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# Minutes from board meeting 9-2019

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Organization	Stiftelsen Trondheim International School
Meeting number	9-2019
Date	Wednesday, October 2, 2019
Time	5:00 PM - 7:30 PM
Location	THIS Staff room
Procedure	Refreshments served during meeting

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## Participated

Øyvind Fries (*Chair of the Board*), Jennifer Elise Branlat (*BoD Member*), Wenche Brenne Drøyvold (*BoD Member*), Aase Müller (*BoD Member*), Agneta Amundsson (*Head of School*), Jelena Sitar (*Teaching Staff Representative, attended from 17:20*), Marc Urie (*Non-teaching staff representative*), Trina Galloway (*Parent Committee Representative*), Christine Østerlie (*Business Manager*), Mathilde Bordewich (*Deputy student rep, left the meeting 19:00*), Virginia Neilsen (*MYP IB coordinator, attended from 17:15 - 18:00*), Hope Steen (*PYP IB coordinator, attended from 17:15 - 18:00*)

## Lawful absence

Marte Løvik (*Vice Chair of the Board*), Linda Anita Haugen (*BoD Member*), Vera Wigum (*Student Council Representative*)

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## Issue 76 Board call and agenda

Opening of meeting

### Decision

Call and agenda approved.

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## Issue 77 Minutes 8-2019

Approval and signature

### Decision

Protocol from last meeting was signed electronically prior to the meeting.

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## Issue 78 Previous decisions and tasks

Update

### Decision

The follow up list for previous decisions and tasks was reviewed and updated in the meeting. Ongoing case (no 73/2019) regarding job description and delegations will be completed within reasonable time. Board member Wenche Brenne will participate in the process.

A review of special needs routines in relation to the Inclusion Policy (case no 44/2019) will be completed by March 2020.

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## Issue 79 Head of School Report

Update

Head of School presented updates based on the strategic areas with status, plans and challenges; Economy, IB education, Robust Organization and Compliance.

### Decision

The Board took note of the verbal updates and the provided written report. The extraordinary work regarding the indoor climate project has been time consuming and challenging.

### Issue 80 Business Manager Report

Update

**Status:** Refer to report per August from Økonomisenteret AS (Attachment 1).

**Result:** August: + 435 000 (budget - 45 000) January - August: + 2036 000 (budget + 741 000). So far a head of budget (+ 1300 000) , and personnel costs and operation costs are in line with the budget.

- Revenues in August are extra high because extraordinary grants related to special need education and increased teacher density were received. The grants apply to the whole of 2019, but the calculation, approval and payment were delayed and are therefore not amortized (spread) into the accounts earlier. Refer to pkt 4.1 in the report.
- Personnel costs in line with budget by August. Expected increase from October due to new employments. This will be partly covered by the extraordinary grants from Udir (attachment 1 - letter "lærertetthet").

**SFO:** August: - 18 000, Jan - Aug - 53 000. Personnel/operation costs in balance, less income than budget. Fewer kids in SFO due to fewer kids in grade 1-4.

#### Plans:

- Budget 2020 - ongoing - planning phase (personnel, operation costs).

#### Challenges:

- Ongoing indoor issue - economic consequences and uncertain budget planning.
- Challenging to keep SFO in balance.

#### Other information:

We are still waiting for the reply from Udir regarding the Annual Financial Statement audit (department gym).

Approval of enrolled student numbers 2019/2020 will be done by the auditor (BDO) on October 2th. (deadline 7. Oct). Status number of students per 25.09.2019: 198.

#### Decision

The Board took note of the provided information and the report from the accountant.

### Issue 81 Status report from administration regarding Quality Assurance Committee (QAC)

Discussion

The Board has approved to use KFF KSS as the School's system for quality work and compliance.

The system is divided into 4 different control areas; SKOLEDRIFT (school operation), PERSONVERN (privacy protection), LOKALE VURDERINGER (local reviews) and NASJONALE VURDERINGER (national reviews).

The first QAC meeting this academic school year was held 24.09.2019. Agneta Amundsson, Christine Østerlie, Virginia Neilsen, Hope Steen, Marc Urie and Aase Müller participated in the meeting.

- Two administrative routines were approved
- The QAC reviewed the main part related to SKOLEDRIFT. This area is the most comprehensive module in the system. Several control points have been put on hold due to the ongoing indoor climate issue
- The QAC mandate pr. 2015 was discussed

- The QAC mandate needs to be updated as part of clarification of the delegations in the school. The previous mandate was a part of the expired delegation regulations

Henceforward, weekly meetings will be conducted by the administration (Agneta, Kana and Christine), to review and update the KFF KSS platform and to facilitate for systemized check-outs in the QAC. Regular reports will be presented in the board meetings.

Find attached two reports for SKOLEDRIFT (school operation), Cf. KFF-KSS report no 1.

43 checkpoints are put on hold, due to pending information and new KFF-KSS structure.

Six deviations are registered, hence actions taken, Cf. Overview deviations, report no 2.

### Decision

The Board took note of the provided information and the status report from the quality system. The six open deviations and status regarding the school operations (SKOLEDRIFT) were reviewed and accepted. There are ongoing processes to address the deviations. These are related to the known indoor climate issue and the ongoing process with renewal and improvement of the job descriptions/delegations.

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### Issue 82 IB annual report

Discussion

The Board is required to have an approved system for following up on the results of the evaluations and assessments, as well as on the national quality indicators set by the Department of Education.

The IB annual report should be seen as part of the annual status report.

The IB coordinators presented the following topics for 2019:

- **Whole school achievements**
- **Whole school focus**
- **PYP achievements**
- **PYP focus**
- **MYP achievements**
- **MYP focus**

### Decision

The Board took note of the IB report presented by the IB coordinators, Hope Steen and Virginia Neilsen.

The Board discussed the importance of making the IB known and ways to promote the IB program. Leadership find it challenging to explain and promote the IB program in short, even to our own community. It is also challenging to get parents to participate in the various community meetings. Student Council will suggest actions for promotion.

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### Issue 83 Miscellaneous

Non planned issues

The Head of school provided updated information regarding the indoor climate process. Portable classrooms and freestanding air handling units (aggregate) have been investigated.

There have been several meetings with different instances (TK, FB, Trondheim Eiendom, Mælen ventilasjon). We have learned that in order to continue using our present building, we will have to supplement the existing ventilation with freestanding air handling units (aggregates). Portable classrooms alone will not solve the problem. The freestanding units will be placed in selected classrooms on the second level and main level. By doing this, the necessary air quality required to operate the school will be provided.

Marc Urie gave an update how the aggregats can be placed to meet the requirements for the classrooms environment.

### Decision

The school will continue the process of solving the indoor climate issue within the previously given budget mandate. The school is in regular contact with the landlord with the view of rectifying the situation for the best of the students and staff.

Location:

Date:

*Signed 10/8/19 9:42 AM by  
Fries, Øyvind using BankID.*

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Øyvind Fries  
Chair of the Board

*Signed 10/14/19 8:49 AM by  
Branlat, Jennifer Elise using  
BankID.*

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Jennifer Elise Branlat  
BoD Member

*Signed 10/30/19 9:14 PM by  
Drøyvold, Wenche Brenne  
using BankID.*

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Wenche Brenne Drøyvold  
BoD Member

*Signed 10/19/19 10:23 AM by  
Müller, Aase using BankID.*

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Aase Müller  
BoD Member