
Minutes from board meeting 3-2019

Organization	Stiftelsen Trondheim International School
Meeting number	3-2019
Date	Tuesday, April 30, 2019
Time	4:30 PM - 7:00 PM
Location	THIS Staff room
Procedure	Refreshments served during meeting

Participated

Øyvind Fries (*Chair of the Board*), 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*), Trina Galloway (*Parent Committee Representative*), Christine Østerlie (*Business Manager*)

Lawful absence

Marte Løvik (*Vice Chair of the Board*), Lars Henrik Gabrielsen (*Student Council Representative*)

Issue 21 Board call and agenda

Opening of meeting

Decision

The Board approved the call and agenda. An issue related to communication with Trondheim Kommune was added to the agenda by Øyvind Fries.

Issue 22 Minutes 2-2019

Approval and signature

Decision

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

Issue 23 Previous decisions and tasks

Update

Review of the attached action list.

Decision

Action list reviewed. The planning of AGM is ongoing. Øyvind Fries and the administration will finalize and send out a proposed agenda by the end of week 18.

Issue 24 Head of School Report

Update

Decision

The Board took note of the Head of School report.

Comments:

It is challenging to have parents meet up at school events, such as parent meetings, lectures and workshops. Actions were suggested and the PC rep will bring the issue to the parent committee for discussion.

There is an increase of Single Right Decisions (enkeltvedtak) for special needs in the school. With regards to current policy 13 % of the students will have an SRD next school year. However, the special

needs routines in Trondheim kommune are being revised and the grant system may change accordingly. Consequences for our school will be clarified before the summer.

Issue 25 Business Manager Report

Update

Status: In line with budget per February, including the personnel costs.

Number of applications for school spots has increased, and we are expecting a waiting list from Fall 2019.

Plan: Annual Financial Statements 2018 (Årsregnskap).

Increase of SFO fee from Fall 2019, refer to separate case for final decision.

Challenges: Uncertainty regarding effect of annual wage settlement from 01.05.2019 compare to budget.

Decision

The Board took note of the provided information.

Issue 26 SFO fee - adjustment from 01.08.2019

Decision

SFO is a voluntary but an expected offer in Norwegian Independent schools.

Currently SFO fee is NOK 1950 + food fee . Food is not included in the basic fee due to tax rules.

In comparison; Full time SFO fee in Trondheim Kommune is currently NOK 2838 + food fee.

For the sake of the total cost for our families, the administration wants to keep the cost as low as possible, however we see it necessary to increase the price to meet the requirement that SFO is a self-financing offer.

The administration considers its acceptable to increase the fee from NOK 1950 to NOK 2200 per month. The last increase was from 01.04.2015 (from NOK 1750 to NOK 1950).

Decision

The Board approved to increase the monthly SFO fee with NOK 250 from 01.08.2019. Unanimously adopted.

Issue 27 Approval of Annual Financial Report 2018

Decision

Decision

The Board approved and signed the Annual Financial Statements 2018. A summary will be presented in the AGM i May.

Issue 28 Årlig tilstandsrapport for Grunnskoler

Discussion

The annual school status report is included as part of the ordinary planning, budgeting and reporting work of the school owner and has quality development as a goal. The presented version is yet to be discussed in the school's collaborational bodies. The final version will be decided over in next board meeting.

Decision

The Board took note of the discussion.

Issue 29 Psychosocial School Environment

Discussion

IB coordinators Hope Steen (PYP) and Virginia Neilsen (MYP) joined the BoD meeting from 18:30 to present the issue for the Board.

Decision

The Board took note of the provided information.

The presentation showed how the school works systematically, which tools, methods and surveys are used as well as the results of these, in all class levels.

The results show that the school has a good overview and good routines with regards to meeting the requirements of a safe and positive school environment for all students.

Issue 30 Miscellaneous

Non planned issues

1. Verbal updates from ongoing communication with Trondheim kommune regarding facilities challenges and strategy for future running of the school.
2. The board´s annual plan (Styrets årshjul) should be updated and available on the agenda in future board meetings as a tool and a check list.

Decision

The board decided to invite Jannicke Akse (Trondheim Kommune) to the next board meeting in May. The meeting date may be adjusted accordingly.

Location:

Date:

Signed 5/7/19 3:20 PM by Fries, Øyvind using BankID. Certificat id 9578-5999-4-1375499 issued by BankID - SpareBank 1.

Øyvind Fries
Chair of the Board

Signed 5/7/19 3:21 PM by Branlat, Jennifer Elise using BankID. Certificat id 9578-5997-4-3793357 issued by BankID - SpareBank 1.

Jennifer Elise Branlat
BoD Member

Signed 5/9/19 8:36 AM by Haugen, Linda Anita using BankID. Certificat id 9578-5995-4-81527 issued by BankID - Terra Gruppen.

Linda Anita Haugen
BoD Member

Signed 5/15/19 2:56 PM by Håberg, Asta Kristine using BankID. Certificat id 9578-5998-4-902931 issued by BankID - Nordea.

Asta Kristine Håberg
BoD Member

Signed 5/9/19 8:11 AM by Müller, Aase using BankID. Certificat id 9578-5999-4-2398432 issued by BankID - Bankenes ID-tjeneste.

Aase Müller
BoD Member