

---

# Minutes from board meeting 9-2021

---

Organization	Stiftelsen Trondheim International School
Meeting number	9-2021
Date	Wednesday, December 15, 2021
Time	6:00 PM - 8:00 PM
Location	meet.google.com/obz-nobq-xyb
Procedure	Online meeting

---

## Participated

Øyvind Fries (*Chair of the Board*), Marte Løvik (*Vice Chair of the Board*), Wenche Brenne Drøyvold (*BoD Member, left the meeting 19:40 due to another meeting.*), Linda Anita Haugen (*BoD Member*), Aase Müller (*BoD Member*), Agneta Amundsson (*Head of School*), Ingrid Cicilie Lænd (*Teaching Staff Representative*), Caroline Cheng (*Parent Committee Representative*), Alexander Muthanna (*Student Council Representative*), Christine Østerlie (*Business Manager*), Marc Urie (*Deputy representative, Deputy non-teaching staff representative*), Gunn Langset Trøan, Thale Herbertson (*Deputy Principal, Attended partly in relation to the HoS report*)

## Lawful absence

Stine Solberg (*BoD Member*), Benjamin James Dean (*Non-teaching staff representative*), Jorn de Vlieger (*Deputy representative, Deputy teacher representative*)

---

## Issue 74 Board call and agenda

Opening of meeting

An updated version of the Head of School report has been adjusted after the agenda was sent out, to ensure the latest updates in relation to the ongoing Covid 19 situation.

The board has received a letter from the school's UDF club, this will be handled in connection with issue 79 (budget 2022).

### Decision

The call and agenda were approved.

---

## Issue 75 Minutes 8-2021

Approval and signature

### Decision

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

---

## Issue 76 Previous decisions and tasks

Update

### Decision

The overview of the follow-up cases was reviewed and updated in the meeting, and updates were given verbally in the meeting by the Head of School.

---

## Issue 77 Head of School Report

Update

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

In regards to the Covid-19 situation, the school is currently preparing for the yellow level in the traffic light model, and we are prepared for any change to another level if this is imposed. The staff in the school will be given priority for the third vaccine dose, and testing of students and staff is recommended in advance of the start-up after the Christmas holidays. The Deputy Principal (TH) recently attended the last

information meeting with the municipality, and supplemented in the Board meeting with relevant information about the situation for the schools in Trondheim kommune.

The Head of School provided additional information about the school's special needs education offer, and whether the grants received cover the needs for the special education the school is required to offer.

The Deputy Principal (TH) presented the part of the report related to IB and the education program, and gave the Board an insight into what has happened in the last period related to the offer to students. Despite pandemic limitations, there are a lot of positive happenings that has taken place recently, both academically and socially.

#### **Decision**

The Board took note of the Head of School report.

---

#### **Issue 78 Business Manager Report**

Update

**Status:** Refer to the attached monthly report from the accounting company for the details. As of October the accounts is presented with a result of NOK 1.4 mill, which is 450 000 a head of the budget for 2021. This is mainly due to extraordinary grants that were not taken into account in the budget.

There has been lower income than normal in the gym rental department in 2021 due to periodic closures, so the expected deficit in SFO will partly be covered by allocated funds after from rental income from previous years.

Prognosis as of Oct 2021 is attached, annual result estimated to NOK 800 000 - 1000 000.

**Plans:** End of the year routines and prepare the systems and the BM role for the new year.

**Challenges:** Next year budget due to decreased expected income and increased operation costs for 2022.

#### **Decision**

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

---

#### **Issue 79 Approval of Budget 2022**

Decision

The administration has prepared a budget for next year's operations based on the assumptions that currently exist.

The budget consists of a total budget, and underlying departmental budgets for School, SFO and gym rental.

Basis and calculations for grants, school fees and SFO fee are included in the budget document. It also shows how the distribution of costs between school and SFO is calculated.

Based on the current situation with both lower expected grant funds and increased costs, this budget is hereby presented with an expected annual result of NOK 26 000.

The budget and the overview of prerequisites are attached.

The budget will require major restructuring and adjustments in daily operations in the time ahead.

The possible opportunities for extraordinary income are not included in the proposed budget, this is because there are uncertainties related to these.

The Board discussed the situation and the consequence of a tight budget, as well as the importance of safeguarding the sustainable operation of the school and safeguarding safe equity.

#### Statement for the record from the teaching staff representative:

Teachers are concerned about the budget cuts. Teachers want to deliver high-quality IB education to the students. With the suggested budget cuts in personnel and substitution, teachers are concerned that the quality of the education will decrease and that the working pressure will become too high. Teachers are

concerned that this will have negative effects on the school's reputation and recruitment in the future. Teachers already feel high pressure by working during a pandemic for two years, with a lot of measures, risks, and changes. A change in the framework /working conditions will add more stress. Teachers already feel pressed for time. Teachers need the time they have in the current working conditions in order to do their job with good quality.

### Decision

The Board approved unanimous the presented budget for 2022.

Due to an expected challenging situation related to the budget, it is important to have cost control and appropriate information flow in the community.

