
Minutes from board meeting 8-2020

Organization	Stiftelsen Trondheim International School
Meeting number	8-2020
Date	Wednesday, November 25, 2020
Time	5:00 PM - 6:50 PM
Location	Online
Procedure	Online

Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board*), Jennifer Elise Branlat (*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*), Caroline Cheng (*Parent Committee Representative*), Christine Østerlie (*Business Manager*), Ina Margaret Aanonsen (*Student Council Representative, Deputy for Henny*)

Lawful absence

Wenche Brenne Drøyvold (*BoD Member*), Gunn Langset Trøan (*Trondheim municipality representative*), Henny Brilke (*Student Council Representative*)

Issue 70 Board call and agenda

Opening of meeting

Decision

The Board approved the call and agenda. Two cases added to miscellaneous.

Issue 71 Minutes 7-2020

Approval and signature

Minutes from 25.03.2020 (meeting 3/2020), 22.04.2020 (meeting 4/2020) and 26.08.2020 (meeting 6/2020) not published and signed.

Decision

All the waiting minutes were published and sent for signing today and will be signed shortly by the Board members. The minutes from last meeting was signed electronically prior to the meeting.

Issue 72 Previous decisions and tasks

Update

Decision

The overview of ongoing tasks was reviewed in the meeting. The status of today is two ongoing cases.

Issue 73 Head of School Report

Update

The Head of School presented the attached report based on the regular points in line with the set school strategy. The results of the national tests for PYP 5, MYP8 and MYP9 were presented and discussed as a part of the report.

The report also included a status update regarding Covid-19 and how the school has taken actions with regards to the infection control. The written plan that shows how one is prepared to take care of students and staff in green, yellow and red levels was presented.

There is a lot of positive cooperation both internally and externally in the community.

Decision

The Board took note of Head of School's report.

Issue 74 Business Manager Report

Update

Accounting reports August and September from Økonomisenteret AS are attached.

Status: We are ahead of budget, + NOK 290 000 for the month of September and + NOK 1600 000 in total from January through September. Estimated annual result + NOK 2 - 2.5 mill.

Increased income, delayed starting date and result of annual tariff adjustments and lower (financial) activities related to Covid-19.

The adjustment with effect of the pensions agreement activated and visual from October. The effect date for the agreement is 1. Jan 2020.

We have applied for, and received, Udir Covid grants for digital resources, NOK 49 000. This will cover a small part of increased expenses due to lease of 1:1 computers/lpad's for students.

The closure of the investment fund is completed and the amount is transferred to the ordinary school account. With reference to the BoD decision in June 2020.

Plans: Budget 2021 (separate case in the BoD meeting).

Challenges: Uncertainties with regards to renal gym and the rental agreements. The gym must be adapted to national guidelines for infection control. The rental income has decreased due to the pandemic.

The financial implications with regards to the pandemic are not very significant. Short term sick leave seems to be acceptable as of today.

Decision

The Board took note of the accounting reports and the provided information.

Issue 75 Report from QAC

Update

The QAC meeting was held on the 17th of November 2020 in which Aase Müller participated as the Board representative.

In this meeting the following revised documents were reviewed and re-approved with minor adjustments.

- **School Environment Plan** fulfills the requirements regarding students' school environment (ref Opplæringsloven § 9A). The plan is implemented regularly among employees, latest in August 2020
- **School Absence Plan** fulfills the requirements for frequent absence for students
- **THIS Healthy Food Agreement:** information for parents regarding lunches for their children based on recommendations from Helsedirektoratet and procedures for facilitating children with allergy and hypersensitivity based on Trondheim kommune's procedures.
- **Emergency Plan**

Prior to the QAC meeting, the administration had reviewed the legal backgrounds and routines regarding *local assessments* (attachment 1) and *national assessments* (attachment 2). QAC conducted the control part of these two sections with the comprehensive checklists. These were checked out without any major comments or deviations. Any comments and deviations would have appeared on the attached reports if any from the Quality Control System.

Det er skolestyret som er ansvarlig for at det skjer en oppfølging av de nasjonale kvalitetsvurderingene, jfr. friskoleloven § 5-2.

