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# Minutes from board meeting 6-2020

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Organization	Stiftelsen Trondheim International School
Meeting number	6-2020
Date	Wednesday, August 26, 2020
Time	5:00 PM - 7:15 PM
Location	Trondheim International School
Procedure	Refreshments served during meeting

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## 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*)

## Lawful absence

Wenche Brenne Drøyvold (*BoD Member*), Gunn Langset Trøan (*Trondheim municipality representative*)

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## Issue 51 Board call and agenda

Opening of meeting

### Decision

Board call and agenda approved.

Election for the student rep for the Board is pending, so no student rep present in the meeting today.

Welcome to the new PC (FAU) representative Caroline Cheng.

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## Issue 52 Minutes 5-2020

Approval and signature

Protocols from meeting 3/2020 and 4/2020 are not signed due to pending clarifications.

### Decision

The protocol from meeting 5/2020 was signed electronically prior to the meeting.

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## Issue 53 Previous decisions and tasks

Update

### Decision

The board reviewed the list of pending tasks and updated the overview.

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## Issue 54 Head of School Report

Update

The Head of school gave a presentation based on the strategic areas; `economy, compliance, IB education and robust organisation`, admission updates and the Covid-19/infection control situation.

Measures with regards to Covid-19 are taken based on Udir's action plan and Trondheim Kommune's recommendations. The school's infection control measures were presented for the board, with supplementary information from the teacher representative.

### Decision

The BoD took note of the HoS report.

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**Issue 55 Business Manager Report**

Update

**Status:** Refer to attached accounting report with comments from Økonomisenteret.

As of June, + NOK 1000 000 compared to the budget.

- Income in line with budget (despite the decrease in SFO and rental gym)
- Planned annual salary increase (tariffoppgjør) postponed due to Covid-19
- Lower pension costs, due to pending planned adjustments
- Refund of 4 % AGA (employer tax) - National Covid-19 action
- Operation costs within the planned budget

Expecting extraordinary costs in July and August related to in-house summer projects, maintenance, inventory and IT equipments in July/August. IT leasing costs have increased due to upgrading equipments for students and staff, the school entered into a new leasing agreement in June.

School fee invoicing for new students not arrived due to Covid-19 on hold in August.

**Plans:**

- Start up the new academic year, included changes in working contracts.
- Be prepared for changes due to the pandemic situation.
- Start planning budget 2021.

**Challenges:** Covid-19 situation. No serious financial consequences, but an effect on rental income gym.

**Attachments:**

- Accounting report June 2020 from Økonomisenteret As.
- Letter regarding Udir fundings fall 2020 (tilskuddsbrev høsten 2020). The size of the grants is based on preliminary reported number of students (200), until final numbers will be reported by the deadline 1. October.
- Letter regarding extraordinary grants from Udir as a contribution to the care of vulnerable students in the Covid-19 situation.

**Decision**

The Board took note of the provided information.

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**Issue 56 Report from QAC**

Update

Since March 2020, the main focus of the organisational quality work has been to handle infection control routines, related risks and general adjustments in regards to the Covid-19 situation.

The school leadership and administration have acted as the school's emergency team.

Information for all staff, check lists and routines related to Covid-19 are in the HSE/Staff handbook.

**Decision**

The BoD took note of the provided information.

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**Issue 57 Meeting plan BoD academic year 2020/2021**

Decision

**Suggested meeting plan for fall 2020:**

August 26th @17-19

September 23rd - BoD seminar included @time frame 12-21

October 21st @17-19

November 25th @17-19

December 16th @17-19

### Decision

The Board approved the meeting plan for fall 2020. The Board decided to merge the September BoD meeting with a BoD seminar.

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### Issue 58 School website design agreement

Decision

Redesign of the school's website has been a pressing matter over the last years. The website was originally designed by a parent at the school on a voluntary basis. Both construction and design are now outdated. The website is largely used as the school's contact point for parents, students, job seekers and the society in general.

At the Board meeting June 10th, 2020, a proposal was presented under AOB, to address the matter before the school start, August 2020.

