

Charter for the Coordinating and Environment Committee of the International School of Bergen (Grades 1 – 10)



Article 1: NAME

The official name is The Coordinating and Environment Committee of the International School of Bergen (Grades 1 – 10).

Article 2: PURPOSE AND OBJECTIVES

In accordance with the Norwegian Education Act §§11-1 and 11-1a, the purpose of The Coordinating and Environment Committee is to act as the school's highest advisory body, on which all parties in the school are represented: students, parents, teaching staff, other employees and owner's representatives, one of whom is the school director. In addition, the Committee works to ensure that the school works systematically to promote a good school environment. The Coordinating and Environment Committee may issue statements on the following:

- Budget proposals
- Activity, action and development plans for the school
- Home-school partnership plans
- School evaluation and assessment
- Plans for alterations to and maintenance of the school facilities
- Parent handbooks and other information activities
- Traffic conditions and how the road on which the school is situated can be protected
- Rules concerning conduct and behaviour
- Proposed policy changes
- Any matters pertaining to the school and learning environment (Ref.:Norwegian education Act §9a.

Article 3: MEMBERSHIP

The Coordinating and Environment Committee shall be composed in such a way that the representatives of the students and parents together comprise a majority. The Committee will comprise the following:

2 representatives from the teaching staff, one from Lower School and one from Upper School

1 representative from other employees

3 representatives from the Parents' Council Executive Committee, one of whom is the Chair

2 representatives from the Student Council (The student representatives shall not be present when matters subject to the duty of confidentiality pursuant to statutes or regulations are dealt with by the Committee. When the students are not present, the parents' representatives shall have extra votes corresponding to the votes of the absent student representatives)

2 representatives from the owners, one of whom is the school director and the other is an elected parent representative to the Board of Trustees.

The Committee will elect a Chair, Vice-Chair and Secretary.

Chair Person:

- Presides over all meetings of the Coordinating and Environment Committee
- Coordinates the work of the Coordinating and Environment Committee
- Draws up an agenda of upcoming meetings

Vice Chair Person:

- Performs the duties of the Chair in his/her absence

Secretary:

- Records all minutes of regular meetings of the Coordinating and Environment Committee
- Posts agenda of the upcoming meetings at least one week in advance

Article 4: CHANGES TO THE CHARTER

Any changes must be in accordance with current legislation.