
Minutes from board meeting 5-2020

Organization	Stiftelsen Trondheim International School
Meeting number	5-2020
Date	Wednesday, June 10, 2020
Time	5:00 PM - 8:10 PM
Location	Britannia hotel
Procedure	End-of-school-year-dinner 17:00 and board meeting 18:00 - 20:00

Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board*), Jennifer Elise Branlat (*BoD Member*), 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*), Trina Galloway (*Parent Committee Representative*), Vera Wigum (*Student Council Representative, left 19:25*), Christine Østerlie (*Business Manager*), Virginia Neilsen (*partly, for reporting in issue 43*), Hope Steen (*partly, for reporting in issue 43*)

Lawful absence

Kanako Mori (*Secretary of the board*)

Issue 40 Board call and agenda

Opening of meeting

Decision

The Board approved the call and agenda.

Issue 41 Minutes 4-2020

Approval and signature

Minutes from meeting 3/2020 and 4/2020 are not published/signed per 04.06.2020.

Decision

The minutes will be completed and sent out for signing shortly.

Issue 42 Previous decisions and tasks

Update

Decision

The Board reviewed and updated the ongoing cases in the decision follow-up overview.

Issue 43 Psychosocial school environment

Discussion

The IB coordinators presented a school environment summary, based on the following:

- Implementation of the School Environment Policy
- Ongoing observation during lessons, breaks, transitions
- Weekly meetings with PYP and MYP teams
- Concerns are reported to the Coordinators / HoS
- School Environment Surveys twice per year

- - Surveys analyzed, recorded and reported to the HoS
 - Actions developed with teachers and students

- Academic Meetings with parents twice per year

- Student Led Conferences (cancelled this year due to Covid-19 Remote learning)
- Udir Elevundersøkelsen Survey
- Surveys analyzed, recorded and reported to the HoS
- Actions developed with teachers and students

Decision

The Board took note of the school environment summary presented by Hope Steen (PYP) and Virginia Neilsen (MYP). Both the results and the design of the surveys were discussed in regards to possible improvements.

Coordinators experience that we have good communication channels for both students and parents to address issues, so the risk of possible underreporting is considered low.

Board member Wenche Brenne Drøyvold made herself available for future supporting with designing and content in the school's student surveys.

Issue 44 Business Manager Report

Update

Status

Refer to accounting reports from March and April from Økonomisenteret AS. Appendix 1 and 2.

Stable financial situation. NOK 450 000 a head of budget in the first quarter (January - March).

The gym has been closed for external renters since the school Covid-19 closure, to ensure the infection control. The loss of income estimated to NOK 100 000 - 150 000.

Low sick leave rate and subbing costs in the home schooling period.

Compensation part 1 (of 2) for SFO closure was received 13. May 2020. Appendix 3.

Documentation for the annual UDIR financial audit (Årsregnskapstilsyn 2019) submitted 11. May 2020 in TAVLA.

Annual financial statement 2019 completed and approved in Regnskapsregisteret. Auditor report and approval attached (appendix 4 and 5)

Plans

Consider reopening for external renters of the gym from June.

Adjust the pension agreement with effect from 01.01.2020, due to changes in the public system. This is already been taken into account in the approved budget, (#5420). This is to ensure equivalent working conditions for staff in independent schools as in public schools.

Challenges

Uncertainties regarding new students/applicants due to Covid-19. Only a few applicants on waiting list.

Decision

The Board took note of the provided information.

Issue 45 Closure of investment fund

Decision

Stiftelsen Trondheim International School (THIS) has an investment funds account that was established in accordance with the board's decision 18.05.2018 (case 08/2018) on the basis of requirements in the previous financial regulation for independent schools (Økonomiforskrift til friskolelova).

With effect from 01.09.2018, adjustments and simplifications in the regulation were made, and rules on provisions for investment funds were repealed and replaced with new provisions regarding allocation of profits. Refer to § 6-1 and § 6-3 in the regulation.

As of December 31, 2019, THIS has NOK 383 690 placed in an investment funds account which has been allocated for the purpose of improving the student's physical and psychosocial school environment.

Previously, there was a requirement for a separate bank account for the investment funds. The outstanding amount will be transferred the ordinary account.

All public grants and school fee are to benefit the students.

På norsk:

Stiftelsen Trondheim International School (THIS) har en konto for investeringsfond som ble vedtatt i styret 18.04.2018 (sak 08/2018) på bakgrunn av krav i daværende Økonomiforskrift til friskolelova.