Fra forskrift til friskoleloven:

- § 2-1. *Verksemdsbasert vurdering*
Skolen skal jamleg vurdere i kva grad organiseringa, tilrettelegginga og gjennomføringa av

opplæringa medverkar til å nå dei måla som er fastsette i den læreplanen skolen har fått godkjend etter privatskolelova § 2-3. Skolen sitt styre har ansvar for å sjå til at vurderinga blir gjennomført etter føresetnadene.

- § 2-2. Rapportering frå skolen
Skolen sitt styre skal medverke til å etablere administrative system og å innhente statistiske og andre opplysningar som trengst for å vurdere tilstanden og utviklinga innanfor opplæringa.

Decision

The Board took note of the information.

Issue 76 School - Preschool agreement

Decision

Refers to previous BoD cases concerning the establishment of an agreement between Trondheim International School and Trondheim International Preschool, to regulate the distribution of the rented facilities in Festningstata 2, access to common vs. exclusive areas, permanent installations and the responsibility for their maintenance.

Find attached a draft agreement between Trondheim International School and Trondheim International Preschool, prepared by the management of both organizations, November 2020.

The document refers to separate floor plans. These are work in progress.

Decision

The Board approved unanimous the agreement with some minor adjustments related to wording.

Issue 77 Admissions regulations (Inntaksreglement)

Decision

All independent schools shall have admission regulations set by the Board and the Friskoleloven, (cf §3-1, §5-2 Friskoleloven).

As of today the school lacks a Board decision on the admission regulation (inntaksreglement).

The issue is a deviation case in the school's quality system KFF KSS (lovbrudd):

Skolen har et inntaksreglement som er i samsvar med de prioriteringer som er lovpålagt, og prioriteringene ut over dette er saklige. Inntaksreglementet er vedtatt av styret.

Decision

The Board approved unanimous the attached existing procedure as the admission regulation for THIS.

Issue 78 Review of the Bylaws

Decision

The task force gave a verbal update in the meeting and presented the suggested adjustments.

Decision

The Board decided to present the revised bylaws for approval at the AGM in May 2021.

Issue 79 Strategy 2021-2025

Decision

The attached school strategy document was revised in the BoD seminar of 23.09.2020.

The model has been presented to the leadership team, the pedagogical staff and the school coordinating committee, SCC (the latter is planned Nov. 20th).

No objections has been raised in regards to the contents, however one suggestion has been put forward in regards to the order of the objectives within the Quality and Compliance focus area; i.e. to swap the 2021 objective "Collectively increase quality" with the 2023 "Collective ownership of quality and compliance" and vice versa.

The admin has implemented a separate school strategy annual operational plan. We assume that this will be developed in collaboration with the student and parent bodies (SC, PC and SCC) and the BoD.

Decision

The Board approved the revised school strategy for 2021-2025, with the suggested changes.

Issue 80 Approval of budget 2021

Decision

The school's leadership presented a final draft for Budget 2021 with a planned surplus of NOK 620 000, which they believe reflects expected plans and activities for the next year.

With a focus on cost control, we will strive to present a sustainable result also in 2021. This in line with the school's strategic goal of strengthening the equity and build a high quality robust organization.

Documentation presented/attached the agenda:

- Assumptions for the budget proposal
- Total budget
- Department budgets: School, SFO and rental gym
- Calculations: Distributing key school/SFO, Udir fundings, School fee, SFO fee

The school has planned to cover the negative result in the SFO budget with the surplus from the rental gym. In this way, we can maintain the current quality in the SFO offer.

Decision

The Board approved unanimous the presented Budget 2021.

The school fee rate is planned to be kept on the same level as in 2020.

The decision includes an increase of SFO fee/SFO food fee from 1. August 2021 to be NOK 2450/NOK 250.

Issue 81 Miscellaneous

Non planned issues

1. The school has received an invitation for next Thursday from Fagenheten, Trondheim kommune regarding reorganizing of the special needs program.

2. Next BoD meetings to be held from 18:00 - 20:00. - timings for future meetings to be discussed next meeting.

Location:

Date:

*Signed 11/30/20 by Fries,
Øyvind using BankID.*

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

*Signed 12/2/20 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 11/30/20 by Müller,
Aase using BankID.*

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member