
Minutes from board meeting 7-2021

Organization	Stiftelsen Trondheim International School
Meeting number	7-2021
Date	Wednesday, October 6, 2021
Time	6:00 PM - 9:15 PM
Location	ThIS Staff room Festningsgata 2
Procedure	ordinary meeting with strategy session

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*), Stine Solberg (*BoD Member*), Agneta Amundsson (*Head of School*), Ingrid Cicilie Lænd (*Teaching Staff Representative*), Benjamin James Dean (*Non-teaching staff representative*), Caroline Cheng (*Parent Committee Representative, attended from 18:25*), Christine Østerlie (*Business Manager*), Virginia Neilsen (*MYP coordinator, Attended from 18:00 - 20:55*), Hope Steen (*PYP coordinator, Attended from 18:00 - 20:55*)

Lawful absence

Gunn Langset Trøan (*Trondheim municipality representative*), Alexander Muthanna (*Student Council Representative*)

Issue 54 Board call and agenda

Opening of meeting

Decision

The Board approved the call and agenda. One issue added to Miscellaneous.

The IB coordinators participated in the meeting to provide the annual IB report and for the SWOT /Strategy process.

Issue 55 Minutes 6-2021

Approval and signature

Decision

The protocol was signed electronically prior to the meeting.

Issue 56 Previous decisions and tasks

Update

Decision

The Board reviewed and updated the overview of the ongoing tasks.

Issue 57 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.

The school is still in the process of addressing the agreement with the new landlord.

The board was informed of the admission status as of 1 October, and the situation was discussed. Reporting date to Udir was 1. October, and the number is formally approved by the Auditor in Tavla.

Decision

The Board took note of the Head of School's report.

Issue 58 Business Manager Report

Update

Status: Refer to attached reports (July and August) and the summary from the accounting company.

As of August, the accounts show that we operate ahead of budget (+ 500 000). This is mainly due to extraordinary grants, delayed wage settlement 2021 and advanced payment of Udir grants (200 vs 193).

The prognosis for 2021 (attached) is assumed to be approximately 1,000,000 (+/-), which is in line with the approved strategy goal to build equity.

Plans: Budget 2022, including for the departments SFO and rental GYM. To complete the wage settlement in line with the KS result and adjustments related to increased seniority.

A draft version of the budget 2022 will be presented as soon as the suggestion for the Udir rates for next year are published in the suggested National Budget (Statsbudsjettet).

Challenges: In relation to the budget work, there is more uncertainty this year than in previous years. This is related to the consequences of a new property owner and what we may have to expect from common costs in the facilities. In addition, we have higher operating costs than before at the same time as the subsidy basis (number of students) decreases.

Revenues for gym rentals have normalised after the pandemic closure until this fall.

The SFO department has a challenge to keep the budget, and there are fewer children in SFO (PYP 1-4 students) than in previous years. This year, this will be covered by the intended funds from the saved rental income GYM from previous years, but this may change during the next year.

The SFO fee was adjusted from 1. August 2021, as approved as a part of the budget for 2021.

Attached letters for information:

Udir regarding "Elevtelling 2021" - Auditor BDO informed 08.09.2021

Udir regarding "Særattestasjon revisor" - Auditor BDO informed 08.09.2021

Decision

The Board took note of the provided information.

Issue 59 IB reporting

Discussion

The IB coordinators presented the annual IB report based on the agenda:

- IB Evaluation 2023-2024 dates / cycle review
- Policy
- Governance
- Educational Leadership
- Promotion and Representation
- Summary - Strategy

The requirements from IB in regards to contribution from the Board was clarified.

Refer to the BoD annual plan and to the Independent School Act § 5.2b, second paragraph:

§ 5-2b. Plikt til å arbeide med kvalitetsutvikling

Styret skal ha eit forsvarleg system for å følgje opp resultat frå nasjonale kvalitetsvurderingar som departementet gjennomfører etter § 7-2 tredje ledd. Som ein del av oppfølgingsansvaret skal det utarbeidast ein årleg rapport om tilstanden i skolen med omsyn til læringsresultat, fråfall og læringsmiljø.

Styret skal sørge for at skolen jamleg vurderer i kva grad organiseringa, tilrettelegginga og gjennomføringa av opplæringa medverkar til å nå dei måla som er fastsette i godkjende læreplanar etter § 2-3. Elevane skal involverast i denne vurderinga.

Decision

The Board took note of the IB report provided by the IB Coordinators.

