
Minutes from board meeting 4-2019

Organization	Stiftelsen Trondheim International School
Meeting number	4-2019
Date	Wednesday, May 15, 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, left 18:00*), Jennifer Elise Branlat (*BoD Member*), Linda Anita Haugen (*BoD Member*), Asta Kristine Håberg (*BoD Member*), Aase Müller (*BoD Member*), Agneta Amundsson (*Head of School*), Luke King Campbell (*Teaching Staff Representative, left 18:00*), Trina Galloway (*Parent Committee Representative*), Christine Østerlie (*Business Manager*)

Lawful absence

Lars Henrik Gabrielsen (*Student Council Representative*)

Issue 31 Board call and agenda

Opening of meeting

Non-teaching rep. voting process is still pending.

Decision

Two information cases added to the agenda. Refer to issue 40.

The Board approved the call and agenda,

Issue 32 Minutes 3-2019

Approval and signature

Decision

The minutes from last meeting was signed electronically by the Board members prior to the meeting.

Issue 33 School Facilities/Location

Discussion

Based on a Board workshop on location in December 2018, the decision as follows was made in the March 2019 meeting:

The Board approved to continue the talks with Trondheim kommune in order to find alternatives to secure current operations and expansion of the IB program in Trondheim kommune. The proposed adopted measures must be approved by the Board and presented to the AGM prior to implementation.

The decision has been communicated to the municipality. To continue the talks, Marit Myrstad has been invited, to represent Trondheim municipality.

Decision

Marit Myrstad from Trondheim Kommune participated the first part of the meeting with regards to status in the ongoing City Council (Bystyret) case about international school spots in Trondheim.

It is important to offer IB education in the region, and the municipality is satisfied with the current offer of international schools in Trondheim.

The municipality of Trondheim does not have facilities to offer, they already have a shortage of school buildings. Various mapped options were discussed.

Myrstad gave a status of municipal processes and legal points with regards to school facilities and organization transfer, and how the municipality can support independent schools.

Agneta Amundsson asked for clarification of how Trondheim Kommune will consistently and fairly support the independent schools in Trondheim.

Issue 34 Annual Plan for the Board

Update

The Board has approved an annual plan based on necessary case processing. The meeting schedule in Styreplan is set up based on the adopted annual plan. The cases from the annual plan July - December will be set up in Styreplan as soon as the fall meeting dates are planned.

Decision

The administration updates the meeting schedule regularly in "Styreplan" so that it covers the issues in the adopted annual wheel. The annual wheel will be revised when the board has the planned annual review of the organization, usually in January.

Issue 35 Previous decisions and tasks

Update

Decision

Task list reviewed and updated.

Issue 36 Head of School Report

Update

Decision

The Board took note of the provided information in the presented report.

Issue 37 Business Manager Report

Update

Auditor report 2018 (IUavhengig revisors rapport om revisjonen av årsregnskapet) received 07.03.2019, and the Annual Financial Statements 2018 is completed for reporting to Regnskapsregisteret and Utdanningsdirektoratet. Deadline 01.06.2019.

Refer to attached report from Økonomisenteret AS regarding economic status per Mars.

Status: In total + 400 000 in terms of budget. Income, personnel costs and operation costs in balance.

More fundings for special needs for school year 2018/2019 than expected.

Plan: Focus on balance in SFO, planning of next academic year staffing within planned budget.

Challenges: Uncertainty regarding economic effect of salary settlement (KS mellomoppgjør 2019).

Decision

The auditor report 2018 was submitted to the board.

The accounting report per Mars with comments regarding status, plan and challenges was submitted to the board. The board took note of the information.

Issue 38 THIS board obligations and power of delegation

Decision

The Board is required to have an approved system for ensuring that the school is operating in accordance with current laws and regulations, and that all prerequisites for running a school are met.

The board of directors decide to use the attached setup for the job descriptions, where the first page is the delegation, followed by the job descriptions. The first job description is that of Head of School, followed by descriptions for the next level, which in turn ensure descriptions for their level. Hence, all the descriptions be collected in the same document.

Decision

The board at THIS delegates to the school to make decisions in accordance with *Lov om friskoler* and its accompanying regulations with the exception of § 5-2 second and third paragraph .

Head of school can delegate to others to make decisions with the exception of § 3-10 third paragraph.

Previous delegation document; *Delegation in daily operation/Delegasjon i daglig drift*, approved by the board: 27.10.2016 expires to date. Required delegations will be included in work descriptions that are in process.

Issue 39 Job description Head of School

Decision

A task force consisting of Head of School, Øyvind Fries, Aasta Håberg and Aase Müller was appointed to revise the organizational governing documents: revised documents to be presented to the Board June 25th, 2019. The objective is to provide a format that will serve as a consistent framework for all job descriptions in the organisation.

The Head of School job description builds on samples from international schools in Norway it is natural for THIS to align with.

Decision

The Board approved the revised Head of School job description, with an adjustment with regards to some wordings in the text. Branlat will support in the translation.

Issue 40 Miscellaneous

Non planned issues

1. Øyvind Fries has received an email from the Preschool chair where further communication and collaboration is requested to complete an agreement on area use between the two organizations, as a starting point to resume the process.

2. Asta Håberg gave a verbal update on facilities investigations with NTNU.

Decision

The administration will prepare a draft for an agreement. One representative from each Board will join in the process complete the process. Linda Haugen is appointed as Board rep from the School.

Location:

Date:

Signed 6/13/19 9:43 PM by Fries, Øyvind using BankID. Certificat id 9578-5999-4-1375499 issued by BankID - SpareBank 1.

Øyvind Fries
Chair of the Board

Signed 6/7/19 2:44 PM by LØVIK, MARTE using BankID. Certificat id 9578-5997-4-157369 issued by BankID - Bankenes ID-tjeneste.

Marte Løvik
Vice Chair of the Board

Signed 6/7/19 9:54 AM by Branlat, Jennifer Elise using BankID. Certificat id 9578-5997-4-3793357 issued by BankID - SpareBank 1.

Jennifer Elise Branlat
BoD Member

Signed 6/18/19 3:02 PM by Haugen, Linda Anita using BankID. Certificat id 9578-5995-4-81527 issued by BankID - Terra Gruppen.

Linda Anita Haugen
BoD Member

Signed 6/20/19 11:03 PM by Håberg, Asta Kristine using BankID. Certificat id 9578-5998-4-902931 issued by BankID - Nordea.

Asta Kristine Håberg
BoD Member

Signed 6/19/19 2:30 PM by Müller, Aase using BankID. Certificat id 9578-5999-4-2398432 issued by BankID - Bankenes ID-tjeneste.

Aase Müller
BoD Member