
Minutes from board meeting 11-2019

Organization	Stiftelsen Trondheim International School
Meeting number	11-2019
Date	Wednesday, December 4, 2019
Time	5:00 PM - 7:15 PM
Location	THIS Staff room
Procedure	Refreshments served during meeting

Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board, left 18:50*), Jennifer Elise Branlat (*BoD Member, left 18:30*), Wenche Brenne Drøyvold (*BoD Member*), 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*), Vera Wigum (*Student Council Representative, left 18:30*), Christine Østerlie (*Business Manager*)

Lawful absence

Trina Galloway (*Parent Committee Representative*), Kanako Mori (*Secretary of the board*)

Issue 92 Board call and agenda

Opening of meeting

Issue 95 - HOS Report was suggested moved to the end of the meeting due to a confidential content.

Decision

The call and agenda approved. Issue 95 moved as suggested.

Issue 93 Minutes 10-2019

Approval and signature

Decision

The protocol from last meeting was signed electronically prior to the meeting.

Issue 94 Previous decisions and tasks

Update

The overview of previous decisions and tasks reviewed

Decision

The deadline in issue 24/2019 (regarding organization of special needs) adjusted to 29.02.2020 due to planned meeting with TK in January 2020.

Issue 95 Head of School Report

Update

The Head of School presented a written and verbal update based on the strategic areas with status, plans and challenges;

- Economy
- IB education
- Robust organization
- Compliance.

Last updates regarding the Indoor Climate Issue was included in the report.

Decision

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

Issue 96 Business Manager Report

Update

Status: Refer to attached status report per October from Økonomisenteret.

The total income for October is ahead of budget + NOK 177 000

The personnel costs exceeds the budget with 210 000 in October.

(ex stipend #3420 as these go directly to employees #5021).

The overuse of other operation cost is related to the ongoing Indoor Climate project and the extra costs for breach of contract for the portable classrooms.

The result for October is negative compared to budget (NOK 400 000).

The result as of October is a head of budget with NOK 1100 000.

As of October, the result in SFO is NOK - 70 000.

Plans: To clarify the adjustments in the rental GYM accounting.

Challenges: Economic consequences related to indoor climate issue.

Decision

The Board took note of the provided information and the monthly report with comments from Økonomisenteret AS.

Issue 97 Revocation of previous HoS and BM Responsibility and Duties

Decision

To prevent any misunderstanding as result of new revision of the Delegation of Authority and HoS' Job Descriptions, approved by the BoD 15th of May 2019, the following documents is suggested revoked.

1. Concepts and Roles of 2013
2. Responsibility and Duties of the Head of School of 2013
3. Responsibilities and Duties of Business Manager 2013.

Decision

The Board revoked the three documents.

Issue 98 Job descriptions

Update

See list of 3 associated issues, including new items in each decision:

May 15th decision:

The Board approved the revised Head of School job description, with an adjustment with regards to some wordings in the text. Branlat will support in the translation.

June 25th decision:

1) The task of finishing all Job descriptions was postponed until September 2nd. The board decided that each job description should be followed by a proxy matrix.

2) The board delegated the task of approving Head of School expenses to the Business Manager Task

September 2nd decision:

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.

Status p.t:

The appointed task force has proposed measures to safeguard the board's guidelines in the matter.

QAC has, Nov 22nd, implemented the new delegation regulations in the quality system (KFF-KSS).

There is a need to revise the organizational chart before the job descriptions can be completed.

Decision

The Board discussed and took note of the provided information and appointed AM and WDB from the Board to work with the administration to come up with a proposal within a reasonable time.

The job description issue has been an ongoing issue over a longer period of time, and the Board expressed a desire of finalizing the job.

Issue 99 Approval of Budget 2020

Decision

The administration presents a budget for 2020 with a preliminary result of NOK 700 000.

The background information was presented in the last Board meeting by the Business Manager. Only minor adjustments are made as a consequence of implementation of the rental GYM department budget.

The administration believes that the proposed budget is realistic in relation to planned operation of the school in 2020.

The budget is presented as a total budget based on 3 underlying departments; School, SFO and GYM rental.

There are financial uncertainty regarding the ongoing indoor climate situation.

Decision

The Board approved the presented budget for 2020 with an expected result of + 700 000.

Issue 100 Revocation of BoD approved clause of class size

Decision

The decision on 23 pupils per class from 2013 was based on findings in an Udir audit from 2012 related to the admission practice at the time.

There is a need to adapt this policy to the current conditions where the different classes and classrooms has different sizes and conditions.

The board decided June 2019 to apply for approval from local authorities to take maximum use of the given approval of 230 pupils.

The BoD has communicated with the local authorities (Fylkesmannen) to clarefy if there is need of additional decisions from the BoD with respect to detailed limits or not.

From Udir Checklist - admission rules: The school can enrol fewer students than the school is approved for, if the Board has adopted an upper number of students for the school or per year level per school year. (...) Applicants must be able to know how many spots are available. (<https://www.udir.no/regelverk-og-tilsyn/tilsyn/egenvurdering/sjekkliste-basert-pa-funn-fra-tilsyn/sjekkliste---inntaksreglement/sjekkpunkt-1/>)

Cf. attached BP 6151 (Board Policy)

Can the administration reject applicants if no set maximum number is set in the admission criterias and simuntainously give a spot to another student in another class with fewer students?

Decision

The decision in this issue is postponed to the next board meeting to include informations given by the local authorities (Fylkesmannen).

Protocol supply from teacher rep: Teachers want predictability with regard to class sizes, as it is challenging with large classes both in terms of physical space and quality of teaching.

Issue 101 Status from QAC - Risk assessment installation aggregates

Discussion

The building has been in use since 2005. The ventilation system has had regular service performed throughout this period.

In June 2019, the school revealed that the existing ventilation system does not supply a sufficient volume of air. The given volumes does not meet the needs nor the requirements for our school.

The school will install standalone air conditioning machines (aggregates) in 7 classrooms.

The risk assessment report was assessed and finalized in QAC 22.11.19. Actions have been initiated to reduce outstanding risks (however, the tool we have used is somewhat limited, and as a consequence the system "produces" irrelevant red risk).

Decision

The Board took note of the provided information. The Chair of the Board urges the school to include a column of expected residual risks following measures in the risk assessment report.

Issue 102 Miscellaneous

Non planned issues

AA, ØF and LH provided verbal updates regarding status, plans and ongoing communication in the indoor indoor climate process.

Decision

The work group will continue finalizing the ongoing measures.

Location:

Date:

Signed 12/16/19 3:36 PM by Fries, Øyvind using BankID.

Øyvind Fries
Chair of the Board

Signed 2/3/20 9:09 AM by LØVIK, MARTE using BankID.

Marte Løvik
Vice Chair of the Board

Signed 12/19/19 12:28 PM by Branlat, Jennifer Elise using BankID.

Jennifer Elise Branlat
BoD Member

Signed 1/28/20 9:55 PM by Drøyvold, Wenche Brenne using BankID.

Wenche Brenne Drøyvold
BoD Member

Signed 1/6/20 3:02 PM by Haugen, Linda Anita using BankID.

Linda Anita Haugen
BoD Member

Signed 12/23/19 9:32 AM by Müller, Aase using BankID.

Aase Müller
BoD Member