
Minutes from board meeting 6-2018

Organization	Stiftelsen Trondheim International School
Meeting number	6-2018
Date	Wednesday, September 5, 2018
Time	12:00 PM - 1:50 PM
Location	Scandic Nidelven
Procedure	Board Seminar from 14:00, same place. Dinner 16:00.

Participated

Øyvind Fries, *Chair of the Board*

Marte Løvik, *Vice Chair of the Board*

From 12:15

Linda Anita Haugen, *BoD Member*

Asta Kristine Håberg, *BoD Member*

Aase Müller, *BoD Member*

Agneta Amundsson, *Head of School*

Trina Galloway, *Acting Parent Committee Representative*

Kanako Mori, *Secretary of the board*

Christine Østerlie, *Business Manager*

Issue 27 Introduction new Board system: STYREPLAN

Update

Decision

The system Styreplan was presented to the Board by administration.

Issue 28 Opening of meeting and approval of call and agenda

Opening of meeting

No representative from Trondheim Kommune is invited according to the letter from Trondheim Kommune received 08.08.2018 (refer to agenda issue 2). The administration has asked Trondheim Kommune in written (23.08.18) for a named representative with reference to Friskoleloven § 5-1 a.

Representatives from teaching and non-teaching staff are not invited due to pending voting process.

Representative from Student Council is not invited due to pending voting process.

Decision

The call and agenda were approved by the Board.

Teaching staff rep, non-teaching staff rep, student rep and Trondheim Kommune rep. not presented due to the reasons stated in the case 28.

Issue 29 Letter from Trondheim Kommune

Update

Refer to the letter received from Trondheim Kommune.

Decision

The Board took note of the letter. As THIS will not deviate from rules and regulations, the BoD decided to reply to Trondheim kommune in form of a formal letter.

Issue 30 Signing of BoD meeting minutes from 2017/2018

Update

The minutes from four Board meetings need to be completed with signatures.

- The minutes from the Board meetings 07.03.2018, 18.04.2018 and 18.05.2018 to be signed by Asta Håberg
- The minutes from the Board meeting 27.06.2018 to be signed by all Board members.

Decision

All meeting minutes were signed.

Issue 31 Strategy - Status report from BoD members

Update

Verbal update from the Board members in the meeting.

Organizarion, IB, Economy and Compliance.

- Status:
- Plan:
- Challenges:

Future format for reporting to be discussed in the BoD seminar.

Decision

The Board took note of the verbal information provided by the Board members.

The working condition document shall be presented as information case as soon as finalized.

The planned parent survey is to be reassessed.

Issue 32 Head of School Report

Update

The presentation and verbal information were provided by the Head of School.

Decision

The Board took note of the information provided by HoS.

Issue 33 Financial status per July 2018

Update

The accounting reports June and July, and status were provided by Business Manager

Decision

The Board took note of the information provided.

Issue 34 Admission - status

Update

Report by Kanako Mori (Office Manager)

Number of students per 1. October is the basis for Udir Grant (Udir) 2018/2019.

The current enrollment number is 194. 2 students are delayed due to visa processing process. 3 students are confirmed to withdraw from September and 1 new student is starting in September.

The expected enrolment number is 194 from September. Currently there is no applicants on the waiting list apart from the year levels which have reached the maximum numbers (23 student pr class).

Decision

The Board took note of the information provided by Kanako Mori.

Issue 35 Change in SFO Bylaws

Decision

Change in § 4.1

from

All children in Year 1 -Year 4 and all students with special needs in Year 1-6 are entitled to be offered before and after school care.

to

All children in Year 1 -Year 4 and all students with special needs in Year 1-6 are entitled to be offered before and after school care. *SFO admission will be automatically transferred over to the next school year, there is no need to renew the admission every year. After Grade 4, the SFO spot will automatically be resigned.*

- The change is in line with SFO bylaws in Trondheim Kommune.
- The change decrease the administrative work.
- Avoid misunderstandings in the SFO admission procedures.

SFO bylaws attached.

Decision

The suggested change in SFO bylaws § 4.1 was approved unanimously by the Board.

Issue 36 Approval of updated Board Instructions

Update

The Board will discuss the Board Instruction in the Board seminar this afternoon. There is a need for adjustments related to the implementation of STYREPLAN.

Decision

It was approved unanimously by the Board that the approval of an updated version of the Board Instructions is postponed to next Board meeting in October, 17.10.2018.

Responsible: Administration (together with Øyvind Fries and Marte Løvik)

Issue 37 Any Other Business

Non planned issues

Location:

Date:

Signed 9/7/18 3:47 PM by Fries, Øyvind using BankID. Certificat id 9578-5999-4-1375499 issued by BankID - SpareBank 1.

Øyvind Fries
Chair of the Board

Signed 9/11/18 1:43 PM by Løvik, Marte using BankID. Certificat id 9578-5997-4-157369 issued by BankID - Fokus Bank.

Marte Løvik
Vice Chair of the Board

Signed 9/20/18 2:56 PM by Haugen, Linda Anita using BankID. Certificat id 9578-5995-4-81527 issued by BankID - Terra Gruppen.

Linda Anita Haugen
BoD Member

Signed 9/13/18 9:30 PM by Håberg, Asta Kristine using BankID. Certificat id 9578-5998-4-902931 issued by BankID - Nordea.

Asta Kristine Håberg
BoD Member

Signed 9/25/18 11:01 AM by Müller, Aase using BankID. Certificat id 9578-5999-4-2398432 issued by BankID - Bankenes ID-tjeneste.

Aase Müller
BoD Member