Med virkning fra 01.09.2018 ble det gjort endringer/forenklinger i Økonomiforskriften, og regler om avsetning til investeringsfond ble opphevet og erstattet med nye bestemmelser vedrørende overskudd. Dette omtales i § 6-1 og § 6-3. Økonomiforskrift vedlagt.

THIS har pr 31.12.2019 kr 383 690 i investeringsfond som er avsatt med formål om å bedre elevenes fysiske og psykososiale skolemiljø.

Det var tidligere krav om egen bankkonto for investeringsfond. Innstående beløp vil bli overført ordinær konto.

Alle offentlige tilskudd og skolepenger skal komme elevene tilgode.

Decision

The BoD decides to close the school's investment funds and for accounting purpose transfer the balance of funds to the ordinary equity (annen egenkapital) and these must be used in accordance with § 6-1 of the Financial regulation (Økonomiforskrift). The funds will be transferred in bank from the investment account to ordinary operating account.

På norsk:

Styret vedtar å avvikle skolens investeringsfond og regnskapsmessig overføre innstående midler til den ordinære egenkapital (annen egenkapital) og benyttes i samsvar med økonomiforskriftens § 6-1. Midlene vil i bank overføres fra investerings-konto til ordinær driftskonto.

Issue 46 Head of School Report

Update

Attached presentation and verbal information based on the strategic areas and the Covid-19 situation with status, plans and challenges.

Decision

The Board took note of the HoS report.

Issue 47 Status from QAC

Discussion

QAC meetings have not been held since last board meeting.

ERT*/Administration has performed a Covid-19 risk assessment in two parts, part one is for the closure of school and the part two is for the re-opening of the school. All relevant measures are in process.

The risk assessment process supports the administration during the Covid-19 period to ensure that the school is operating in line with Udir guidelines for infection control.

Preliminary Risk Assessment report is attached. The report is not finalised since the Covid-19 situation is still ongoing.

* Emergency Response Team (kriseteam)

Decision

The Board took note of the provided information.

Issue 48 Approval of Code of Conduct

Decision

Awaiting a national assessment of the existing Education Act § 9A as part of a proposal for a new Education Act, and a review of the local Trondheim kommune "Ordensreglement", the leadership team has decided to prolong the current version of the school's Code of Conduct until further notice.

Decision

The Board approved to prolong the current version of the Code of Conduct, approved by the BoD 25.06.2019, for the 2020-21 school year.

Issue 49 Årlig tilstandsrapport for Grunnskoler

Discussion

The Education Act and the Private Schools Act stipulate that school owners are required to prepare an annual report about the state of the Education. The annual state report aims to contribute to an awareness of the quality of education. The report is intended to be a starting point for dialogue, discussion and planning of the work on quality development in the school.

As a consequence of the Covid-19 circumstances the report has not been discussed with the PC or the SCC this year.

Decision

The Board took note of the reported findings and the goals for next school year.

Aase Müller and Marte Løvik were appointed to finalise the report from the school owner's perspective.

Issue 50 Miscellaneous

Non planned issues

1. The case regarding "Special Needs Education at ThiS; standard and practices" was postponed to the next Board meeting. This is in order to allocate enough time for a proper review.

2. There is a need for a review of the school's web page, both for the design and the content. The current one is outdated and does not work optimally. The new revision should be in place before the start of next term in August. The Chairman of the Board, Øyvind Fries, operates a Tech-company with available resources during this summer, and is willing to contribute to save cost and time well below market price.

3. The Board planned to review the school's Bylaws in the near future, a task force will be set.

Decision

2. The board supported updating the schools webpage, and accepted the proposed solution, as it is a good solution both in terms of price and timeframe. The price is expected to be half the market price.

Added information from Business Manager after the meeting:

This solution is strongly supported by the administration. With regards to the regulation (Økonomiforskrift til Friskoleloven § 6-2 - Handel med nærstående) and communication with the school's Auditor it is recommended that a formal decision is made. The administration will prepare the case for the next board meeting.

Location:

Date:

*Signed 6/30/20 by Fries,
Øyvind using BankID.*

*Signed 6/30/20 by LØVIK,
MARTE using BankID.*

*Signed 7/15/20 by Branlat,
Jennifer Elise using BankID.*

Øyvind Fries
Chair of the Board

Marte Løvik
Vice Chair of the Board

Jennifer Elise Branlat
BoD Member

*Signed 7/21/20 by Drøyvold,
Wenche Brenne using BankID.*

*Signed 6/30/20 by Haugen,
Linda Anita using BankID.*

*Signed 7/13/20 by Müller, Aase
using BankID.*

Wenche Brenne Drøyvold
BoD Member

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member