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# Minutes from board meeting 5-2019

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Organization	Stiftelsen Trondheim International School
Meeting number	5-2019
Date	Tuesday, June 25, 2019
Time	4:00 AM - 7:00 AM
Location	THIS Staff room
Procedure	Refreshments served during meeting

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## Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board, Left meeting at 5.30 pm*), Jennifer Elise Branlat (*BoD Member*), Wenche Brenne Drøyvold (*BoD Member*), Linda Anita Haugen (*BoD Member*), Aase Müller (*BoD Member*), Agneta Amundsson (*Head of School*), Luke King Campbell (*Teaching Staff Representative*), Trina Galloway (*Parent Committee Representative*)

## Lawful absence

Lars Henrik Gabrielsen (*Student Council Representative*), Christine Østerlie (*Business Manager*)

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## Issue 41 Board call and agenda

Opening of meeting

Welcome to new Board member! Note to Board call that new member, Wenche Brenne Drøyvold, is given access to the Google drive Board folder. Confidentiality form signed.

Non teaching representative in Board is still pending.

Representative from Trondheim kommune is not presented, due to internal routines in Trondheim kommune regarding representation in Independent Schools Board meetings.

To issue 54 Miscellaneous:

- facilities updates
- collaboration with IB DB at Trondheim Katedralskole

### Decision

Call and agenda approved.

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## Issue 42 Minutes 4-2019

Approval and signature

### Decision

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

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## Issue 43 Board Annual Plan

Update

### Decision

The Board took note of the information.

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## Issue 44 Previous decisions and tasks

Update

Issue 28 Udir Årlig tilstandsrapport completed and downloaded in Skoleporten.

Issue 39 Job Description Head of School completed.

Issue 40 Agreement School - Preschool ongoing.

**Decision**

The task list was reviewed and updated.

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**Issue 45 Head of School Report**

Update

Additional information: reported GSI numbers for 2018 will generate 1,9 positions due to new teacher /student ratio. Fundings will be granted upon school's confirmation to Udir.

**Decision**

The board took note of the HoS report.

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**Issue 46 Update Job descriptions**

Update

**Decision**

1) The task of finishing all Job descriptions was postponed until September 2nd. The board decided that each job description should be followed by a proxy matrix.

2) The board delegated the task of approving Head of School expenses to the Business Manager

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**Issue 47 Business Manager Report**

Update

The board commented that the cooperation between admin and auditor seems to work very well.

In addition, the board wished to acknowledge that the financial management of the school is very good, despite the fact that general savings entail an increased burden on the entire organization.

**Decision**

The Board took note of the given information and the April accounting report from Økonomisenteret AS.

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**Issue 48 QAC update**

Update

Suggestion from the Board that the organization make sure that suggestions for improvements are put into system in daily life.

Comment from PC president that *Consequence* be added to *Probability* in the ICT risk assessment form.

**Decision**

The Board took note of the provided information.

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**Issue 49 Work committee for personnel cases**

Decision

**Decision**

The Board of Directors decided that Øyvind Fries, Aase Müller, Linda Anita Haugen and Wenche B. Drøyvold constitute the Board's work committee for personnel cases.

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**Issue 50 Board meeting calendar 2019/2020**

Decision

**Decision**

The board approved the following dates as Board of Directors meetings for the 2019/2020 school year:

02.09.19 at 12 pm to 21 pm - workshop

06.05.20 - AGM

02.10.19 / 06.11.19 / 04.12.19 / 15.01.20 / 12.02.20 / 11.03.20 / 15.04.20 / 03.06.20 - regular meetings.

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### **Issue 51 Code of Conduct**

Decision

#### **Decision**

The board approved the revised Code of Conduct.

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### **Issue 52 Udir Audit - Årsregnskapstilsyn 2018 - varsel om vedtak**

Decision

Refer to attached letter from Udir. Comment to note 7 from Udir: request for department accounting for rental gym. Øyvind Fries, Aase Muller, Agneta Amundsson and auditor Almklov were informed by e-mail 10.06.2019. Reply to Udir was given the same day by BM. "Varsel om vedtak" received 18.06.2019.

A proposal for a department accounting has been prepared in cooperation with accountant and auditor.

An approved accounting and a written reply to the notice letter from Udir be submitted in TAVLA by July 2nd 2019.

#### **Decision**

The BoD approved the proposed accounting for the rental Gym 2018. The accounting and the reply to Udir will be submitted by the deadline July 2nd 2019.

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### **Issue 53 Evaluation and follow up from AGM**

Discussion

Bylaws amendments and plan for next year's AGM will be discussed in the September 2nd strategy seminar.

#### **Decision**

AGM was conducted in an orderly manner. No issues need further follow-up.

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### **Issue 54 Miscellaneous**

Non planned issues

1. Updates on the Facilities item:

- Linda Haugen will follow up status with Chair of Preschool board.
- Suggestion that both organisations draft and hence meet to exchange their own version of a shared agreement
- Financing models and limits with regards to rental costs were discussed.

2. Collaboration with IB DP at Trondheim Katedralskole was discussed. Suggestion to invite representatives to the strategy seminar on September 2nd.

#### **Decision**

The Board took note of the provided information. A task on DP invitation was initiated.

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Location:

Date:

*Signed 6/30/19 7:30 PM by  
Fries, Øyvind using BankID.*

Øyvind Fries  
Chair of the Board

*Signed 7/1/19 9:16 AM by  
LØVIK, MARTE using BankID.*

Marte Løvik  
Vice Chair of the Board

*Signed 6/30/19 5:16 PM by  
Branlat, Jennifer Elise using  
BankID.*

Jennifer Elise Branlat  
BoD Member

*Signed 7/1/19 10:54 AM by  
Drøyvold, Wenche Brenne  
using BankID.*

Wenche Brenne Drøyvold  
BoD Member

*Signed 6/30/19 3:06 PM by  
Haugen, Linda Anita using  
BankID.*

Linda Anita Haugen  
BoD Member

*Signed 6/30/19 5:59 PM by  
Müller, Aase using BankID.*

Aase Müller  
BoD Member