
Minutes from board meeting 1-2021

Organization	Stiftelsen Trondheim International School
Meeting number	1-2021
Date	Wednesday, January 27, 2021
Time	6:00 PM - 8:00 PM
Location	meet.google.com/azv-jfmt-ubi
Procedure	Ordinary Board meeting - online

Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board*), 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*), Gunn Langset Trøan (*Trondheim municipality representative*), Caroline Cheng (*Parent Committee Representative*), Henny Brilke (*Student Council Representative*), Christine Østerlie (*Business Manager*)

Lawful absence

Jennifer Elise Branlat (*BoD Member*)

Issue 1 Board call and agenda

Opening of meeting

Decision

The Board approved the call and agenda.

Issue 2 Minutes 9-2020

Approval and signature

Decision

The protocol from the previous meeting was signed electronically prior to the meeting.

Issue 3 Previous decisions and tasks

Update

Decision

The Board reviewed and updated the overview of previous decisions and tasks.

Issue 4 Head of School Report

Update

The presentation was distributed with the agenda. The Head of School provided complementary verbal information on status, plans and challenges, based on the strategic focus areas Economy, IB education, Robust Organization and Quality/Compliance. Preparations for the next IB evaluation has started.

An update of the Covid-19 situation was presented, with the associated plans for red level and action preparedness. There are no known cases of infection in the school at present.

A marketing article This is published in a Nettavisen.no Magazine; Skole & Utdanning 2021.

The Head of School has experienced positive and supportive communication with Trondheim kommune with respect to the critical need for international education in the community.

The school administration is currently focusing on completion of the GDPR related modules in the updated version of the internal control system (IK friskoler). One open deviation regarding students attendance reports has been identified, however measures have been taken.

Information with respect to the OISE program 2021 (continuing education for IB teachers) was shared.

Decision

The Board took note of the provided information.

Issue 5 Business Manager Report

Update

Status: The November accounting report from Økonomisenteret AS was attached to the agenda. December report not completed by 20.01.2021, but preliminary total annual result for 2020 is estimated to a positive result of NOK 2800 000 (+ 1900 000 compared to the budget).

The result for the year 2020 is expected to be approximately 10 %, which supports building equity and a safe financial fundament for the future, in line with the school's adopted strategy.

The school has received extraordinary fundings to cover Covid-19 related costs. In total NOK 317 000 to cover changes in the staffing needs, adjustments of infrastructure for IT and facilities, hygienic measures and to facilitate for the offer for vulnerable students.

The school has signed a new 3-years leasing agreements for IT equipments to ensure one-to-one computers/iPads for all students in both PYP and MYP.

Plans: Financial year-end closing and annual reports.

Ongoing processes in regards to GDPR/privacy protection and mapping of our systems. The needs and the use of online resources has changed due to the pandemic, and the situation related to online teaching and learning. We have different needs in an international (private) school since we are using other platforms than the public schools as we are offering an alternative education program.

Challenges: As regularly reported, the SFO is challenging to balance financially. As of today, we are covering the deficit by using the saved profits from rental gym. It is generally challenging to run small departments in terms of SFO and Kindergartens due to the need for basic staffing.

The rental gym has decreased due to closure.

Decision

The Board tok note of the provided information.

Issue 6 Annual plan for BoD

Decision

School information and programme documentation must be kept current to ensure that the IB programme is being implemented according to the Programme standards and practices and to ensure that the IB has an accurate picture of the IB programme at the school.

According to new requirements, Cf. Guide to Programme Evaluation Sept. 2020, Appendix I, all IB schools must provide a School strategy or strategic plan ready for preliminary review ahead of the school visit.

Our IB coordinators request that the Strategy is annually reviewed in the spring, rather than early fall, in order to have the objectives in place from the school start in August every year.

However, this may conflict with the need for a possible new board to settle in and become acquainted with the organisation before they be ready to formulate objectives.

Furthermore, the annual Tilstandsrapport, to be reported in May according to the current plan, presupposes the establishment of objectives. The two processes could advantageously be coordinated.

IB reporting is scheduled in October and Personnel plan in February. Both items are considered early, according to practices and routines in the organisation.

Decision

The Board decided to update the Annual Plan by moving the strategy seminar from August to June with on vote against. The final version will be presented in the next Board meeting.

Issue 7 Board meeting plan 2021

Decision

BoD meeting: January 27th

BoD meeting: March 3rd

BoD meeting: April 21st

AGM: May 26th

BoD meeting and Seminar: June 24rd

BoD meeting: September 15th

BoD meeting: October 20th

BoD meeting: December 1st

Decision

The Board approved the meeting plan for 2021.

Issue 8 Review of the organization

Discussion

The school administration has worked continuously and successfully over the last 4-5 years to establish systems and implement routines and practices, in order to be compliant with national legal requirements as well as IB Standards and Practices.

The Organizational Chart, delegations and job descriptions were reviewed and implemented through the 2019-2020 school year. These "guidelines" need to take effect for some time before they are revised.

Improvements have been made to systemise the quality assessment work. The KSS-KFF enhancements that have been made, now IK-Friskole, are highly supportive.

The Admission system was reviewed and updated in Dec. 2020.

The use of fundings have been reported regularly by the Business Manager.

The school administration suggests that a review of the Organization will be performed internally during the spring 2021, ref. HoS report (Robust Organisation), i.e. the connections between Admin annual wheel, Job instructions, Individual work plans, Personnel and Professional Development Plan.

This review process may generate a need to review the Organizational Chart.

Decision

The Board took note of the provided information.

Issue 9 Board Evaluation

Discussion

The Board has performed the annual Board self-evaluation, and 8 out of 9 members /representatives have responded. The Board members were satisfied with both the method and the execution of the survey.

The Chair provided a summary in the meeting, and the result was generally good.

One topic was decided to be followed up with measures, due to score 2.5 (scale 1-4).

The board knows enough about the company's inner life to discuss issues concerning employee satisfaction.

The Board discussed different methods of mapping the area, including how to involve the staff representatives and implementation of employee surveys.

The Head of School informed the Board on the planned way forward, including AMU in cooperation with Avonova (Occupational Health Services) to conduct a survey in spring 2021.

Decision

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.

Issue 10 Updates from QAC

Discussion

Cf. HoS report; the administration is currently reviewing the "Personvern" items in general, in IK-Friskole. In addition we are checking out updates in "Skoledrift".

A QAC meeting has been established Febr. 17th, for reports to the March BoD meeting.

One open deviation has been detected, connected to attendance registration, Cf. Økonomiforskriften §8-6. The leadership will implement new attendance registration routines in PYP, as required.

Decision

The Board took note of the provided information.

Issue 11 Miscellaneous

Non planned issues

Location:

Date:

Signed 2/3/21 by Fries, Øyvind using BankID.

Signed 4/7/21 by LØVIK, MARTE using BankID.

Signed 2/11/21 by Drøyvold, Wenche Brenne using BankID.

Øyvind Fries
Chair of the Board

Marte Løvik
Vice Chair of the Board

Wenche Brenne Drøyvold
BoD Member

Signed 2/19/21 by Haugen, Linda Anita using BankID.

Signed 2/3/21 by Müller, Aase using BankID.

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member