
Minutes from board meeting 3-2020

Organization	Stiftelsen Trondheim International School
Meeting number	3-2020
Date	Wednesday, March 25, 2020
Time	5:00 PM - 7:10 PM
Location	Online
Procedure	Styreplan

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*), Christine Østerlie (*Business Manager*)

Issue 18 Board call and agenda

Opening of meeting

Due to the corona virus situation, the planned meeting will be proceeded online.

Case 24 was added March 24th as an extra information case. BoD members was informed by e-mail.

Decision

The Board approved the call and agenda.

Issue 19 Minutes 1-2020

Approval and signature

Decision

The protocol was signed electronically prior to the meeting.

Issue 20 Minutes 2-2020

Approval and signature

Decision

The protocol was signed electronically prior to the meeting. One signature is missing.

Issue 21 Previous decisions and tasks

Update

Decision

The Board reviewed the overview of previous decisions and tasks. Some cases to be followed up by BoD members. Breafly update from Jennifer/Linda with regards to election committee.

Assigned tasks should be revised and updated/closed within the next board meeting.

Issue 22 Head of School Report

Update

Head of School presented a presentation and provided verbal updates based on the school's strategic areas. Situation, needs and focus in the school are changed due to Corona situation. The submitted report was written before this.

Application to Trondheim Kommune/Miljørettet Helsevern for the re-approval of the facilities is in the final stages and will be sent within few days.

The Head of School informed the Board regarding the operation and actions taken in this ongoing Corona situation. All staff operate from home. The school has set an Emergency Response Team (ERT), and this group meets daily in an online meeting. The situation is documented on an ongoing basis. In addition, a risk assessment is carried out.

All staff are followed up and supervised by their coordinator. The school is preparing for extended lock-down.

The parent representative, the student representative and the teacher representative shared their perspective and experiences.

Decision

The Board took note of the provided information in the HoS report and the additional verbal updates due to the ongoing corona virus lock down and the home schooling situation.

The extraordinary situation seems to be well safeguarded.

Issue 23 Business Manager Report

Update

Status: Refer to accounting report January 2020 from Økonomisenteret AS. Result + 45 000 (budget + 18 000).

Plans: Annual Financial Statement 2019 (Årsregnskap)

Challenges: Uncertainty regarding VAT for independent schools (mva refusjon). Changes in these regulations will effect the schools finances.

Grant letter from Udir regarding capital grant 2020 for independent schools received 11.02.2020. The annual rate per student is decreased since last year; 1733.07 to 1705.81. No significant budget effect for us (NOK 6000). Letter attached.

Teacher density grants 2020 (lærernormtilskudd) is pending. Last year this was received in November.

Additional verbal updates with regards to the the financial concequences effected by the corona lock-down situation. The school will receive the grants as normal. SFO fee will be refunded for the closed period.

Financial status per February is a positive operation result of NOK 238 000 (NOK 200 000 a head of the budget).

Decision

The Board took note of the provided information.

Issue 24 Clarification of BoD issue 15/2020

Update

Refer to

- BoD issue 57/2019,
- space limitations as a consequence of the recent ventilation upgrades,
- BoD issue 15/2020,
- a telephone conversation with Udir on 24.03.20, in which Udir clarified that admission regulations must state the maximum number of students per class in case of physical limitations to the facilities.

As a consequence of the aforementioned elements the following text will be added to the school webpage:

Trondheim International School admits children from Norway and abroad. It is open to all children who fulfill criteria to be enrolled in Norwegian public schools.

From 01.04.20 the maximum number of students at school will be 200 and the maximum number of students per class will be 23. However, no current class enrollments exceeding 23 will be cancelled in any year level, to adhere to the class size caps.

From e-mail correspondence post meeting:

Med referanse til UDIR's oppsummering av tilsyn med frittstående skoler fra 2016.

- Skolens Inntaksreglement er fastsatt av styret.
- Skolen er åpen for alle som oppfyller vilkårene for inntak.
- Inntaksreglementet viser hvordan søkere prioriteres ved oversøking.
- Inntaksreglementets prioriteringsregler er tydelige og saklige.
- Avgjørelser om inntak gjøres i samsvar med inntaksreglementet og friskoleloven, så vidt meg bekjent. Dersom så ikke stemmer ønsker styret umiddelbar informasjon.
- Enkeltvedtakene om inntak oppfyller reglene i forvaltningsloven, så vidt meg bekjent. Dersom så ikke stemmer ønsker styret umiddelbar informasjon.

