
Minutes from board meeting 1-2020

Organization	Stiftelsen Trondheim International School
Meeting number	1-2020
Date	Wednesday, February 12, 2020
Time	4:00 PM - 6:00 PM
Location	THIS Staff room
Procedure	Refreshments served during meeting

Participated

Marte Løvik (*Vice Chair of the Board*), Jennifer Elise Branlat (*BoD Member*), Wenche Brenne Drøyvold (*BoD Member, Attended from 17:10*), 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*), Vera Wigum (*Student Council Representative*), Christine Østerlie (*Business Manager*)

Lawful absence

Øyvind Fries (*Chair of the Board*)

Issue 1 Board call and agenda

Opening of meeting

Decision

Call and agenda approved.

Issue 2 Minutes 11-2019

Approval and signature

A board member requested an addendum to the protocol by email after the meeting 04.12.2019. Rejected because addendums must be requested during the case processing in the meeting.

Decision

The protocol was signed electronically by all BoD members prior to the meeting.

Issue 3 Previous decisions and tasks

Update

The ongoing tasks and deadlines were reviewed in the meeting.

Decision

Deadlines to be kept in regards to the task list.

Issue 4 Head of School Report

Update

A presentation and verbal updates regarding status, plans and challenges based on the school's strategic areas were provided by the Head of School.

Additional updates regarding the negotiations with Forsvarsbygg both regarding facilities and the Indoor Climate Issue project was presented in the meeting. Installation of air handling units has been successful and the air quality is now in accordance with the requirements. There is significant air quality improvements in the classrooms.

Decision

The Board took note of the provided information in HoS report.

Issue 5 Business Manager Report

Update

Status November: + 266 000 (budget + 157 000). SFO deficit - 23 000.

Status December: + 2 000 (budget - 127 000). SFO in balance.

Refer to attached reports from Økonomisenteret AS.

Annual deficit in SFO will be covered by the profit from rental gym. Annual result for SFO estimated to NOK -83 000, estimated profit for rental gym is NOK 261 000.

Plans: End accounting and systems for 2019.

Challenges: Uncertainty with regards to PD costs.

Preliminary result 2019 is a profit of NOK 1972 000, which is in line with the school's strategy to build equity. Equity per 01.01.2020 is NOK 4272 000, based on preliminary result.

Distribution of the annual profits will be adjusted in the financial statement with effect from 2018 so that profits from the additional business (rental gym) will be separated in the balance. The accountant and auditor are informed and involved. Refer to the attach information regarding "disponering av overskudd".

The financial statement audit 2018 (Årsregnskapstilsyn) regarding the department accounting for rental gym seems to be accepted and completed. No reply from Udir, but updated as completed in the Udir portal (TAVLA).

Allocation for Udir grant spring 2020, letter and information received from Udir. Attached. The grant are in line with expectations. We have not received information regarding teacher density (lærertetthet).

Investments facilities: Ongoing investments in ventilation will be recognized as assets with a lifetime corresponding to our current lease contract with Forsvarsbygg. Depreciation will be recognized as costs related to the ICI project in the accounts.

Decision

The board took note of the provided information.

Issue 6 Specification for Election committee

Decision

Refer to attached (outdated) Election committee instructions and current Board Instructions. There is a need to revise existing Election committee instructions. Furthermore, based on eventual needs for complementary competence in the BoD and numbers of candidates to be replaced, a request should be conveyed to the current committee.

A date for the next AGM must be set.

Decision

The Board decided to appoint a task force consisting of Linda Haugen and Jennifer Branlat to review instructions for the Election Committee.

The AGM will be held on 6. May 2020.

Issue 7 Annual plan for BoD

Decision

The annual plan for the Board was reviewed by the administration in January 2020. The order of some cases was proposed changed with regard to national governance processes and deadlines.

Decision

The Board approved the revised annual plan.

Issue 8 Review of the organization

Discussion

The principal provided a written update on the process regarding the review of organization chart, job descriptions and delegations. The reviewed versions of the document were presented for for the Board.

Updates per 05.02.20:

The task force has suggested not to implement a proxy matrix following each job description, as this has shown to accumulate more cost than benefit to the organization.

The Organizational chart has been reviewed, revised and deemed expedient.

The revised Job Descriptions are considered finalized and will be approved by QAC and implemented via appraisal interviews no later than March 2020.

Decision

The Board took note of the provided information.

Adjustments are needed in the PYP teachers job descriptions to match them. Some adjustments are also necessary in the Head of School job description so that this corresponds to the adopted Board instruction.

Issue 9 Personnel plan

Discussion

With reference to the Independent School Act, § 5-2, the Board shall

i. ensure the employment of staff with the required competencies. The Board shall implement a system that provides for the continuing education and training for teaching staff, school leadership and personnel with specific tasks, in order to ensure expanded, improved and new competencies within specific areas of teaching and pedagogy and to keep abreast of and be up to date with developments in school and society.

The Personnel plan builds on the school's Professional Development (PD) plan. The latter is currently being reviewed.

Decision

The Board took note of the provided information.

Issue 10 Board Evaluation

Discussion

Refer to BoD annual wheel.

The attached Survey form has been revised due to input from BoD members, February 2019, and discussed with the Chair. An online version has been shared with each BoD member in a separate email.

Each BoD member is asked to answer the survey and bring a paper copy to the meeting, or send to AA by the end of the week,

Decision

The BoD approved the evaluation process. The outcome will be presented in the next BoD meeting.

Issue 11 Updates from QAC

Discussion

A QAC meeting was conducted 04.02.20. Parts of the "Skoledrift" module were reviewed.

Refer to attached QAC report showing findings, information, status and suggested actions.

Decision

The Board took note of the presented QAC report. The BoD decision from 29.06.2019 to be clarified in a separate case in the next Board meeting.

There are still uncertainties with regards to the pending process with TK miljørettet helsevern and the approval of the facilities. A solution is expected within the admission deadline, 1th of April.

Admission regulation and criteria will be reviewed within the next school year (2020/2021).

Issue 12 Miscellaneous

Non planned issues

Location:

Date:

*Signed 3/11/20 11:47 AM by
LØVIK, MARTE using BankID.*

Marte Løvik
Vice Chair of the Board

*Signed 2/23/20 1:42 PM by
Branlat, Jennifer Elise using
BankID.*

Jennifer Elise Branlat
BoD Member

*Signed 2/29/20 8:07 AM by
Drøyvold, Wenche Brenne
using BankID.*

Wenche Brenne Drøyvold
BoD Member

*Signed 2/18/20 1:41 PM by
Haugen, Linda Anita using
BankID.*

Linda Anita Haugen
BoD Member

*Signed 3/2/20 8:00 AM by
Müller, Aase using BankID.*

Aase Müller
BoD Member