
Minutes from board meeting 8-2019

Organization	Stiftelsen Trondheim International School
Meeting number	8-2019
Date	Monday, September 2, 2019
Time	12:00 PM - 7:00 PM
Location	Scandic Nidelven
Procedure	BoD meeting with lunch included at 13-14, followed by Workshop 15-19. Snacks available between 14-16.

Participated

Øyvind Fries (*Chair of the Board*), Wenche Brenne Drøyvold (*BoD Member, Attended in the strategy seminar from 16:45.*), Linda Anita Haugen (*BoD Member*), Aase Müller (*BoD Member*), Agneta Amundsson (*Head of School*), Jelena Sitar (*Teaching Staff Representative*), Marc Urie (*Non-teaching staff representative*), Trina Galloway (*Parent Committee Representative*), Vera Wigum (*Student Council Representative*), Christine Østerlie (*Business Manager*)

Lawful absence

Marte Løvik (*Vice Chair of the Board*), Jennifer Elise Branlat (*BoD Member*), Kanako Mori (*Secretary of the board*)

Issue 68 Board call and agenda

Opening of meeting

Decision

Call and agenda approved by the Board.

A presentation of the meeting was held for the new representatives.

Issue 69 Minutes 7-2019

Approval and signature

Decision

Minutes from August is not signed. Will be sent out for signing shortly.

Issue 70 Previous decisions and tasks

Update

Decision

Overview reviewed briefly. The tasks will be updated shortly by the administration.

Issue 71 Head of School Report

Update

The presentation and verbal information regarding status, plans and challenges were provided by the Head of School. There were updates regarding economy, admission, organizational, compliance and the Indoor Climate issue. Good turn out at the parent meeting 28. August, both parents/caregivers and staff.

Decision

The Board took note of Head of School's report.

Comment from non-teaching staff representativ: Please include my question asking if we have the formal approval for 230 students from Fylkesmannen. Requested by e-mail 06.09.2019.

Issue 72 Business Manager Report

Update

Decision

The Board took note of the provided information.

Issue 73 Job Descriptions

Decision

The job descriptions still need some "fine tuning". Not all relevant staff members have been able to contribute. We consider the attached file work in progress.

The changes in admin delegations call for a discussion with regards to the organizational chart.

Decision

The Board took notice of the presented version of job descriptions.

A task-force will review the job descriptions and include necessary adjustments to ensure all positions have an identified leader to report to and that the job descriptions are in accordance with the organization chart with necessary delegations to run the school accordingly.

The adjusted version will be presented for approval in the next Board meeting.

Issue 74 Miscellaneous

Non planned issues

Issue 75 Strategy & plans & budget 2020

Update

Refer to Board strategy seminar, following the Board meeting.

Decision

Board meeting closed at 14:30.

Virginia Neilsen (MYP coordinator) attended from 15:00, Hope Steen (PYP coordinator) attended from 16:15. Board member Wenche Drøyvold Brenne attended from 16:45.

Diploma Program Coordinator at Katedralskolen, Elin Øksendahl attended the meeting from 16:00-16:45. This wants to initiate a collaboration to strengthen IB's position in the region. Øksendahl shared information regarding the DP program and their experiences regarding recruitment to the program and the transfer from MYP to DP.

Strategy seminar:

The seminar included a review, discussion and adjustment of the school's strategy model, the plans and focus areas with an 1, 3 and 5 year perspective. Adjustments were made based on the current situation and the strategy documents were updated in the seminar.

Board members responsibilities:

Economy: Aase Müller

IB education: Marte Løvik

Quality & Compliance: Linda Haugen/Jennifer Branlat

Robust organization: Wenche Drøyvold Brenne

The Board approved the updated strategy model 2020 - 2024.

The Board and leadership stipulates that the adopted strategy can be implemented in the period ahead where changes in the facilities require capacity and resources.

The seminar closed at 18:00.

Location:

Date:

*Signed 9/6/19 4:03 PM by
Fries, Øyvind using BankID.*

Øyvind Fries
Chair of the Board

*Signed 9/22/19 10:14 AM by
Haugen, Linda Anita using
BankID.*

Linda Anita Haugen
BoD Member

*Signed 9/9/19 10:49 AM by
Müller, Aase using BankID.*

Aase Müller
BoD Member