Oppsummering

- Skolen har tillatelse fra Udir på 230 elever.
- Skolen ble oppmerksom på utfordringer med ventilasjonssystemet sommeren 2019. Disse utfordringene har ført til omfattende vurderinger rundt maksimalt antall elever, og er fortsatt pågående.
 - Status er at miljørettet helsevern har gitt sin godkjenning på inntil 200 elever. Jmf vedlagt godkjenning.
 - Skolen har nå fremsendt denne godkjenningen til fylkesmannen for endelig godkjenning. Den endelige godkjenningen er fortsatt ikke mottatt.
 - Det er rimelig å anta at den vil bli godkjent og således være skolens tak for antall elever.
- Skolen har lagt til grunn at pågående utredning vil føre til skolen er godkjent for inntil 200 elever for neste skoleår. Grunnet tidsfrister rundt søknad om skoleplass ble dette lagt til grunn 1.4.2020.
- På skolens hjemmeside kommer det klart frem hva som er skolens rammer og hvordan dette praktiseres.
- Ved oversøking har skolen vedtatte kriterier for prioritering.
- Styret ønsker ikke å redusere antall elever ved skolen ut over de rammer som settes gjennom lovkrav.
- Løpende etterlevelse av lovkrav er styrets ansvar. Dersom det oppstår forhold som endrer de grenser skolen har lov til å operere under skal skolen gjøre umiddelbare tiltak. Her skal styret holdes orientert.
- Dette fyller kriteriene i lovverket.

Decision

The Board is confident with operational status. The Chair of the BoD stated that the issue has reached a conclusion.

Protocol supply from the non-teaching staff rep: It is the opinion of the non-teaching staff, adding the classroom cap of 23, a decision that should be made by the BoD. Having a cap of 23 students means that this limit effectively becomes a criterion when the applications are processed. Changes to the admission regulations needs to be done as a documented Board decision.

Protocol supply fra teacher rep: I refer to the Friskoleloven § 5-2 d) and the fact that it is not the first time over the 6 years I've worked here that I've heard that the decision around admissions is the board's responsibility. I don't feel it is a good sign that the board members do not know their own role or obligations around the admissions criteria in accordance with the law and I do not agree with the board

making a decision to delegate this task to the HoS before this is clarified and checked. I do not think it is negative in any way to delegate this task to the HoS, however, it needs to be done so in accordance with the law, not the feelings of the board members of this being the most efficient way to run the school.

Issue 25 Preliminary Annual Financial Statement 2019

Update

Preparation of the Annual Financial Statement is in progress. The draft was submitted to the Auditor (BDO) for review 05.03.2020. The audited financial statement (årsregnskap) will be presented for approval in the next Board meeting in April.

A draft for annual report (styrets årsberetning) is attached. The draft is an adjusted version from previous year. The document should be reviewed and checked according to the attached information regarding the requirements for independent schools.

Decision

The Board took note of the information.

Aase, Øyvind and Christine will finalize the annual statement (styrets årsberetning) prior to the next Board meeting.

Issue 26 Annual HSE report

Discussion

Refer to the attached report summarizing the school's systematic and documented work related to HSE in 2019.

All open deviations are closed continuously. The planned actions are followed up by the school.

Decision

The Board took note of the HSE annual report for 2019.

Issue 27 Planning of AGM

Discussion

The school administration will make necessary preparations based on experiences and plans from previous annual meetings.

Decision

This Annual General Meeting is scheduled May 6th 2020 at 18:00. Meeting chair: Øyvind Fries.

The school administration and Chair will suggest agenda, prepare reports and distribute necessary documentation for the meeting.

Plans with regards to the ongoing corona situation:

Pri 1: Keep to 6th May (if possible)

Pri 2: Alternative date

Pri 3: Digital meeting

Issue 28 Board evaluation outcome

Discussion

A BoD evaluation was conducted in February 2020.

BoD representatives over 18 years of age were invited. Five BoD members and four representatives, including HoS, have submitted their answers.

Decision

The Board took note of the presented BoD evaluation results.

Next year the BoD evaluation needs to be anonymous.

Focus areas based on the evaluation:

1) Educational work for compliance competency

Suggestion - Extension of Board meeting in August for Administrations presentation of laws and regulations relevant for BOD.

Ask Fylkesmannen to support training for admin and BoD. The Auditor can also be involved in the training.

2) Relational building within the BoD

Summer dinner as soon as Corona restrictions allow.

All members of BoD to participate at AGM

Issue 29 Status from QAC

Discussion

A QAC meeting on "Skoledrift" was performed March 3rd. Most items in the module were checked out.

Two law breaches have been identified. Both are connected to the pending indoor climate issue.

Decision

The Board took note of the provided information and the report from the KFF-KSS Quality system.

The 2 open deviations are related to the ongoing facility issue (ongoing re-approval from Miljørettet helsevern).

Issue 30 Miscellaneous

Non planned issues

Decision

Plan an online meeting with the Preschool to address the cooperate agreement.

Location:

Date:

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

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

*Signed 1/10/21 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.*

*Signed 11/25/20 by Müller,
Aase using BankID.*

Wenche Brenne Drøyvold
BoD Member

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member