
Minutes from board meeting 4-2020

Organization	Stiftelsen Trondheim International School
Meeting number	4-2020
Date	Wednesday, April 22, 2020
Time	5:00 PM - 7:00 PM
Location	Online
Procedure	Online

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*), 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

Aase Müller (*BoD Member*)

Issue 31 Board call and agenda

Opening of meeting

Decision

The call and agenda were approved.

Issue 32 Minutes 3-2020

Approval and signature

There are some needs for clarifications and adjustments in the protocol from previous meeting before ready for signing.

Decision

The protocol will be sent for comments to the Board and then for signing after the planned adjustments are completed.

Issue 33 Previous decisions and tasks

Update

Decision

The Board reviewed the overview of previous decisions and tasks. This document is being continuously updated. The Board agreed to postpone the deadline case 30.

Issue 34 Head of School Report

Update

Refer to the attached report regarding status on the regular reporting point.

The Head of school gave a verbal update regarding to the ongoing Covid-19 situation and the process with re-opening the school. The situation is demanding and it requires a lot of communication, meetings and planning. The school and the preschool have different guidelines from Udir/FHI that need to be considered and merged.

AMU has worked with the Covid-19 Risk Assessment. The report with risks and actions was presented to the Board.

There has also been requests from parent regarding school fee payments during the home schooling period.

A meeting in the Parent Committee was conducted 20. April. The minutes will be sent to all parents /caregivers.

The application process with Fylkesmannen re-approval of the facilities is ongoing and will be submitted as soon as possible.

The PC rep and student representatives gave their perspective of the Covid-19 situation.

Decision

The Board took note of the HoS report and verbal information. The Board will support in the situation if needed.

Issue 35 Business Manager Report

Update

Status:

Accounting

Refers to the attached February accounting report from Økonomisenteret AS, included department accountings for rental gym and SFO. (appendix 1)

The result so far this year (January and February) is a head of budget by NOK 200 000. SFO operation is in balance.

Information investment fund

The school has an account for investments fund (NOK 390 000). This was created due to requirements in the previous financial regulations for independent schools (Økonomiforskrift til friskoleloven), where 15 % of the Udir fundings could be set aside for future investments. The requirement for separate account is not required in the revised and simplified regulation.

The Board should consider to close the investment fund account. Refer to attached information from Udir. (appendix 3).

VAT/merverdiavgift friskoler

In the previous meeting, the Board was informed about uncertainties regarding VAT refunds for independent schools. The situation seems to have been clarified so that we will keep the refund as of today. See attached statement from the auditor. (appendix 2).

Status costs Indoor climate project per Mars 2020

Investments Air Handling Units and related installation expenses: NOK 1600 000

Other costs: NOK 430 000

Plans:

Follow up with regards to Covid-19 situation and the possible consequences and adjustments.

Finalize annual financial statements and reporting.

Challenges: Covid-19 situation and uncertainty how this will effect next year's number of students.

The SFO offer and invoicing are set om hold, the lost income will be refunded.

Gym closed, loss of rental income.

Grants and school fee received as normal.

Decision

The Board took note of the provided information.

The Business manager will prepare a case for the next Board meeting to close the investment fund account.

Issue 36 Approval of Annual Financial Statement (Årsregnskap 2019)

Decision

Attached is the final draft of the Annual Financial Statement 2019 (Årsregnskap 2019). The accounting is approved by the auditor, and BDO will issue the audit report once the Board has approved and signed.

Decision

The Board approved the Annual Financial Statement 2019.

Issue 37 Preparation of AGM

Discussion

AGM 2020 was planned for May 3rd. Due to the current Covid-19 situation it is recommended to postpone the meeting by 3 weeks, i.e. May 27th, to allow for enough time to plan for and conduct a physical AGM.

Should circumstances not allow for a physical meeting May 27th, it is suggested to hold an electronic meeting on the same date. The BoD will adopt the meeting form within 7 days prior to May 27, 2020.

Find attached the the Nomination Committee's proposal for nomination of candidates for the AGM 2020.

Decision

The BoD decided to postpone the AGM to May 27. The BoD will adopt the meeting form within 7 days prior to the AGM.

Linda Haugen will share the updated Nomination Committee guidelines with all the board members for comments and input. The revised guidelines will be presented in the AGM.

The BoD approved the Nomination Committee's proposal for nomination of candidates for the AGM 2020.

Issue 38 Status from QAC

Discussion

No QAC meetings have been held during the closure of school period, March to April 2020, however the quality assurance systems have been regularly maintained and updated. One compliance deviation pending related to a facilities re-application to Fylkesmannen.

AMU has been functioning as a task force to map out a risk assessment and suggested actions.

An updated version of the Covid-19 risk assessment, upon publication of National guidelines, will be presented in the meeting.

Decision

The BoD took note of the presented Covid-19 risk assessment and suggested actions. The risk assessment was presented as a part of the report from the Head of School in issue 34.

Issue 39 Miscellaneous

Non planned issues

Decision

No extra cases reported in the meeting.

Location:

Date:

*Signed 11/25/20 by Fries,
Øyvind using BankID.*

*Signed 1/10/21 by LØVIK,
MARTE using BankID.*

*Signed 12/4/20 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 1/7/21 by Drøyvold,
Wenche Brenne using BankID.*

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

Wenche Brenne Drøyvold
BoD Member

Linda Anita Haugen
BoD Member