
Minutes from board meeting 7-2020

Organization	Stiftelsen Trondheim International School
Meeting number	7-2020
Date	Wednesday, September 23, 2020
Time	12:00 PM - 7:00 PM
Location	Scandic Hotel Nidelven
Procedure	Board meeting, followed by Board seminar. Lunch will be served at 13-14. Afternoon snacks included.

Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board*), Jennifer Elise Branlat (*BoD Member*), Wenche Brenne Drøyvold (*BoD Member, attended from 17:00*), 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*), Caroline Cheng (*Parent Committee Representative*), Henny Brilke (*Student Council Representative*)

Lawful absence

Gunn Langset Trøan (*Trondheim municipality representative*), Christine Østerlie (*Business Manager*)

Issue 61 Board call and agenda

Opening of meeting

Decision

The Board approved the call and agenda.

Issue 62 Minutes 6-2020

Approval and signature

Board member Marte Løvik commented on the minutes from last meeting, 26.08.2020, claiming that the Board only approved the process. The contract was left to the Head of School to approve.

Suggested text: "The Board approved the process leading to the website development project."

Decision

Meeting minutes from 26.08.2020, issue nr. 58, be rectified with the following adjustments:

The Board approved the process leading to the website development project.

Rectification of the final decision in BoD meeting of 26.08.2020, issue 58 be as follows:

The Board approved the process leading to the website development project provided by Folkeinvest AS."

Issue 63 Previous decisions and tasks

Update

Two tasks pending:

- review and update Emergency plan
- School-Preschool agreement.

Updates from Øyvind on the latter.

Decision

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

Issue 64 Special Needs Education in THIS; standards and practises

Discussion

This case was postponed from last BoD meeting.

The Board has requested an outline of standards, practises and trends in regards to special needs education in Trondheim International School.

Such an outline will be presented in the meeting, however, the presentation is not made available in Styreplan due to confidentiality considerations and risk of identification.

Attached is an overview of SNE status and plans in Trondheim Kommune.

Decision

The Board took note of the provided information.

Issue 65 Pension agreement - adjustment

Decision

Det anbefales en justering av skolens innskuddspensjonsavtale med virkning fra 01.01.2020, for å tilpasse vår avtale med endringer i den offentlige avtalen som ble inngått med virkning fra samme dato.

Justeringen er tatt høyde for i vedtatt budsjett for inneværende år (2020) og er fremlagt og avklart i skolens pensjonskomité.

Endringer:

Dagens ordning: 5% av lønn mellom 0-7,1G og 10% av lønn mellom 7,1-12G, uførepensjon 3% grunndekning 0-12G, engangsbetrag 20% av G og tilleggsdekning 66% mellom 6-12G.

Justert ordning fra 01.01.2020: med innskudd på 5,7% mellom 0-7,1G og 23,8% mellom 7,1-12G og uførepensjon på 3% grunndekning 0-12G, **engangsbetrag 25% av G** og tilleggsdekning på 66% mellom 6-12G.

Avtalen må signeres prokura.

In English:

An adjustment of the school's defined contribution pension agreement with effect from 01.01.2020 is recommended, in order to adapt our agreement to changes in the public pension agreement, with effect from the same date.

The adjustment has been taken into account in the approved budget for the current year (2020) and has been presented and clarified in the school's pension committee.

Changes:

Current scheme: 5% of salary between 0-7.1G and 10% of salary between 7.1-12G, disability pension 3% basic coverage 0-12G, lump sum 20% of G and additional coverage 66% between 6-12G.

Adjusted scheme from 01.01.2020: with a deposit of 5.7% between 0-7.1G and 23.8% between 7.1-12G and disability pension of 3% basic cover 0-12G, lump sum 25% of G and additional cover of 66% between 6-12G.

The agreement must be signed by a power of attorney.

(Grunnbetraget (G) per 1. mai 2020 er kr 101 351.)

Friskoleloven § 4-4. Lønns- og arbeidsvilkår

Undervisningspersonalet har rett til lønns- og arbeidsvilkår som i tilsvarende offentlige skolar.

Decision

The Board approved the adjustment in the school's pension agreement.

Issue 66 Head of School Report

Update

Refer to the attached report on the regular reporting points.

Decision

The Board took note of the Head of School report.

Issue 67 Business Manager Report

Update

Status as of July: Refer to attached monthly report from Økonomisenteret AS. A head of budget + NOK1200 000 for the period Jan - July.

Lower incomes and minimal staff costs in July due to holidays.

Increased costs related til facilities adjustments, investments and infection control measurements expected in August.

Increased costs related to digital customization (lease systems and computers etc).

Plans: Budget 2020. Adjustments in relation to KS tariff settlement 2020 from 01.09.2020 (Tariffoppgjør).

Challenges: Nothing to report in relation to finances.

Information regarding extra temporary fundings from Udir is attached. This will consider to apply when the application form will opens. Minimum NOK 188 per student = NOK 37 000.

Tilskuddet skal stimulere til innkjøp av digitalt utstyr, infrastruktur, fellesløsninger og digitale læremidler.

Decision

The Board took note of the financial report.

Issue 68 Report from QAC

Update

KFF-KSS has become IK Friskole (InternKontroll) and a new version of the privacy / data protection module (Personvern Ny Versjon) has been developed. This is an internal control system for privacy that helps document that personal data is processed and stored in accordance with the privacy regulations.

Internal control is a systematic approach for complying with the requirements of the regulations, with documented routines both for the school's duties and for fulfilling the data subjects' rights (students, parents, employees and others).

The purpose of this internal control is to ensure

- Proper operation within the regulations
- That guidelines and routines are followed so that the goals are achieved
- Protection of the data subjects' rights
- Good information security and information quality
- That the risk of deviations is minimized
- That any discrepancies are discovered and handled

As the module is new, the work has only started.

Find attached a QAC report on controlled and pending items pr. 16.09.2020

Decision

The Board took note of the provided information.

Issue 69 Miscellaneous

Non planned issues

Location:

Date:

*Signed 11/19/20 by Fries,
Øyvind using BankID.*

*Signed 11/23/20 by LØVIK,
MARTE using BankID.*

*Signed 11/20/20 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 12/3/20 by Haugen,
Linda Anita using BankID.*

*Signed 11/20/20 by Müller,
Aase using BankID.*

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member