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# Minutes from board meeting 10-2019

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Organization	Stiftelsen Trondheim International School
Meeting number	10-2019
Date	Wednesday, November 6, 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*), Marte Løvik (*Vice Chair of the Board, left 19:05*), Jennifer Elise Branlat (*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*), Trina Galloway (*Parent Committee Representative*), Christine Østerlie (*Business Manager*), Mathilde Bordewich (*Vice Student Council, left 18:30*)

## Lawful absence

Wenche Brenne Drøyvold (*BoD Member*), Vera Wigum (*Student Council Representative*)

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## Issue 84 Board call and agenda

Opening of meeting

### Decision

The Board approved the call and agenda.

"Friskolelova og forskrifter - med forarbeider og kommentarer 2018-2019" and "Kravet til skoleeiers forsvarlige system - Veileder fra Udir" were shared with all the board members and the representatives.

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## Issue 85 Minutes 9-2019

Approval and signature

### Decision

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

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## Issue 86 Previous decisions and tasks

Update

### Decision

The overview of previous decisions and tasks was reviewed in the board meeting.

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## Issue 87 Head of School Report

Update

A written presentation and a verbal update was given based on the strategic areas economy, IB education, robust organization and compliance.

The Head of school provided updates regarding the indoor climate situation and the ongoing communication with Forsvarsbygg and Trondheim Kommune (Miljøenheten). The final version of the action plan will be sent to Miljøenheten within the set deadline tonight. The planned solution will meet the requirements for air quality within reasonable time. The administration will complete a risk analysis for the installation process before the work starts.

The Board gave positive feedback to students' (PYP3) newspaper article regarding environmental liability in Adresseavisa, which led to a nice reply from the mayor Rita Ottervik.

The ongoing process regarding updating the job descriptions and delegations was discussed. An approved authority matrix will be considered to be included.

### Decision

The Board took note of the provided written report and the verbal update from the Head of School.

### Issue 88 Business Manager Report

Update

**Status:** Prognosis for 2019 attached, as agreed in last board meeting. This shows that we are staying ahead of the budget, and an estimated result for 2019 is + NOK 1300 000 (profit 4.5%). This is related to increased student numbers (198 students/budget 193 students), increased special needs fundings and extraordinary Udir grants for teacher ratio (lærernorm) - compared to the budget.

**Economic status as of September** is stated in the attached report from Økonomisenteret AS.

Compared to budget: revenues + 150 000, personnel costs balanced and operation costs lower than budgeted. Two more full-time staff members (teacher and assistant) from September, will be included in the accounts from October.

Comments:

- Costs related to indoor climate project have not been incurred by September. Project number is created in the accounting system.  
The auditor is involved in the invoice related to breach of contract with Expandia due to right related to VAT refund.
- SFO deficit. This is related to less students in the SFO offer, this will most likely be covered by the surplus from the gym rental.
- The GYM rental accounts has not been cleared due to pending feedback from Udir. Disregard this part (avdelingsregnskap GYM) in the accounting report for the time being. BM will follow up.

**Plans:** Budget 2020 and accompanying tasks.

**Challenges:** Economic consequences related to indoor climate situation. SFO deficit.

### Decision

The Board took note of the provided information.

Status and consequences regarding fewer SFO students were discussed. Due to a decline in SFO students, the operation in SFO must be covered by the profit from rental income gym. School fee and grants cannot cover operation of the SFO offer.

### Issue 89 School Fee 2020

Decision

Refer to Friskoleloven § 6-2 (School fee) and Økonomiforskrift til Friskoleloven § 5-1 (calculation of school fees). Attachment 1.

The Board shall determine the school fees and ensure that these are within the legal maximum rate.

The administration has made a calculation to ensure that the school fees in 2020 meet the legal requirements. Attachment 2.

The administration will assess both the fees and the model for the fees in advance of next school year. If the administration considers it necessary to make a change, this will be submitted to the Board for approval in the spring of 2020. Information to parents needs to be provided with 3 months notice.

### Decision

The Board approved that the school fees for 2020 are within the legal rates based on provided information.

The Board is informed regarding the plan for reviewing the school fees and the model before next academic year.

### **Issue 90 Budget 2020**

Discussion

The administration has prepared a 2020 budget (version 1) for discussion and consideration. This draft is presented with a profit of NOK 700 000.

Board member Aase Müller met the administration in a budget meeting 23. October.

#### **Income/revenues:**

Grants Udir bases on 198 students spring/195 students fall.

School fee based on 195 student as an average. Refer to separate issue regarding school fee 2020.

Special needs funding increased due to more students with IOP (Individuell OpplæringsPlan).

Fundings for teacher ratio (lærernormtilskudd) not included.

SFO income - decline in income due to less students in the SFO.

#### **Personnel costs:**

Based on contracts, staffing and structure per 1. October 2019.

Expected annual salary increase per May (3%) and average increase for seniority per August (3%).

Expected increase of pension cost requirements for schools from 01.01.2020 (changes in the national public system)

#### **Operation costs**

Based on operation cost 2019 and adjusted for expected changes.

Increased depreciation for investment in portable ventilation units (aggregater) has been taken into account.

#### **Challenges:**

SFO deficit - fewer children through the fall, fewer students in PYP (barneskole).

Feedback and acceptance from Udir audit of the last annual financial statement.

Uncertainty with regards to costs related to facilities and indoor climate issue.

#### **Decision**

The Board discussed the presented draft and assessments of the 2020 budget. The administration will adjust the draft accordingly and present a final version for approval in the December board meeting. The draft is presented with a preliminary result of NOK + 700 000.

### **Issue 91 Miscellaneous**

Non planned issues

There are some ambiguities about the current approved admission regulations regarding need for board decision if we operate with fewer students than our Udir approval indicates, and also whether a board decision from 2013 of max student per class = 23 continues to apply.

The schools admissions criteria shall be adopted by the Board, with reference to Friskoleloven § 5-2, d.

This is an open case in the school's quality system, and there is a need for clarification.

Location:

Date:

*Signed 11/15/19 1:58 PM by  
Fries, Øyvind using BankID.*

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Øyvind Fries  
Chair of the Board

*Signed 11/28/19 12:30 PM by  
LØVIK, MARTE using BankID.*

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Marte Løvik  
Vice Chair of the Board

*Signed 11/28/19 11:53 AM by  
Branlat, Jennifer Elise using  
BankID.*

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Jennifer Elise Branlat  
BoD Member

*Signed 11/29/19 6:50 AM by  
Haugen, Linda Anita using  
BankID.*

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Linda Anita Haugen  
BoD Member

*Signed 12/1/19 3:21 PM by  
Müller, Aase using BankID.*

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Aase Müller  
BoD Member