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# Minutes from board meeting 5-2021

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Organization	Stiftelsen Trondheim International School
Meeting number	5-2021
Date	Thursday, June 24, 2021
Time	9:00 AM - 11:15 AM
Location	meet.google.com/qvt-twiw-qgr
Procedure	Online meetings. Board meeting 09-11 + Board seminar 12-15.30

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## Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board*), Aase Müller (*BoD Member*), Stine Solberg (*BoD Member*), Agneta Amundsson (*Head of School*), Marc Urie (*Non-teaching staff representative*), Caroline Cheng (*Parent Committee Representative*), Henny Brilke (*Student Council Representative*), Christine Østerlie (*Business Manager*)

## Lawful absence

Wenche Brenne Drøyvold (*BoD Member*), Linda Anita Haugen (*BoD Member*), Jelena Sitar (*Teaching Staff Representative*), Gunn Langset Trøan (*Trondheim municipality representative*)

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## Issue 37 Board call and agenda

Opening of meeting

### Decision

The Board approved the call and agenda.

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## Issue 38 Minutes 4-2021

Approval and signature

### Decision

The minutes from last Board meeting was signed electronically prior to the meeting.

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## Issue 39 Previous decisions and tasks

Update

### Decision

No pending tasks in the task list.

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## Issue 40 Head of School Report

Update

The Head of School presented the attached report and additional details with status, plans and eventual challenges based on the school's strategic areas. In addition, an update was given on the status and measures taken in regards to the Covid-19 situation.

There have been no known cases of Covid-19 infection in the school, but the neighboring school has been closed for a period due to outbreaks. Assessments and measures have been assessed on an ongoing basis, and also AMU and the Cooperate Health Service (Avonova) have been involved in the process.

Both the planned school trip for MYP10 and school graduations have been completed successfully, despite imposed considerations and restrictions due to the pandemic.

The candidate who has accepted the new position as a Deputy Principal was presented to the Board.

### Decision

The Board took note of the provided information.

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### **Issue 41 Business Manager Report**

Update

#### **Status:**

Refer to attached accounting report from Økonomisenteret AS, which shows status as of April 2021. As of April, the bottomline is minus 310 000, which deviates negatively from the budget with 200 000.

The results from this year interim KS wage settlement are delayed, and not visible in the accounts during spring as planned in the budget. The cost and adjustment will be taken in during fall.

The School has received a preliminary notice regarding an expected extraordinary UDIR Grant to cover Covid19 related costs for 2021, approximately NOK 280 000 (1 400 per student).

#### **Plans:**

Tasks related to end of academic years and tasks related to termination, renewals and new staff contracts.

#### **Challenges:**

- Increased ICT costs for leasing systems and equipments. The planned necessary upgrading of the WiFi network will lead to a further increase in annual leasing costs of NOK 75 000.
- Increased national electricity prices also affect, and have also led to a significant increase in the gym building. From 2019, electricity in the gym has been charged, previously it was included in the rent. The electrician cost for Gym 2021, is not included in the accounting report as of April, these are approx. NOK 107 000. The situation is expected to persist.
- As is well known, the operation of the SFO is subsidized by the rental income from the Gym. Reduced rental income due to the ongoing pandemic will effect the profit that normally subsidizes the SFO deficit. The SFO fee will increase from NOK 2450 to NOK 2700 from August, as approved in the budget 2021 by the Board. There is a lower number of children in SFO than expected, partly related to less students in PYP 1 - 4.

#### Documents provided for information:

1. Accounting report as of April 2021
2. UDIR - Grant letter - digital teaching aids (Covid-19 related)
3. Revisor beretning 2020 (Auditor report 2020)
4. BRREG - Approval of Annual accounts 2020

#### **Decision**

The Board took note of the provided information.

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### **Issue 42 Meeting plan BoD academic year 2021-2022**

Decision

#### **Suggesting alternative BoD meeting plan for the academic year 2021-2022 (and with regards to ongoing location situation):**

BoD Strategy follow up course date, to be planned if applicable.