The Board will provide a written reply to the letter received from the UDF club within a reasonable time.

## Issue 80 Approval of School Fee 2022

Decision

### § 5-1. Beregning av skolepengar (økonomiforskrift til friskoleloven)

*Beregning av storleiken på skolepengane skal skje med utgangspunkt i gjeldande satsar for tilskot.*

*Skolepengane til grunnskolar kan utgjere inntil 15 % per elev av høgste satsen på barnetrinn og tilsvarende på ungdomstrinn.*

*Skolepengane til vidaregåande skolar kan utgjere inntil 15 % per elev av satsen på dei ulike utdanningsprogramma.*

*I tillegg til dei ordinære skolepengane kan skolane ta inntil 3 400 kr per år for elevar i grunnskolen og inntil 4 500 kr per år for elevar i den vidaregåande skolen for å dekkje utgifter til husleige eller kapitalkostnader, jf. friskolelova § 6-2 første ledd.*

*Grunn- og vidaregåande skolar for funksjonshemma elevar kan ikkje ta skolepengar, med mindre skolen har søkt og fått innvilga unntak etter friskolelova § 6-2 andre ledd.*

*Det er styret som skal fastsette størrelsen på skolepengene (Friskoleloven § 5-2, b).*

The administration suggest to continue the current school fee rates:

Barnetrinnet, PYP 1-6 + MYP7: NOK 2450 per month/11 months

Ungdomstrinnet, MYP8 - 10: NOK 2816 per month/11 months

Detailed information from Udir regarding grant 2022 and calculation showing rates and maximum legal rates is attached.

### Decision

The Board approved the proposed rates and that these are within the legal maximum rates for schools approved under the Act for Independent Schools (Friskoleloven).

**Barnetrinnet, PYP 1-6 + MYP7: NOK 2450 per month/11 months**

**Ungdomstrinnet, MYP8 - 10: NOK 2816 per month/11 months**

## Issue 81 Rental agreement GYM

Discussion

### Status:

Agreement to extend the existing lease of the Gym building (main floor) as is throughout 2022.

The rental price and estimated common costs will be the same per m2 as already agreed for the school building

**Plans:**

By 2023, it may be relevant to consider taking over the entire building, including the ground floor, to which the lease must be administered. In this connection, an application must be made for approval of additional activities (rental of premises), to which certain criteria must be met. An approved application for additional activities must be in place for possible conclusion of a lease for the entire gym building.

Details regarding criteria are attached.

**Challenges:**

Current rental income from available capacity (evening) in the Gym building partly finances the school's SFO department, together with parental payment. Additional activities (SFO) must be self-financing, or can also be covered by profits from additional activities.

In total, all additional activities must not generate a deficit, in order to prevent this from being covered by the school's funds.

Rental of the ground floor will be long-term rental to corporate business, whereas the tenant is most likely clarified.

**Decision**

The Board took note of the information and discussed the situation and the possibilities.

The administration will further investigate the various possibilities connected to the Gym building, and submit an application to Udir for the operation of additional activities, should this be deemed realistic.

**Issue 82 Strategy 2022-2026**

Discussion

The school administration has worked on updating and adjusting the school's five-year strategy plan, where new considerations have been taken into account. The next step will be to focus on a dynamic action plan to achieve the overall goals of the plan.

The Head of School presented the updated version of the school's strategy plan in the meeting.

**Decision**

The Board approved the presented Strategy plan for 2022-2026 with a minor adjustment in the wording of one of the points.

**Issue 83 Report from QAC**

Discussion

1. QAC has reviewed and checked out 4 chapters in the internal control system:

Ch. 4 Training and student assessment

Ch. 6 Quality development

Ch. 8 Financial management

Ch. 9 Personnel management

There are a total of 193 check points, of which 3 cases are pending and one case is registered with deviations. The school works with all cases. The discrepancy is related to the system we use to have a detailed registered absence for individual pupils in primary school. See attached report for details.

2. Organization chart

The school's organization chart was adopted at the previous board meeting. In connection with updating our internal systems, some "technical weaknesses" and an oversight of the proposal that was adopted were revealed. This has now been adjusted so that these final versions can be adopted by the Board.

No structural changes have been made, so that the intention with this structure is the same as was adopted at the previous board meeting.

AGM / Nom. committee was missing

Adjustment of communication lines and levels, as well as forgotten AGM / Nom com.

Attached is an updated version of the organization chart for information/approval.

### Decision

The Board took note of the report from QAC.

The Board accepted the changes made to the organization chart to clarify the lines of communication so that these correspond appropriately.

### Issue 84 Miscellaneous

Non planned issues

### Decision

n.a.

Location:

Date:

*Signed 1/19/22 by Fries,  
Øyvind using BankID.*

*Signed 1/19/22 by LØVIK,  
MARTE using BankID.*

*Signed 1/19/22 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 1/19/22 by Haugen,  
Linda Anita using BankID.*

*Signed 1/19/22 by Müller, Aase  
using BankID.*

Linda Anita Haugen  
BoD Member

Aase Müller  
BoD Member