
Minutes from board meeting 8-2018

Organization	Stiftelsen Trondheim International School
Meeting number	8-2018
Date	Wednesday, November 21, 2018
Time	4:30 PM - 6:15 PM
Location	THIS Staff room
Procedure	Refreshments served during meeting

Participated

Øyvind Fries (*Chair of the Board*), 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*), Lars Henrik Gabrielsen (*Student Council Representative*), Kanako Mori (*Secretary of the board*), Christine Østerlie (*Business Manager*)

Lawful absence

Marte Løvik (*Vice Chair of the Board*), Jennifer Elise Branlat (*BoD Member*), Asta Kristine Håberg (*BoD Member*)

Issue 50 Board call and agenda

Opening of meeting

Representative from Trondheim Kommune (Municipality) is not invited due to letter received 08.08.2018.

Issue 51 Minutes 7-2018

Approval and signature

The minutes from previous Board meeting.

Decision

The minutes is signed electronically by all Board members.

Issue 52 Report from Head of School

Update

The Head of School report was presented to the Board with the information focusing on economy, IB education, robust organisation and compliance.

- High personnel cost
- IB evaluation, matters to be addressed solved, IB professional development
- Working conditions agreement for non-teaching staff
- Risk analysis on governance quality in progress

Information from parent representative: updates regarding the traffic campaign and the ongoing work towards improving the traffic situation outside the school were provided.

Decision

The Board took note of the presented information.

Issue 53 Information/updates for Board members

Update

1. Report - Interim Audit BDO

Refer to attached letter from BDO regarding Interim Audit completed in October 2018.

2. Letter from Udir

Refer to attached letter from Udir regarding Investment Fund 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.

Styret skal:

- f) ha ansvar for at skolen har ei forsvarleg økonomi- og rekneskapsforvaltning,

Decision

The Board took note of the information in the attached letters.

Issue 54 Financial report

Update

The accounting report September 2018 from Økonomisenteret AS and a summary are attached.

Status:

- Budget 2019 for approval.
- Result prognosis 2018: NOK + 950 000

Plans:

- Operation of the organisation in 2019 in the same way as 2018. No planned changes or investments.

Challenges:

- Uncertainty about the cost effect of revised local work agreement from 01.10.2018.

Decision

The Board took note of the provided information.

Issue 55 Facilities workshop

Update

A workshop on the facility matter was decided in Board meeting 17.10.2018. The workshop to be held in December 12th 2018, at 16:00-19:00.

The background items are provided in the case.

Decision

The Board approved of the suggested background items.

Issue 56 IB Language Policy

Decision

Refer to the IB presentation by the IB coordinators in BoD meeting October 17th, 2018.

Decision

The Board approved the revised Language Policy.

Issue 57 Termination of Working Conditions at Trondheim International School, June 2016 Decision

The attached Working Conditions at Trondheim International School, June 2016, has served as a local agreement for all employees at the school from June 2016 to September 2018.

The validity of the document is specified differently under two different points:

Page 2: This document is valid for a period of one year, starting August 1st, 2016.

Page 9: This Working Conditions at Trondheim International School document is valid until a new document has been issued or this one is revised.

A process has been initiated to enter separate agreements for teaching and non teaching staff.

Teaching staff has entered a local agreement from October 1st, 2018. Meanwhile, non teaching staff are covered by the Working Conditions Act and continued procedures.

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A process has been initiated to enter separate agreements for teaching and non teaching staff.

Teaching staff has entered a local agreement from October 1st, 2018. Meanwhile, non teaching staff are covered by the Working Conditions Act and continued procedures.

Decision

The Board decided to terminate the Working Conditions Agreement from June 2016.

Issue 58 Approval of School Fee 2019

Decision

Based on preliminary* rates for Government Grant 2019 (Udir statstilskudd), information below (excerpt from Law for Independent School and the Finance regulation for Independent School) and the attached calculation for maximum legal school fee, there is a need for an adjustment (decrease) in the school fee for "ungdomstrinnet" (MYP8 - 10). The reduction for School Fee MYP 8 -10 is NOK 12 per month.

The adjustment will have an annual affect in the budget for NOK 7600.

