
Minutes from board meeting 7-2019

Organization	Stiftelsen Trondheim International School
Meeting number	7-2019
Date	Thursday, August 8, 2019
Time	5:00 PM - 7:00 PM
Location	THIS Staff room
Procedure	Refreshments served during meeting

Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board*), Jennifer Elise Branlat (*BoD Member*), Wenche Brenne Drøyvold (*BoD Member*), Agneta Amundsson (*Head of School*), Luke King Campbell (*Teaching Staff Representative*), Trina Galloway (*Parent Committee Representative*), Christine Østerlie (*Business Manager*)

Lawful absence

Linda Anita Haugen (*BoD Member*), Aase Müller (*BoD Member*), Lars Henrik Gabrielsen

Issue 59 Board call and agenda

Opening of meeting

Decision

Call and agenda approved.

Issue 60 Minutes 5-2019

Approval and signature

Decision

The minutes was signed electronically by all board members prior to the meeting.

Issue 61 Minutes 6-2019

Approval and signature

Decision

The minutes was signed electronically prior to the meeting. One signature missing due to vacation.

Issue 62 Previous decisions and tasks

Update

Decision

The task list will be followed up in the next board meeting, Cases related to strategy should be included in the upcoming board seminar in September.

Issue 63 Head of School Report

Update

The Principal gave an oral update regarding the status of the school before the start of the new school year. Employees start with 3 planning days before the students start on 15 August. There is a new substitute teacher due to one leave this school year.

The framework agreement with the occupational health service (Bedriftshelsetjenesten/Stamina) has been breached, and for the rest of the year, hourly use of the service will be invoiced from Stamina.

There has been a dialogue throughout the summer with the building owner(Forsvarsbygg), the Municipal Environment Unit (Miljøenheten, Trondheim Kommune), and the Department of Historical Building

Conservation and Protection. This is to come to an appropriate solution for the students as soon as possible.

The SFO leader reports on a few concerns related to the school's letter to the parents about indoor climate. Most of the concerns are related to the future location of the school.

The school has received a letter from UDIR about additional grants that will be distributed to schools that, according to GSI, need increased teacher density. Annual GSI reporting will confirm the actual situation.

Decision

The Board took note of Head of School's report. The situation with the facilities/indoor climate will be discussed in a separate case.

Issue 64 Business Manager Report

Discussion

Refer to attached report from Økonomisenteret AS per May 2019. Report from June will probably be available within 2 weeks.

Status: Result Jan to May + NOK 211 500. A head of budget so far this year, + 680 000 compared to the budget. 200 + students from August will affect positively. Low activity in July due to holiday.

SFO in balance in May.

Plan: Create an overview of costs in the future ahead, in the short and long term. This in view of the changes the school must expect in relation to the facilities. Should be seen in the context of the school's strategy and plans.

Planning of budget 2020.

Challenges: Economic impact of ongoing issues and uncertainties regarding facilities.

Udir audit regarding Annual Financial Statement is pending. Final reply is not received per 08.08.19.

Decision

The Board took note of the provided written and verbal information.

Issue 65 Action plan indoor climate

Decision

The Chair presented an update on the school's history regarding rental conditions and approval of the school building.

The original rental conditions are from 2004, but changed in 2016 when the school and the preschool went from joint lease to separate agreements in the same building.

Authorization has been given on two occasions. First in 2004 for 150 pupils, then the permit was extended to 200 pupils in 2008.

In connection with the desire to expand the framework to 230 pupils in June 2019, an inspection of the ventilation system was requested by the Environmental Unit (miljøenheten) in Trondheim municipality and carried out by Forsvarsbygg.

The inspection report shows that the ventilation system delivers substantially less air per cubic meter for some areas than is required. For the first and second floors, the ventilation system provided about half the required volume, which of course requires action.

An action plan was immediately prepared, which the authorities thought was acceptable.

The landlord has decided to provide adequate plot land area free of charge if this becomes necessary. The school has obtained offers from 3 independent suppliers, cf. documentation enclosed in case 66. Given the technical requirements and potential delivery times, only one of the offers is relevant. If the pavilion is to be relevant as a temporary mitigation measure, the school must carry out basic work and application processes in accordance with Norwegian regulations.

The plan of action is updated as information comes in and the framework for how the school should ensure sufficient air per square meter.

The Board discussed various procedures to ensure a lasting solution.

Decision

The administration is mandated to update and implement the action plan to meet specified requirements regarding the school's indoor climate. An update on status is provided at all board meetings until the case is closed.

If the need for pavilions materializes, the administration is mandated to sign agreements with suppliers for up to the school's liquidity reserves of MNOK 2.3. In this case, project accounts shall be presented at all board meetings until the case is closed.

The quality of education and the financial situation must be ensured throughout the process.

The first priority should be sufficient area so that the air quality with existing ventilation system is satisfactory.

Another priority should be to get the landlord to upgrade the ventilation system so that this can be financed through rental costs.

Issue 66 Temporary expansion of school facilities

Decision

Merged with previous issue (65/2019)

Decision

Refers to final decision i issue 65.

Issue 67 Miscellaneous

Non planned issues

Location:

Date:

Signed 9/6/19 9:08 AM by Fries, Øyvind using BankID.

Signed 10/29/19 9:08 AM by LØVIK, MARTE using BankID.

Signed 9/6/19 9:17 AM by Branlat, Jennifer Elise using BankID.

Øyvind Fries
Chair of the Board

Marte Løvik
Vice Chair of the Board

Jennifer Elise Branlat
BoD Member

Signed 9/5/19 10:10 PM by Drøyvold, Wenche Brenne using BankID.

Wenche Brenne Drøyvold
BoD Member