Based on available capacity related to Covid19 in the company of the BoD Chair, Folkeinvest AS, it was possible to offer delivery of the service at the agreed time and at half the price.

The school has obtained tenders from other suppliers.

The school administration considers this service to be pressing, at the same time as the price offered is considered justifiable with regard to the use of grants and tuition fees.

Cf. Økonomiforskrift til friskoleloven:

### § 6-2. Handel med nærstående

Styret skal sjå til at all handel med eigarane eller deira nærstående er gjord på marknadsmessige vilkår.

Styret skal gjere vedtak om at handelen kjem elevane til gode, deriblant at dette er ein rasjonell måte å skaffe vara eller tenesta på. Styrevedtaket skal så langt som mogleg dokumenterast med prisar og andre vilkår frå uavhengige tilbydarar.

Krava til styrevedtak og dokumentasjon gjeld ikkje for ubetydelege totalbeløp for ei vare eller teneste.

### § 8-2. Krav til noteopplysningar i rekneskapen

I tillegg til dei krava rekneskapslova stiller til rekneskapsføringa, skal skolen i notar til årsrekneskapen gi særskilde opplysningar om:

- a) offentlege finansieringskjelder. Spesifiseringa skal vise kven som har ytt midlane og formålet med ytinga.
- b) skolepengesatsane. Skolar som ikkje tar skolepengar, skal spesifisere dette.
- c) disponering av overskot. Utrekninga skal vise kor mykje skolen har disponert i forhold til totalt inntektsgrunnlag, både i kronebeløp og i prosent av inntektsgrunnlaget.
- d) handel med eigarane til skolen eller deira nærstående. Spesifiseringa skal vise kven skolen handlar med, kva slags vare eller teneste som er kjøpt og totalbeløpa for dei ulike varene og tenestene. Skolar som ikkje har hatt handel med eigarar eller nærstående, skal spesifisere dette.
- e) tilleggsverksemd. Driv skolen tilleggsverksemd etter § 2-2 og § 7-1, skal skolen vise korleis felleskostnadene er fordelte på avdelingane.

### Decision

The school has signed an agreement with Folkeinvest AS which is seen as appropriate in relation to the timeline and cost. The case has been clarified with regard to regulations related to trade with related parties. Folkeinvest had available resources due to Covid-19 who were willing to carry out this work during the summer holiday, and at half price in relation to the market price obtained.

The administration has been in contact with the school's auditor, who recommended a board decision on the agreement.

The Board approved the process leading to the website development project with Folkeinvest AS.

### Issue 59 Guidelines for the Board's Personnel Committee

Decision

Refer to background information in BoD case 49/2019 where it was decided that the Board establishes a Personnel Committee:

*According to the school's conflict management routine (attached), the board shall be involved if a personnel case involves the Head of School. Furthermore the Head of School is in need of an advisory board from time to time, guiding or advising the Head of school.*

*In both cases the involvement might be required faster than the next board meeting.*

*The board will establish a work committee for personnel cases with a response time lower than one week.*

*The committee should consist of a broad range of competency for HR related cases and be from 2 to 4 persons.*

Refer to the school's Routine for handling of conflicts, unacceptable behaviour, bullying and harassment, page 4: "Complain to the Principal".

### Decision

The board wants to review the routine in relation to the school's already existing routine for conflict management and given guidelines and postponed the decision to the next meeting.

### Issue 60 Miscellaneous

Non planned issues

1. Updates on Location issue; Facilities task force in collaboration with Norion.

2. Set a date for meeting with new Preschool Board.

### Decision

The Board took note of the information A meeting with the Preschool will be planned with the involved persons.

The board case 'Special Needs Education in This; standards and practices' is postponed to the next board 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.*

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Øyvind Fries  
Chair of the Board

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Marte Løvik  
Vice Chair of the Board

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Jennifer Elise Branlat  
BoD Member

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

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

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Linda Anita Haugen  
BoD Member

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Aase Müller  
BoD Member