
Minutes from board meeting 1-2019

Organization	Stiftelsen Trondheim International School
Meeting number	1-2019
Date	Tuesday, February 12, 2019
Time	4:30 PM - 8:00 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*), Trina Galloway (*Parent Committee Representative*), Christine Østerlie (*Business Manager*)

Lawful absence

Luke King Campbell (*Teaching Staff Representative*), Lars Henrik Gabrielsen (*Student Council Representative*)

Issue 1 Board call and agenda

Opening of meeting

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

Non-teaching rep. voting process is still pending.

Decision

The Board approved the call and agenda.

Issue 2 Minutes 8-2018

Approval and signature

Decision

The minutes from last board meeting is signed electronically.

Issue 3 Previous decisions and tasks

Update

Decision

The Board reviewed the previous decisions and tasks. Task list completed.

Issue 4 Head of School Report

Update

Presentation and additional verbal information with status, based on the strategy and focus areas provided.

Decision

The Board took note of the presented information.

The board recommends an action plan based on repeated challenges related to communication. This is included in the risk assessment (issue 8).

Issue 5 Business Manager Report

Update

Accounting reports from October, November and December prepared by Økonomisenteret were presented. Written report and verbal information regarding status, plans and challenges was provided by the Business Manager.

Result December 2018 incl SFO: (- 124 000).

Preliminary annual result 2018: + 1000 000. Improved compare to the budget. Deficit in SFO in 2018.

Deviations in the budget related to personnel, special needs and electricity costs

Admission status: 192 students (February)

Decision

The Board took note of the provided information.

Important with focus and planning related to personnel costs and economic balance in SFO.

Comment to admission: Head of school informed that we have a need for increasing to 24 students in PYP5 for a limited period. The current limit in each class level is 23 students.

Issue 6 Approval of revised Board Instructions

Decision

Refer to Board seminar of September 2018 where the current board instructions were discussed. The board expressed a need to simplify the instruction and adapt it to new board administration routines within Styreplan.

Decision

The Board approved the revised Board Instructions with 3 additional adjustments;

- Table of contests to be updated.
- Election period for PC (FAU) representative period is 2 years
- The document to be revised every other year (annual review in the annual plan for new board members and representatives to be familiar to the instruction)

Issue 7 Review of the Organization

Discussion

Org chart

Roles & responsibilities

Delegations

Board Instruction

Review of the BoD Annual Plan and date for AGM

Decision

The Board created a task force to revise the organizational governing documents: Head of School, Øyvind Fries, Aasta Håberg and Aase Müller. Revised documents to be presented to the Board June 25th, 2019.

The Board members have completed a self evaluation. Forms collected and a summary will be presented next board meeting.

Issue 8 Risk Assessment

Discussion

Leadership/Administration have completed a risk assessment process based on the following areas:

1. Assessment of risk - failure to comply with laws and regulations
2. Assessment of risk that quality assessments are incorrect

The report includes risk level assessment for 20 matters and the action plan to reduce the risk level.

QAC (Head of School, Business Manager and Board member Aase Müller) reviewed the report in QAC 01.02.2019.

Decision

The action plan will be followed up by Head of School.

Issue 9 Miscellaneous

Non planned issues

The Chair of the Board has been in contact with the nomination committee and he informed verbally about the ongoing work. Suggestions to concrete candidates based on future needs to be forwarded to the chair, for further provision. A transparent process is desirable.

Verbal information from a dialog meeting with kommunaldirektør Camilla Nereid The purpose was to improve the cooperation between Trondheim Kommune and THIS. Feedback is awaited on issues raised in this meeting.

PC (FAU) representative provided verbal information from a positive meeting at Rosenborg Ungdomsskole. FAU from several neighboring schools were invited to this meeting.

Location:

Date:

Signed 2/27/19 1:16 PM by Fries, Øyvind using BankID. Certificat id 9578-5999-4-1375499 issued by BankID - SpareBank 1.

Øyvind Fries
Chair of the Board

Signed 3/1/19 9:38 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 3/7/19 7:34 AM by Branlat, Jennifer Elise using BankID. Certificat id 9578-5997-4-3793357 issued by BankID - SpareBank 1.

Jennifer Elise Branlat
BoD Member

Signed 3/5/19 9:47 AM by Haugen, Linda Anita using BankID. Certificat id 9578-5995-4-81527 issued by BankID - Fokus Bank.

Linda Anita Haugen
BoD Member

Signed 3/5/19 7:42 PM by Håberg, Asta Kristine using BankID. Certificat id 9578-5998-4-902931 issued by BankID - Nordea.

Asta Kristine Håberg
BoD Member

Signed 3/4/19 3:04 PM by Müller, Aase using BankID. Certificat id 9578-5999-4-2398432 issued by BankID - Bankenes ID-tjeneste.

Aase Müller
BoD Member