BoD meeting August as needed

BoD meeting September 1st, 2021

Bod meeting October 6th, 2021

BoD meeting November 10th, 2021

BoD meeting December 15th, 2021

BoD meeting January 19th, 2022

BoD meeting March 2nd, 2022

BoD meeting April 6th, 2022

AGM April 28th, 2022

BoD meeting May 25th, 2022

BoD seminar June 13th, 2022

### Decision

The Board approved the suggested meeting plan for 2021/2022.

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### Issue 43 Approval of Code of Conduct

Decision

Cf. the Independent School Act (Friskolelova) § 5-2 letter d, and the BoD annual plan, it's the Boards responsibility to establish and review the school's Code of Conduct.

Cf. revised and simplified "Forskrift om skoleregler for elever i grunnskolen, Trondheim kommune, Trøndelag", effective from August 2020 (original text in Norwegian in [LINK](#))

The school administration has decided to keep the level of details in our current version to serve the requirements in IK Friskole:

Friskoleloven § 3-9

Friskoleloven § 5-2 andre ledd bokstav d).

Rundskriv Ordensreglement Udir-8-2014 utdyper og presiserer bestemmelsene om ordensreglement. Kapittel 5 i rundskrivet omtaler brukermedvirkning: "Et ordensreglement er en forskrift etter forvaltningsloven § 2. Det betyr at berørte institusjoner eller organisasjoner skal gis anledning til å uttale seg før forskriften vedtas, endres eller oppheves, jf. forvaltningsloven § 37. Dette kan i praksis gjøres ved at forslag til ordensreglement og begrunnelser for dette sendes til uttalelse til f.eks. samarbeidsutvalget, skolemiljøutvalget/skoleutvalget, elevrådet, foreldrerådet og de ansattes organisasjoner ved skolen."

The revised version was presented to the School Coordinating Committee, June 14th 2021.

### Decision

The Board approved the revised version of the school's Code of Conduct with effect from August 1st 2021.

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### Issue 44 Location - Sale of Festningsgata 2

Decision

Cf. attached background documentation and a PPP (Sale of Festningsgata 2) outlining status, options and an assessment of the current situation.

The Board discussed the situation, consequences and alternative measures that should be taken shortly. It is most appropriate to appoint a Board task force to follow up this case continuously. An inquiry to the potential future landlord must be prepared by the end of June to present the needs, terms and conditions for a future lease agreement.

### Decision

The Board took note of the provided and presented information. The Board decided on a mandate for a task force consisting of Øyvind Fries, Agneta Ammundsson and Stine Solberg to follow up the ongoing situation related to the sale of Festningsgata 2.

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### Issue 45 Årlig tilstandsrapport for Grunnskoler

Discussion

It is stipulated in the Education Act and the Private Schools Act that school owners are obliged to prepare an annual report on the state of education. The annual status report is part of the ordinary planning, budget and reporting work of the school owner and has quality development as its goal. The 2021 report has been presented and discussed with the School Coordinating Committee and the union representative.

### Decision

The Board appointed Aase Müller and Marte Løvik to complete the Board's part of the report in consultation with the Head of School.

### Issue 46 Miscellaneous

Non planned issues

After the formal Board meeting, a digital Board seminar was held from 12:00 - 15:30. A course was held by Styreforeningen with the theme: STRATEGIC BUSINESS DEVELOPMENT AND GROWTH.

Participation from both the Board and the Administration; Øyvind Fries, Agneta Amundsson, Aase Müller, Stine Solberg, Virginia Neilsen, Hope Steen, Marc Urie, Christine Østerlie, Caroline Cheng and Thale Herbertson.

Location:

Date:

*Signed 8/15/21 by Fries,  
Øyvind using BankID.*

*Signed 8/30/21 by LØVIK,  
MARTE using BankID.*

*Signed 8/21/21 by Müller, Aase  
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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Aase Müller  
BoD Member

*Signed 8/13/21 by Solberg,  
Stine using BankID.*

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Stine Solberg  
BoD Member