**Prerequisites of approved Government budget (Statsbudsjett 2019)*

§ 5-2.Styret sine oppgaver (Friskoleloven)

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

Styret skal:

b) fastsetje storleiken på skolepengane,

§ 5-1.Bereking av skolepengar (Friskoleloven)

Bereking av storleiken på skolepengane skal skje med utgangspunkt i gjeldande satsar for tilskot.

Skolepengane til grunnskolar kan utgjere inntil 15 % per elev av høgste satsen på barnetrinn og tilsvarande på ungdomstrinn.

Skolepengane til vidaregåande skolar kan utgjere inntil 15 % per elev av satsen på dei ulike utdanningsprogramma.

I tillegg til dei ordinære skolepengane kan skolane ta inntil 3 400 kr per år for elevar i grunnskolen og inntil 4 500 kr per år for elevar i den vidaregåande skolen for å dekkje utgifter til husleige eller kapitalkostnader, jf. friskolelova § 6-2 første ledd.

Grunn- og vidaregåande skolar for funksjonshemma elevar kan ikkje ta skolepengar, med mindre skolen har søkt og fått innvilga unntak etter friskolelova § 6-2 andre ledd.

§ 6-2.Skolepengar (Økonomiforskrift til Friskoleloven)

Skolar som får statstilskot etter § 6-1 første ledd, kan krevje inn skolepengar. Styret fastset storleiken på skolepengane. Skolepengane kan utgjere inntil 15 prosent av tilskotsgrunnlaget, med eit beløp fastsett av departementet i tillegg for dekning av utgifter til husleige/kapitalkostnader. Departementet kan i særskilde tilfelle gjere tidsavgrensa unntak frå kravet.

Skolar som får statstilskot etter § 6-1 fjerde ledd, kan i særskilde tilfelle få dispensasjon til å krevje inn skolepengar.

Grunnskolar kan ikkje krevje noka form for betaling frå elevar eller foreldre utover det som følgjer av denne føresegna.

Vidaregåande skolar kan ikkje krevje noka form for betaling for opplæringa frå elevar eller foreldre utover det som følgjer av denne føresegna. Skolen har ansvaret for å halde elevane med nødvendige trykte og digitale læremiddel og digitalt utstyr. Elevane kan ikkje påleggjast å dekkje nokon del av utgiftene til dette utover det som følgjer av forskrift. Skolen kan påleggje elevane å halde seg med anna individuelt utstyr som opplæringa til vanleg gjer det nødvendig å ha. Departementet kan gi nærmare forskrifter.

Decision

The Board approved the School Fee with effect from 01.01.2019.

Barnetrinnet (PYP 1-6 + MYP 7): kr 2450 x 11 months (no change)

Ungdomstrinnet (MYP 8 - 10) : kr 2816 x 11 months (decreased from kr 2828)

Issue 59 Approval of Budget 2019

Decision

Budget 2019 is based on:

- 193 students (spring/fall) - same as 01.10.2018
- Equivalent operation as 2018 - same location
- Updated Working Condition Agreement and current staffing costs
- Adjusted rates government grant (Udir)
- Moderate maintenance and upgrading (incl. IT equipments)
- No investments planned
- Reduction of costs for PD and travels in comparison to 2018

The planned result 2019: NOK + 607 000.

Decision

The Board approved the presented budget for 2019. The surplus of minimum NOK 607 000 will strengthen the school's equity in accordance with the approved strategy.

Issue 60 Any Other Business

Non planned issues

Information from parent representative;

Workshop was provided by barnevakten for students earlier in the semester. A workshop will be held by Barnevakten for parents on 3rd of December 2018.

Location:

Date:

*Signed 11/26/18 3:16 PM by
Fries, Øyvind using BankID.
Certificat id 9578-5999-4-
1375499 issued by BankID -
SpareBank 1.*

Øyvind Fries
Chair of the Board

*Signed 11/26/18 4:24 PM by
Haugen, Linda Anita using
BankID. Certificat id 9578-5995-
4-81527 issued by BankID -
Terra Gruppen.*

Linda Anita Haugen
BoD Member

*Signed 11/26/18 5:46 PM by
Müller, Aase using BankID.
Certificat id 9578-5999-4-
2398432 issued by BankID -
Bankenes ID-tjeneste.*

Aase Müller
BoD Member