
Minutes from board meeting 6-2021

Organization	Stiftelsen Trondheim International School
Meeting number	6-2021
Date	Wednesday, September 1, 2021
Time	6:00 PM - 8:45 PM
Location	Festningsgata 2
Procedure	Ordinary meeting

Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board*), Wenche Brenne Drøyvold (*BoD Member*), Linda Anita Haugen (*BoD Member, Attended from 18:35*), Aase Müller (*BoD Member*), Stine Solberg (*BoD Member*), Agneta Amundsson (*Head of School*), Benjamin James Dean (*Non-teaching staff representative*), Caroline Cheng (*Parent Committee Representative*), Christine Østerlie (*Business Manager*), Jorn De Vlieger (*Teaching staff rep - deputy*)

Lawful absence

Ingrid Cicilie Lænd (*Teaching Staff Representative*), Gunn Langset Trøan (*Trondheim municipality representative*), Henny Brilke (*Student Council Representative*)

Issue 47 Board call and agenda

Opening of meeting

Welcome to Benjamin Dean as the new non-teaching representative and Ingrid Lænd as the new teaching representatives in the Board. Ingrid Lænd was replaced by her deputy, Jorn De Vlieger, in the meeting.

Decision

The call and agenda were approved.

Issue 48 Minutes 5-2021

Approval and signature

Decision

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

Issue 49 Previous decisions and tasks

Update

Decision

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

Issue 50 Head of School Report

Update

The Head of School presented a written report on status, plans and challenges with regards to the focus areas of the school strategy. Complementary information was shared verbally.

One central challenge is the ongoing Covid-19 pandemic, and the consequences of this in everyday school life. No outbreaks are registered in our school, but we are prepared to enter into a stricter infection regime as required. We work closely with the Municipality in this case.

The induction of new hires, such as the Deputy Principal and several teaching staff, has been implemented successfully.

Three teachers are completing further education in line with the national requirements for teachers in Norway, and in line with the school's PD plan. Moreover, the IB will keep offering its courses and workshops online, which means that restricted travels is beneficial in regards to Covid measures.

Most of the "Return to school" parent meetings for the year levels are completed, some in person and some online.

The number of students as of today is 194, but this may change. We need to focus on the marketing plan to ensure the IB education is a well known alternative offer in the Trondheim community.

The results from the MTM (medarbeiderundersøkelsen) are in progress with plans and actions in all levels, and the BHT is involved in the process. The Board's personnel task force will be involved where appropriate.

We are catching up with the Internal Control tasks (IK Friskole), and the plan is to check out the new updates in a QAC meeting shortly and prepare for reporting in the next Board meeting.

During the summer, we have been upgrading the new room for the school nurse, located in the Gym building. It seems to be a good solution based on the prerequisites we have, and out of consideration for the requirements set by the municipality.

Decision

The Board took note of the provided information in the HoS report.

The Board's personnel task force assists where necessary in relation to measures after employee surveys.

Issue 51 Business Manager Report

Update

Status first half year: As of June, refer to the attached report from Økonomisenteret AS, with additional comments.

The result for the first half of the year is NOK - 195 000, which is + 53 000 ahead of budget.

The deduction for the 5th week of holiday is taken into the June accounting (July in the budget). So in reality, the salary costs are higher in June (NOK 250 000).

Wage settlement 2021 is expected to be postpaid in October, delayed due to the strike and the subsequent negotiations. An increase of approximately 2.5% is expected to take effect from May.

During the summer, investments were made to upgrade the nurse room in the gym, storage in the classrooms and some upgrading in relation to office space and IT equipment.

Plans:

An investment cost of approx. NOK 300 000 is expected in connection with a strong need for upgraded WiFi in the building. The work is in progress.

We are preparing for the budget 2022, this will also include suggestions for school fees and possibilities for sibling discount.

Challenges:

Increased electricity costs, especially with a view to the new calculation for consumption in the gym.

The number of students as of today is 194, the budget is based on 198. Can be adjusted before the reporting deadline 1. Oct. The number of students per 1. Oct is the basis for the allocation of government grants (Udir) for the school year 2021/2022.

SFO is operated with a "planned" deficit. In comparison with Trondheim Municipality, our SFO fee is NOK 550 lower.

The uncertainty and the financial consequences of the property transfer in relation to the next year(s) budget. The school's ownership of permanent installations must be clarified. This also included the possible lack of extraordinary income for rental gym, as of today is partly in use to operate the SFO offer.

Other information:

The application for the adjustments of the Bylaws was sent by the end of June and the case is still pending at Stiftelsestilsynet. The updated version of the Bylaws is therefore not active yet.

Letters regarding received extraordinary grants for Covid-19 related costs, teacher density and capital/rent were presented with the agenda for information. This total for 2021 of NOK 1343 000 is in addition to the revenues planned in the budget.

Input from the PC representative: Opportunities for sibling discount for school fees, and the background for not having this offer.

Decision

The Board took note of the provided information. It was agreed that Board member Aase Müller will be the board's representative and contact person in the budget work together with the administration.

Issue 52 Lease Agreement Festningsgata 2

Decision

Cf. BoD issue nr. 5/2021, outlining the Sale of Festningsgata 2 by Forsvarsbygg.

The appointed task force, consisting of Øyvind Fries, Stine Solberg and Agneta Amundsson, has followed up on its obligations so far. The attached lease agreement is the result of constructive cooperation between the parties, i.e. Trondheim Kommune/Trondheim Eiendom, Festningsgata 2 AS (the Pentecostal Church Bethel in Trondheim) and Trondheim International School. On the other hand the agreement is deemed manageable and it offers both security and predictability in a long term perspective.

The last version (v01.09.2021) of the suggested future rental contract was reviewed in the Board meeting, and some adjustments in regards to deposit, security clearance, rental- and notice periods were suggested.

The Board is asked to agree that a certain amount of uncertainty must be linked to the extent of common costs. Entering into the agreement may be associated with both increased costs and increased obligations, such as increased rent, loss of rental income connected to the Gym building, increased obligations in connection with the operation of the property and the need for other types of competence /expertise.

Rental costs are stated in clause 8 of the agreement.

Find attached an estimate of increased rental costs.

The Gym building is exempt from the agreement so that the tenants themselves can agree on the use, before a separate lease is established and signed. Festningsgata 2 AS suggests that the current operation is prolonged throughout the 2021-22 school year. Uncertainties with regards to establishing an agreement for the Gym building are expected to be addressed constructively by the parties.

Decision

The Board decided to support that the ThIS school administration enters into the lease agreement with Festningsgata 2 AS as presented in the issue.

Issue 53 Miscellaneous

Non planned issues

The Board decided to postpone the last issue (Strategy 2022 - 2026) to the next Board meeting in October. This meeting should be extended with one extra hour to ensure proper time for for any reviewing and discussion.

Location:

Date:

*Signed 9/23/21 by Fries,
Øyvind using BankID.*

*Signed 10/3/21 by LØVIK,
MARTE using BankID.*

*Signed 10/6/21 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 9/23/21 by Haugen,
Linda Anita using BankID.*

*Signed 9/23/21 by Müller, Aase
using BankID.*

*Signed 9/23/21 by Solberg,
Stine using BankID.*

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member

Stine Solberg
BoD Member