobber for, hvem som kan bli medlem, hva som kreves av medlemmene og hvordan organisasjonsdemokratiet fungerer. Det er viktig å bruke god tid på å utarbeide vedtektene, da unngår dere unødige konflikter og diskusjoner som tar fokuset vekk fra det dere egentlig skal arbeide med.

Proceedings for amendments to the By-Laws

- The founders opinion
- Approval Stiftelsestilsynet

§ 5 (5) - Suggestion from Board of Directors

Today's § 5 (5)

“Styremedlemmer velges for 3 år om gangen.”

Suggestion for change:

“Styreleder som velges særskilt for 2 år av gangen

Nestleder som velges særskilt for 2 år av gangen

3-5 styremedlemmer som velges for 3 år av gangen”

Valgene gjennomføres slik at styreleder og nestleder ikke er på valg samme år, og at eller ikke mer enn 2 av styremedlemmene er på valg samme år.

Reason for this suggestion:

Utdanningsdirektoratet have pointed out the need for continuity in the Board in their pre warning page 12.

“For å sikre kontinuitet har skolen økt tjenestetiden for styrets medlemmer fra to til tre år. Skolens vedtekter legger ikke opp til styremedlemmer velges for ulike år slik at medlemmene overlapper. Skolen har heller ikke beskrevet andre tiltak som kan sikre kontinuitet dersom ingan av styremedlemmene velges for en ny periode, Selv om styret sitter tre istenedfor to år, er det ikke sannsynliggjort kontinuitet ved skifte av styre.”

§ 7 Suggestion from Kristin Sandberg

Must be suggestion for addition § 6 and not § 7 (Revisjon)?

§ 6 Styret

Styret ledes av et styre opå 5-7 personer

Styrets leder innkaller til styremøte etter behov, minimum fire ganger per år.

Styret leder Stiftelsen Trondheim International School sin virksomhet og skal på at dette skjer i overensstemmelse med stiftelsens formål og innenfor forsvaltrige økonomiske rammer.

Styret velger styremedlemmer i Trondheim International School sine datterselskap(er).

Styret skal ha ansvar for langsiktig planlegging av stiftelsens virksomhet

Suggestion for addition:

The Board is responsible for enabling structures and routines for collaboration with relevant school bodies (such as the Student Council, School Coordinating/Environment Committee and the PC) in order to ensure the practice of a 'forsvarlig system'. The Board shall solicit and consider advice from these bodies, as regulated by the Education Act .

Forsvarlig system - BoD responsibility regulated by law

Friskolelova § 5-2 (2)

Styret skal ha eit forsvarleg system for vurdering av om krava i gjeldande lover og forskrifter, og føresetnadene for godkjenninga blir oppfylte. Styret skal ha eit forsvarleg system for å følgje opp resultatane frå desse vurderingane og nasjonale kvalitetsvurderingar som departementet gjennomfører med heimel i § 7-2 tredje ledd. Som ein del av oppfølgingsansvaret skal det utarbeidast ein årleg rapport om tilstanden i skolen knytt til læringsresultat, fråfall og læringsmiljø.

Skolemiljøutvalg:

Opplæringslova § 11-1a. Skolemiljøutval ved grunnskolar

Ved kvar grunnskole skal det vere eit skolemiljøutval. I skolemiljøutvalet skal elevane, foreldrerådet, dei tilsette, skoleleiinga og kommunen vere representerte. Skolemiljøutvalet skal vere sett saman slik at representantane for elevane og foreldra til saman er i flertal.

[From veileder for skolemiljøutvalg](#)

Skolemiljøutvalget skal arbeide for å øke deltakelsen fra elevene, foreldrene, skolen og de ansatte i arbeidet med skolemiljøet. Elever og foreldre skal være i flertall i utvalget. Utvalget skal gi råd til skolen i arbeidet med skolemiljøet, men har ikke rett til å fatte bindende vedtak. Skolemiljøutvalget kan også be skolen sette inn tiltak for å bedre det fysiske og det psykososiale miljøet på skolen. Alle grunnskoler og videregående skoler har plikt til å ha et skolemiljøutvalg. Elever og foreldre har rett til å bli hørt! Denne veilederen kan hjelpe skolemiljøutvalget til å gjøre en best mulig jobb.

Rektor er skolens leder, og er den som skal motta utvalgets råd. Rektor har det overordnede ansvaret for at skolen oppfyller lovens krav om et godt fysisk og psykososialt miljø.

§ 6 Suggestion from Elizabeth Alia

- 1) The board embraces the IB philosophy and applicable Norwegian laws in all of its dealings running the school. The best of the pupils of the school is paramount in all decision making processes. Secondly, decisions are made for the best of the employees of the school, and thirdly, for the entire school community, fourthly the wider local community.
- 2) All funds are to be used for the best of the pupils of the school according to Norwegian law Friskoleloven. The economy of the school is to be run in fiscally responsible and sustainable manner according to Norwegian Law.
- 3) All voting board members must attend professional training to learn of applicable laws, KFF, boardmanship, etc. Those who do not attend must leave the board or follow through with board-approved training independently and show proof of attendance and mastery of material. The Board must have at least one professional board member. If there is only one, this person will lead the board.
- 4) All non-voting members of school board must be professionally trained (ie: reps).
- 5) The board embraces the Nolan Principals.
- 6) Meetings run according to Robert's Rules of order or the equivalent thereof.

Please delete:

Remove statement that a board member is elected from the PC. That has now been changed.

Delete paragraph which states the the board of the mother company chooses board members of the pre-school and school.

- IB connection - already stated

Bylaws § 2

“Skal søke og opprettholde autorisasjon som IB World School”

- Applicability with Norwegian law - already stated in Friskoleloven

§ 5-2. Styret sine oppgaver

Styret har den øvste leiinga av skolen og skal sjå til at skolen blir driven i samsvar med gjeldande lover og forskrifter.

- The best of the pupils of the school is paramount in all decision making processes.

§ 6-3. Krav til bruken av offentlege tilskot og skolepengar

Alle offentlege tilskot og skolepengar skal kome elevane til gode.

- All voting board members must attend professional training

Board training - not an issue to state in bylaws.

- Refer to other rules/principals

Not an issue to state in bylaws.

Remove

PC - has been taken out

§ 4 and 5 Suggestion from Mark Urie

Suggested amendment to §4:

"Permanent employees of Trondheim International School have the right to meet and vote at the AGM."

Suggested amendment to §5:

"Hvis minimum ti foreldrepar/foresatte eller ansatte ønsker det, skal styret også inkalle til ekstraordinært Årsmøte."

Background

Because decisions made at the AGM can potentially affect our work and our job security, we feel that it is of utmost importance that permanent staff have a vote. When asked if they desired this change, 100% of the full-time staff present (21 staff members) signed a petition to put this change forth at the AGM.

8. Election of Auditor

8. Election of Nomination Committee

9. Other Business

10. Summary and Closure

Thank you for you attendance!