Issue 60 Strategy 2022-2026

Decision

The current version of the strategy document was last revised in the BoD seminar of 23.09.2020. (School Strategy 2021-2025).

The Board, the representatives and the IB coordinators carried out a SWOT analysis of the current situation. The outcome will be compiled by the school administration and form the basis for the 2022-2026 Strategy. The economy part will most likely be affected by increased rents and subsequent operating costs.

Decision

The outcome of the SWOT analysis will form the basis for the formulation of the school's strategy 2022-2026.

Issue 61 Approval of Bylaws - Stiftelsestilsynet

Discussion

Innhenting av manglende dokumentasjon i sak om endring av vedtekter:

Viser til brev av 07.09.2021 fra Stiftelsestilsynet med merknad om manglende dokumentasjon og begrunnelse for endring av stiftelsenes vedtekter. Svar fra skolen av 14.09.2021 til Stiftelsestilsynet, vedlagt, med vektlegging av konflikt mellom norsk barnehagelov med forskrift (Rammeplan for Barnehagen) og IB krav angående vurdering av enkeltbarn i barnehagen. Vår anførsel ble tatt til følge av Stiftelsestilsynet.

I brev med endelig vedtak om endring av vedtektene ble det bemerket at vedtektenes § 8 er i strid med stiftelsesloven. Dette er en feil som ikke er uvanlig i norske stiftelser, da det avviker fra det som vanlig praksis i aksjeselskaper.

Stiftelsesloven § 38. Representasjon utad

Styret representerer stiftelsen utad.

Styret kan gi styremedlemmer eller daglig leder rett til å representere stiftelsen utad, alene eller i fellesskap, hvis ikke det er fastsatt i vedtektene at styret ikke skal kunne tildele slik fullmakt.

Styret kan når som helst kalle tilbake fullmakt etter første punktum.

Daglig leder representerer stiftelsen utad i saker som inngår i den daglige ledelse.

Vi har mottatt godkjenning av de oppdaterte vedtektene fra Stiftelsestilsynet, og merknaden i godkjenningen vedrørende § 8 bør ivaretas i en fremtid søknad om endring i vedtekter.

Decision

The adjusted Bylaws was approved in Stiftelsestilsynet, and the registry (Enhetsregisteret) is formally updated.

The note in the approval regarding § 8 should be taken care of in a future application for adjustments of the Bylaws.

Issue 62 Report from the Quality Assurance Committee (QAC)

Discussion

The Quality Assurance Committee (AA, TH, CØ, KM from the administration and AM from the Board) met September 28th to check out updated routines and information in the school's internal control system IK Friskole. The committee carried out control on 4 of the 14 chapters in the system.

The Administration will continue to work on the remaining 10 chapters to prepare for control check in the next QAC meetings.

There have been extensive changes and improvements in the system, which means that much of the content must be adapted to the new structure.

Chapters in the IK system:

1. **Basis for skoledriften** - completed in QAC
2. **Ledelse og administrasjon** - completed in QAC
3. **Inntak av elever** - completed in QAC
4. Opplæring og elevvurdering
5. **Elevenes skolemiljø** - completed in QAC
6. Kvalitetsutvikling
7. Styrings- og rådsorganer, medbestemmelse
8. Økonomiforvaltning
9. Personalforvaltning
10. HMS for ansatte
11. Personvern
12. Meldinger og rapporter
13. Oppfølging av andre instansers vedtak
14. Samarbeid med andre organer

The QAC have met regularly to ensure the requirement in Friskoleloven § 5-2a. *Internkontroll*.

The status report from control area 1,2, 3 og 5 is attached. There are no open deviations, but some pending issues due to ongoing adjustments.

Decision

The Board reviewed the report and took note of the provided information.

Issue 63 Miscellaneous

Non planned issues

The Board has received an inquiry on behalf of This Preschool regarding the facility situation connected to the sale of the facilities.

Decision

The Board gave a mandate to Agneta Amundsson and Linda Anita Haugen to follow up on this matter.

Location:

Date:

*Signed 11/8/21 by Fries,
Øyvind using BankID.*

*Signed 11/17/21 by LØVIK,
MARTE using BankID.*

*Signed 11/16/21 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 11/8/21 by Haugen,
Linda Anita using BankID.*

*Signed 11/10/21 by Müller,
Aase using BankID.*

*Signed 11/7/21 by Solberg,
Stine using BankID.*

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member

Stine Solberg
BoD Member