
Minutes from board meeting 2-2021

Organization	Stiftelsen Trondheim International School
Meeting number	2-2021
Date	Wednesday, March 3, 2021
Time	6:00 PM - 7:45 PM
Location	meet.google.com/rxu-sbui-qrh
Procedure	Online meeting

Participated

Øyvind Fries (*Chair of the Board*), Jennifer Elise Branlat (*BoD Member*), Aase Müller (*BoD Member*), Agneta Amundsson (*Head of School*), Marc Urie (*Non-teaching staff representative*), Christine Østerlie (*Business Manager*), Ina Margaret Aanonsen (*Student Council Representative (deputy)*)

Lawful absence

Marte Løvik (*Vice Chair of the Board*), Wenche Brenne Drøyvold (*BoD Member*), Linda Anita Haugen (*BoD Member*), Jelena Sitar (*Teaching Staff Representative*), Gunn Langset Trøan (*Trondheim municipality representative*), Caroline Cheng (*Parent Committee Representative*), Henny Brilke (*Student Council Representative*)

Issue 12 Board call and agenda

Opening of meeting

Decision

The Board approved the call and the agenda. No issues added to Miscellaneous.

The Chair encouraged the Board members to inform about absence in a reasonable time in advance of the Board meeting.

Issue 13 Minutes 1-2021

Approval and signature

Decision

The minutes was signed electronically prior to the meeting. One signature is missing, it will be completed shortly by giving a reminder.

Issue 14 Previous decisions and tasks

Update

Decision

The Board reviewed and updated status in the overview of previous tasks and decisions. Aase Müller made herself available for contribution if participation from the Board in the strategic actions are desired.

Issue 15 Head of School Report

Update

The Head of School presented her attached report and additional details with status, plans and eventual challenges based on the school's strategic areas.

As a part of the report, the Board was updated on the Covid-19 situation and how this affect the school's daily operation. There are no known outbreaks in the school.

The administration has recently carried out a new Covid risk assessment with measures to take care of the situation in the best possible way. The challenges are related to the limited space and the opportunities to maintain the recommended distance.

There are several teachers who has applied for Udir's continuing education program for next school year, to meet the future national requirements in the subjects Norwegian, Math and English.

The Board was informed about the pending situation regarding school nurse and the general status for School Health Service in independent schools in Trondheim.

A presentation from the special needs project "Helhetlig modell" in Trondheim Kommune" and information regarding a completed meeting by Abelia FRI and Udir were attached in addition to the written version of the Head of School report. These documents contains relevant information for the Board members.

Decision

The Board took note of the provided information, and was pleased with the information and the given updates.

Issue 16 Business Manager Report

Update

Status: The accounting reports as of December 2020 and January 2021 were provided.

The December report is a preliminary economic picture of the year 2020. Some minor internal adjustments will probably be made, these will not affect the final result.

Some of the deviations in relation to the budget occur due to different operations caused by the pandemic situation.

The expected annual result for 2020 is NOK 2891 000 (profit of 9%) which is an improvement compered to the planned budget. This is in line with the school's strategy to build a sustainable equity and to ensure a robust organisation for future needs.

The accounts for January reflect the set budget in regards to incomes/grants, operation costs and personnel costs. Nothing extraordinary to report, for details refer to the the attached reports from Økonomisenteret AS.

As of February 2021, we can expect the accounts to be affected by payment of delayed wage settlement for 2020 and extraordinary high electricity costs.

Plans: Annual Financial Statement 2020. Refer to the next issue in the agenda.

Challenges: To operate SFO in balance and lack of planned income for rental gym in regards to corona closure. In order to best take care of infection control for our staff and students we have closed the facilities (gym) for external renters until further notice.

The letter regarding Udir grant (elevtilskudd våren 2021) was shared with the Board as an attachment to the call.

Decision

The Board took note of the provided information.

Issue 17 Status on Annual Financial Statement 2020

Update

Status: Refer to given status as of December in the previous Board issue.

The Annual Financial Statement with departmental accounts and comments are being prepared and will be sent to the Auditor (BDO) in March.

Plans: The Annual Financial Statement will be presented for approval in the next Board meeting in April. A summary will be presented for the AGM in May.

BM will communicate with Agneta Amundsson, Øyvind Fries and Aase Müller in advance of the completion to prepare the necessary paperwork and the belonging reports.

Deadline to report to Udir is June 1st.

Challenges: Nothing to report.

Decision

The Board took note of the provided information.

Issue 18 HSE updates and annual report 2020

Update

The Head of School provided a written and oral annual summary of the HSE work at ThIS. The report contained information regarding how we work with HSE systematically, the staff involvement, AMU, HSE training, fire safety, reported deviations, sick leave statistics and the schools work with emergency planning.

A employee survey to map the job satisfaction among all staff is planned during spring, and the MTM tool with adjustments is prepared in cooperation with the Occupational Health Service (Avonova).

Cf. 3/3/21 Meeting 1-2021 - issue 9: Board Evaluation: *The Head of school will present the ongoing HSE plan and the tool for a survey on the psychosocial work environment in the next Board meeting.*

Decision

The Board took note of the provided information.

Issue 19 BoD Annual Plan

Decision

For better timing and coordination of required information to the Board, the school administration has requested certain adjustments to the BoD Annual Plan, Cf. issue 6 in the BoD meeting of January 27th, 2021.

Decision

The Board approved the revised version of the BoD Annual Plan.

Issue 20 Specification for Election committee

Discussion

Cf. BoD Annual Plan the issue aims at formulating an assignment description (oppdragsbeskrivelse) for the Nomination Committee, based on current competency needs and the number of members to be replaced.

In accordance with the bylaws the Board shall consist of:

Chair elected for two years

Vice Chair elected for two years

3-5 Board members elected for three years.

The spring 2021 situation is as follows:

Board Member	Position	Elected Until
Øyvind Fries	Chair	2021
Marte Løvik	Vice Chair	2022
Aase Müller	BoD Member	2023
Linda Haugen	BoD Member	2023
Jennifer Elise Branlat	BoD Member	2021
Wenche Brenne Drøyvold	BoD Member	2022

This year the elective period is ending for two Board members.

These two are:

- Øyvind Fries
- Jennifer Branlat

The Nomination Committee should replace the Chair and 1-2 Board members whom would correspond to the competence needs of the Board and the School.

Decision

The Board decided that the Nomination Committee shall suggest a Chair, and a minimum of 1 board member with relevant competence and experience.

The NC shall strive for balance within the Board with respect to gender.

Issue 21 Miscellaneous

Non planned issues

Decision

n.a.

Location:

Date:

Signed 3/11/21 by Fries, Øyvind using BankID.

Signed 3/17/21 by Branlat, Jennifer Elise using BankID.

Signed 3/19/21 by Müller, Aase using BankID.

Øyvind Fries
Chair of the Board

Jennifer Elise Branlat
BoD Member

Aase Müller
BoD Member