
Minutes from board meeting 7-2018

Organization	Stiftelsen Trondheim International School
Meeting number	7-2018
Date	Wednesday, October 17, 2018
Time	4:30 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*), 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*), Kanako Mori (*Secretary of the board*), Christine Østerlie (*Business Manager*)

Lawful absence

Lars Henrik Gabrielsen (*Student Council Representative*)

Issue 38 Board call and agenda

Opening of meeting

The new Board member Jennifer Elise Branlat and new representatives - teaching staff representative Luke Campbell and student representative, Lars Henrik Gabrielsen.

Decision

The call and agenda were approved by the Board.

The issue 45 is moved to the first item so that IB coordinators presenting this issue can be dismissed earlier.

Issue 39 Minutes 6-2018

Approval and signature

The minutes was signed electronically by all Board members.

Issue 40 EGM 28.09.2018 - status

Update

The simplified extraordinary general meeting was completed 28.09.2018. "Samorda Registermelding" for the new member of the Board has been sent to Brønnøysundregisteret.

Issue 41 Status report from Board members

Update

The status, plans and challenges regarding the school strategy - verbal updates from BoD members on each focus areas were provided.

Decision

The Board took note of the verbal updates.

Issue 42 Management update

Update

The Head of School report was presented with updates on economy, IB education, robust organisation and compliance.

ML had a meeting with an architect to assess the school building/facilities.

The workshop on facility matter is to be held in 12th December 2018 from 16:00-19:00. The status updates and suggestions for cases for this workshop to be provided in the next Board meeting by Head of School.

Decision

The Board took note of the presented information.

Issue 43 Financial Status

Update

The financial report per August 2018 and status were presented by the Business Manager.

Decision

The Board took note of the information provided by the Business Manager.

Issue 44 Økonomiforskrift til Friskolelova - new version

Update

New version of Økonomiforskrift til Friskolelova attached. Published 04.09.2018 (LOVDATA).

<https://lovdata.no/dokument/SF/forskrift/2018-09-01-1295?q=friskole>

Refer to Laws for Independent Schools (Friskoleloven):

§ 5-2. Styret sine oppgaver

Styret har den øvste leiinga av skolen og skal sjå til at skolen blir driven i samsvar med gjeldande lover og forskrifter.

and

Refer to Økonomiforskrift til Friskoleloven

§ 8-5. Skolen si informasjonsplikt overfor revisor

Styret pliktar å gjere revisor kjend med friskolelova, forskrifter gitte med heimel i lova, føresetnadene for godkjenninga og det årlege tilskotsbrevet frå Utdanningsdirektoratet.

Decision

The Board is aware that a new version of Economy Regulation for Independent Schools (Økonomiforskrift til Friskolelova) was published in September 2018.

The Board is familiar with the requirements in Friskoleloven § 5-2 and Økonomiforskrift til Friskoleloven § 8-5.

The School's auditor Arne Almklov (BDO) is informed by the Business Manager.

Issue 45 Status IB evaluation

Update

The IB evaluation report and the current status per Oct 2018 were presented by the IB coordinators Hope Steen and Virginia Neilsen. The upcoming changes for the IB curriculum (the new standards and practices model, enhanced PYP program, enhanced PYP timeline) and the IB professional development plans for 2019 were also presented.

Decision

The Board took note of the updated information.

Issue 46 Admission criteria

Decision

According to the annual plan for the BoD, the review of the organisation including admission criteria happens in January each year. The admission criteria was not reviewed in January 2018.

The administration has been evaluating the current admission criteria to ensure that they are in line with the strategy focus areas for the school.

According to Rundskriv Udir 5-2010, *Inntak av elever til private skoler med rett til statstilskudd and Kvalitetssystem* (see the appendix), the admission criteria must be objective (saklige prioriteringsgrunner).

Assessment and reasons for the suggested decision are provided on the submitted presentation.

Decision

The Board approved unanimously that admission criteria as follows be valid from the next main admission (effective from 01.04.2019).

1. **Children of Staff**
2. **Siblings of students who are already enrolled at Stiftelsen Trondheim International School**
3. **Children who have attended an International Bacculaureate school**
4. **Children who have attended English schooling for longer than 6 months (preschool included)**
5. **Native English speaking children**
6. **Children with English as an additional language** (Child that regularly uses English socially /Child that has attended English schooling but not for a full 6 months)
7. **International children** (Child has at least one non-Norwegian parent/Child has a non-Norwegian passport/Child has at least one non-Norwegian mother tongue)
8. **Lottery**

Formalized comment from Parent Committee representative: Children of staff is placed above siblings of students.

The background for placing 'Children of Staff' as first priority is for possible international hiring purposes in the future as well as keeping those international families together.

The background information/reasons for the new set of admission criteria need to be clearly explained to the parent community.

Issue 47 Budget 2019 - draft version and statement per Oct 2018

Discussion

Presentation of the draft by the Business Manager.

Refer to attached draft of the Budget 2019 (updated statement per October). Budget process is pending.

Preliminary rates from Udir published 08.10.2019, + 5 % compare to 2018 for Trondheim International School.

Ongoing work/clarifying/discussion points before final version:

Strategy/Plans - requirements from the Board - planned changes

Required surplus (or deficit)

Number of students 2019/2020

- 2017/2018:199
- 2018/2019:193
- 2019/2020: ? (draft budget based on 190)

School Fee & SFO Fee model to be revised.

Sibling discount

General increase (KPI)

Assumed annual wage growth in Norway 2019: 3.25 %

Decision

The administration will present the 2019 Budget for approval in the next Board meeting, November 2018.

Issue 48 Review of Quality System and reports from Quality Assurance Committee Discussion

Quality Assurance Committee has conducted the control of the respective sections below in KFF-KSS.

- Overordnet (governance)
- Skolemiljø (School environment)
- Personopplysninger (Personal data/information)

Refer to the attached reports for further information.

Decision

The Board accepted the deviations and took note of the information in the provided QAC reports.

Issue 49 Any Other Business Non planned issues

Information from the PC representative regarding the meeting Safe Way to School; The meeting was held on 16.10.2018 organised by the PCs from both Tomasskolen, ThIS and ThIS preschool. The PCs from Tomasskolen and ThIS are planning the future work together to improve the traffic situation around Festningsgata.

Location:

Date:

Signed 11/1/18 3:30 PM by Fries, Øyvind using BankID. Certificat id 9578-5999-4-1375499 issued by BankID - SpareBank 1.

Øyvind Fries
Chair of the Board

Signed 10/24/18 11:55 AM by Løvik, Marte using BankID. Certificat id 9578-5997-4-157369 issued by BankID - Fokus Bank.

Marte Løvik
Vice Chair of the Board

Signed 10/23/18 10:41 AM by Branlat, Jennifer Elise using BankID. Certificat id 9578-5997-4-3793357 issued by BankID - SpareBank 1.

Jennifer Elise Branlat
BoD Member

Signed 10/22/18 3:23 PM by Haugen, Linda Anita using BankID. Certificat id 9578-5995-4-81527 issued by BankID - Terra Gruppen.

Linda Anita Haugen
BoD Member

Signed 10/19/18 4:48 PM by Håberg, Asta Kristine using BankID. Certificat id 9578-5998-4-902931 issued by BankID - Nordea.

Asta Kristine Håberg
BoD Member

Signed 10/30/18 10:53 AM by Müller, Aase using BankID. Certificat id 9578-5999-4-2398432 issued by BankID - Bankenes ID-tjeneste.

Aase Müller
BoD Member