
Minutes from board meeting 8-2021

Organization	Stiftelsen Trondheim International School
Meeting number	8-2021
Date	Wednesday, November 17, 2021
Time	6:00 PM - 8:15 PM
Location	THIS - Staff room
Procedure	ordinary meeting

Participated

Øyvind Fries (*Chair of the Board*), Wenche Brenne Drøyvold (*BoD Member, left meeting 19:40*), 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*), Gunn Langset Trøan (*Trondheim municipality representative*), Christine Østerlie (*Business Manager*), Yrsa May (*Student rep deputy*)

Lawful absence

Marte Løvik (*Vice Chair of the Board*), Alexander Muthanna (*Student Council Representative*)

Issue 64 Board call and agenda

Opening of meeting

Decision

The Board approved the call and agenda.

Issue 65 Minutes 7-2021

Approval and signature

Decision

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

Issue 66 Previous decisions and tasks

Update

Decision

The Board reviewed and updated the overview of ongoing tasks.

Issue 67 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 Board was updated on the situation related to the ongoing Covid-19 situation. There have been a few cases of infection at our school and these have been handled according to the guidelines from Trondheim Kommune. The school receives relevant information and meeting invitations in the same way as the public schools.

The Board was informed that the Business Manager has resigned her position, which may lead to a need for staffing adjustments in the near future.

Decision

The Board took note of the Head of School report.

Issue 68 Business Manager Report

Update

Status:

The accounts for September show a deficit of 285,000, which is mainly due to post-payment of delayed wage settlement for 2021.

So far this year (January to September), the accounts show that we are 375,000 ahead of budget.

This is mainly related to increased and extraordinary grants in relation to what has been budgeted, and this will therefore cover up for increased personnel and operating costs.

Refer to attached report from Økonomisenteret AS for details.

As of September, the prognosis for 2021 is estimated to NOK + 800 000-900 000.

Plans: Budget 2022 (separate issue in the meeting).

Challenges: The proposed National Budget (Statsbudsjettet) is presented with a decrease in subsidies to independent schools, and for our school this will have a significant impact in addition to a decrease in the number of students compared to previous years. Financial effect approx. 1 mill.

Expected increased housing costs in relation to the lease agreement / landlord.

There is also some uncertainty in extraordinary grants that we have previously received.

The operation of SFO is financially challenging, but will in the short term (1-2 years) be covered by other additional activities (rental income GYM) and allocated savings for this purpose (Per 01.01.2021 - NOK 372 000).

Decision

The Board took note of the provided information and the monthly accounting report from Økonomisenteret AS.

In connection with the new landlord, it is desirable to look at the tenancy around the gym building, and whether there may be solutions there with subletting that would help stabilize the school's finances. Such a case should also present a timetable for a decision on the matter.

Issue 69 Deputy Head of School and revised Head of School Job Descriptions

Decision

The updated job descriptions were sent out and presented in the meeting.

Because there is a changed structure in the management, it is important to follow up with regards to the distribution of tasks, responsibilities and authority so that clear lines are practiced in the organization. This will also lead to a potential future change in the reporting in the board meeting.

Decision

The Board approved the revised Head of School job description and Deputy Head of School job description.

The annual wheel for the Board will be discussed in the next Board meeting based on the ongoing changes in the leadership structure.

Issue 70 Revision of Organisational Chart

Decision

The School Strategy 2021- 2025 includes an expansion of Trondheim International School.

Refer to the background information of BoD issue nr. 30/2021 in which the Board decided to employ an extra resource to enable the strategically decided goal of expansion, at the same time as maintaining the quality of leadership and management of the current operations.

The implementation of this decision requires a revision of the current organization chart.

Find attached an outline of the new organization.

Decision

The Board approved the revised Organization chart as presented in the issue.

Issue 71 Strategy 2022-2026

Discussion

Cf. background information, decision and follow up tasks in connection with Board issue 60/2021:

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.

The strategy document has been shared and discussed with the Board, the Leadership team, the Union rep, the PC president and, pending, the Union club members.

Find attached a working document (PPP) to outline the process and discussions per date.

A final suggestion will be presented to the Board on December 15th.

Decision

The Board took note of the draft Strategy 2022-2026 document, and a final version of the "Strategy Dashboard" will be presented in the next meeting.

Issue 72 Budget 2022 - draft for discussion

Discussion

Status: A draft version of the next year's budget is attached. The main document with department budgets and background information will be presented in the meeting. (The document is too large to attach)

Plans: Discussion in the Board meeting, based on the draft and the attached list of discussion points. The administration will adjust the budget based on the discussion in the Board meeting, and present a budget for approval in the next meeting in December.

Challenges: In regards to the lower basic income for next year and expected increased costs, adjustments and internal changes needed to be addressed and implemented to achieve a sustainable budget.

There are several factors that affect the school's financial situation next year, which makes working with a balanced budget challenging.

It must therefore be considered that the school will have to present a final budget that shows a deficit.

There is a significant uncertainty about financial consequences related to the new landlord and costs associated with the lease.

Grants may also be added that are currently uncertain, and these have therefore not been taken into account in the presented draft budget.

The school will strive to adapt the operation so that the end result is the best possible.

Statement for the record from the staff representatives: Various members of staff have commented that hearing about the deficit has made them concerned about the staffing situation in the future. They have asked that all staff be informed about how the school ended up in this situation and what the plan is to solve this.

Decision

The Board discussed the draft, the information presented and the various factors that affect the budget for 2022. The following measures are needed to be able to present a budget for approval at the next board meeting in December.

It is strongly desired by the Board that the school presents a balanced budget for 2022, and that the operation affects the saved equity as little as possible.

In connection with the new landlord and rental agreement, it is desirable to look at the tenancy around the gym building, and whether there may be solutions there with subletting that will help stabilize the school's finances. A timetable for deciding on this must be presented at the next board meeting.

Issue 73 Miscellaneous

Non planned issues

No issues reported.

Location:

Date:

*Signed 12/15/21 by Fries,
Øyvind using BankID.*

*Signed 12/15/21 by Drøyvold,
Wenche Brenne using BankID.*

*Signed 12/15/21 by Haugen,
Linda Anita using BankID.*

Øyvind Fries
Chair of the Board

Wenche Brenne Drøyvold
BoD Member

Linda Anita Haugen
BoD Member

*Signed 12/8/21 by Müller, Aase
using BankID.*

*Signed 12/14/21 by Solberg,
Stine using BankID.*

Aase Müller
BoD Member

Stine Solberg
BoD Member