
Minutes from board meeting 2-2019

Organization	Stiftelsen Trondheim International School
Meeting number	2-2019
Date	Wednesday, March 20, 2019
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*), Christine Østerlie (*Business Manager*)

Lawful absence

Trina Galloway (*Parent Committee Representative*), Lars Henrik Gabrielsen (*Student Council Representative*)

Issue 10 Board call and agenda

Opening of meeting

Non-teaching representative is still pending.

Decision

The call and agenda were approved by the Board. Agenda sent out with one day delay due to need for clarification.

Issue 11 Minutes 1-2019

Approval and signature

Decision

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

Issue 12 Previous decisions and tasks

Update

Decision

The Board reviewed the decisions and tasks in the follow-up list from previous meetings.

Issue 13 Head of School Report

Update

Presentation and verbal information presented by the Head of School based on the School's strategy model; Economy, IB education, Robust organization and Compliance.

- Number of students are increasing. Expects 199 students per May 2019.
- Ongoing communication with Trondheim Kommune.
- Ongoing personal interviews (Medarbeidersamtaler) and class visits with all staff.
- Implementation of Risk assessment action list.
- Facilities, space and compliance.
- Status regarding 9A and Special Needs.

Teacher representative Luke Campbell informed the Board about how focus on the students'

school environment is addressed in the daily operations. Focus on psychosocial school environment in weekly teacher meetings and internal routines for communication with involved teachers and staff.

Decision

The Board took note of the information provided.

The Board pointed out that the positive school environment must be maintained in spite of current success.

The Board encouraged the Head of School to participate in the local meetings and the network for the independent schools in addition to the agreed cooperation with the Abeila FRI network.

Issue 14 Business Manager Report

Update

Accounts for January 2019 with positiv result, + 200 000 compared to budget. Refer to details in attached report from Økonomisenteret AS.

- Udir grant increase from 01.01.2019 (+ 85 000/month)
- Personnel costs stabil.
- Operation costs lower compared to budget.

Annual Financial Statement 2018 (Årsregnskap) in process with Økonomisenteret AS and BDO. Needs to be finalized for the Board meeting in April. Preliminary annual result 2018 is NOK+ 1079 000.

Decision

The Board took note of the information provided.

Issue 15 Extraordinary investment fire-resistant filing cabinets

Decision

The school needs 10-12 fire proof filing cabinets for safe archiving of student- and personal files.

Reference:

Board policy (attached): Responsibilities and duties of the Business Manager, approved BoD 25.11.2013, task VI.

BM delegated authority to approve individual investments up to NOK 50 000 and total investment during the fiscal year totaled a maximum of NOK 150 000. Investment must be part of a long term plan in addition to ensuring the daily operation.

Total costs NOK 125 000 - 150 000 including transport and placement. (Weight 300 kg per cabinet).

Decision

The Board approved an extraordinary investment for maximum NOK 150 000 for firesafe filing cabinets .

Issue 16 Facilities

Decision

After completing a feasibility study, we know that upgrading or developing facilities in Festningsgata 2 will not create more school spots. There is, however, a need for clarification regarding the approval of the school in relation to Regulations on environmental health care in kindergartens and schools, etc. (Forskrift om miljørettet helsevern i barnehager og skoler m.v.)

Decision

The Board approved to continue the talks with Trondheim kommune in order to find alternatives to secure current operations and expansion of the IB program in Trondheim kommune. The proposed adopted measures must be approved by the Board and presented to the AGM prior to implementation.

Issue 17 Annual report Health and Safety 2018

Discussion

Refer to attached HSE annual report/summary for 2018. The systematic and documented work is assumed to meet the requirements for health, safety and internal control in the Working Environment Act (AML).

Decision

The Board took note of the provided information in the written report/summary from the Administration.

Issue 18 Board evaluation - presentation of results

Discussion

Results presented by Head of School.

Decision

The Board discussed the presented results and made an action list:

Pkt 5. Training laws and regulations in Strategy Seminar Fall 2019.

Pkt 9. Strengthen relationships within the Board, dinner after Strategy Seminar Fall 2019

Pkt 13. Add Instructions for Head of School in the Board annual plan (Årshjul for styret) as a part of "review of the Organization)

Pkt 14. Preparation/information in advance and follow-up Personal Interview (medarbeidersamtale) for the Head of School

Issue 19 Planning of AGM

Discussion

Time & date

Agenda & Chair

Nomination committee

etc

Decision

Annal General Meeting is planned 21. May 2019 - 18:00. Meeting chair: Øyvind Fries.

The administration will suggest an agenda, prepare reports (Head of School/Business Manager) and documentation for the meeting.

Issue 20 Miscellaneous

Non planned issues

Location:

Date:

Signed 3/22/19 2:41 PM by Fries, Øyvind using BankID. Certificat id 9578-5999-4-1375499 issued by BankID - SpareBank 1.

Øyvind Fries
Chair of the Board

Signed 3/29/19 9:47 AM by LØVIK, MARTE using BankID. Certificat id 9578-5997-4-157369 issued by BankID - Bankenes ID-tjeneste.

Marte Løvik
Vice Chair of the Board

Signed 3/26/19 11:57 AM by Branlat, Jennifer Elise using BankID. Certificat id 9578-5997-4-3793357 issued by BankID - SpareBank 1.

Jennifer Elise Branlat
BoD Member

Signed 3/27/19 7:15 AM by Haugen, Linda Anita using BankID. Certificat id 9578-5995-4-81527 issued by BankID - Fokus Bank.

Linda Anita Haugen
BoD Member

Signed 3/26/19 11:40 PM by Håberg, Asta Kristine using BankID. Certificat id 9578-5998-4-902931 issued by BankID - Nordea.

Asta Kristine Håberg
BoD Member

Signed 3/23/19 11:49 AM by Müller, Aase using BankID. Certificat id 9578-5999-4-2398432 issued by BankID - Bankenes ID-tjeneste.

Aase Müller
BoD Member