
Minutes from board meeting 1-2022

Organization	Stiftelsen Trondheim International School
Meeting number	1-2022
Date	Wednesday, January 19, 2022
Time	6:00 PM - 7:25 PM
Location	meet.google.com/opz-jfdw-hpx
Procedure	Online 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*), 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*), Christine Østerlie (*Business Manager*)

Lawful absence

Anne Trine Hagfors (*Trondheim municipality representative*), Alexander Muthanna (*Student Council Representative*)

Issue 1 Board call and agenda

Opening of meeting

Decision

The Board approved the call and agenda.

Issue 2 Minutes 9-2021

Approval and signature

Decision

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

Issue 3 Previous decisions and tasks

Update

Decision

The Board reviewed the overview of ongoing tasks. All issues are taken care of according to plan, and an oral status update was given in the meeting.

Issue 4 Head of School Report

Update

The Head of School and the deputy 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.

Additional information related to the Covid-19 situation was presented, the status is changing from day to day. There is generally a lot of infection pressure, which naturally affects daily operations at school. There are many students and employees with Covid-related sick leave and in quarantine / isolation. The school handles the situation well, and also seems to take care of the students despite the fact that some have to be followed up from home. The school has good working methods and digital tools for this, and has regular contact with those who are not present. Substitutes are being appointed on an ongoing basis, and so far this has worked out well. Proper operation of the school is reported to be well taken care of, despite the demanding situation.

Community (TH):

The Board was updated in regards to happenings, activities and ongoing plans that take place within the everyday school life, both in terms of academic and organizational factors. There is a lot of positive going on, despite a demanding situation with pandemic limitations.

There has been a slight decline in the number of students, of which some were no shows (e.g. the family did not travel to Norway).

Organization (AA):

Efforts are being made to establish a good internal information flow and an appropriate meeting structure in the administration/leadership.

A new Business Manager has been hired from February 21, in a 60 % position.

The process of the leases with the new landlord is in the final phase, and will take effect from 1 February. The Gym building contract will be established separately for 2022, but we are in any case secured in relation to future needs for use of the gym.

Quality assurance (AA):

The chapter "Personvern" (Privacy Protection) was checked out in the last QAC meeting, as reported in issue 9/2022.

The school is considering other offers for Occupational Health Service (bedriftshelsetjeneste).

The routines for admission and reception of new families will be discussed and reviewed in the near future.

Decision

The Board of Directors took note of the provided information.

Issue 5 Business Manager Report

Update

Status: Refers to the attached monthly report per November from Økonomisenteret AS.

In November, the result is minus 288,500, which is a negative deviation in relation to the budget of NOK 145 000.

In total, from January to November, the accounts show a positive deviation in relation to the budget of NOK 300 000.

The operation of SFO is balanced based on rental income from the rental gym, which as of 2022 seems to be in place in relation to the fact that the tenancy has been clarified.

The prognosis for 2021 is assumed to be with a profit of NOK 800 000 - 1000 000.

Plans: Completion of work and facilitation related to the transition to the new BM employee.

Challenges: Uncertainties regarding costs related to rent and associated costs if premises are to be expanded.

The operation of the school is naturally affected by the Covid 19 situation in relation to the need for staffing as a consequence of the national guidelines for absence and quarantine provisions.

Information added to agenda 17.01.2022:

We have been allocated extra resources of NOK 545 000 from Trondheim Kommune for students with special educational needs. The funds are for the fall semester of 2021. Letter attached.

Decision

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

Issue 6 Board annual plan 2022/annual wheel

Decision

Cf. revised BoD annual wheel attached.

Adjustments made with regards to Head of School vs. Deputy Head of School division of tasks (marked in read).

BoD meeting plan January to June 2022 (approved in BoD 5/2021):

March 2nd

April 6th

AGM April 28th

May 25th

June 13th (incl. seminar)

Decision

The Board approved the revised BoD annual wheel and took notice of the annual meeting plan for January to June 2022.

Issue 7 Nomination Committee specifications

Discussion

Cf. BoD Annual Plan the issue aims at formulating an assignment description (oppdragsbeskrivelse) for the Nomination Committee, based on current competency needs and the number of members to be replaced.

In accordance with the bylaws the Board shall consist of:

Chair elected for two years

Vice Chair elected for two years

3-5 Board members elected for three years.

The spring 2022 situation is as follows:

Board Member	Position	Elected Until
Øyvind Fries	Chair	2023
Marte Løvik	Vice Chair	2022
Aase Müller	BoD Member	2023
Linda Haugen	BoD Member	2023
Stine Solberg	BoD Member	2023
Wenche Brenne Drøyvold	BoD Member	2022

This year the elective period is ending for two Board members.

These two are:

- Marte Løvik
- Wenche Brenne Drøyvold

In addition, Øyvind Fries has announced that he wishes to step down as Chair, but wishes to continue serving as a BoD member.

The Nomination Committee is asked to replace the Chair, the Vice Chair and 1 Board member, in correspondence with the competence needs of the Board and the School.

Moreover, the Nomination Committee must elect a new Chair, as NC members cannot serve for more than two periods (which is the case for NC Chair Arne Brataas).

Decision

The Board members will give their input / proposals individually to the nomination committee. It is highly desirable to maintain the continuity in the board, also with regard to competence. Candidates should be in place within a reasonable time by the Annual General Meeting scheduled for April 28.

Issue 8 BoD evaluation

Discussion

The Boards annual self-evaluation based on a recognized evaluation tool has been conducted prior to the meeting. The attached presentation with the results was presented in the meeting.

None of the points are considered to represent the need for special attention.

Decision

The Board took note of the provided information. The climate of cooperation between the Board and the Head of School is experienced positively.

Continuity is seen as the best possible way forward.

Issue 9 Report from QAC - Privacy protection

Discussion

The Quality Assurance Committee (QAC) has performed a control of the privacy area of the internal control system. Refers to the attached report.

Of a total of 80 control points, there is one deviating case as well as one pending. Measures have been initiated in both cases.

The deviation is related to a technical challenge with regards to absence registration in PYP, thus affecting archives of previous registrations. As of January 2022, the case has been resolved for future registrations.

Details can be seen in the attached report.

Decision

The Board took note of the presented report from the Quality Assurance Committee.

Issue 10 Miscellaneous

Non planned issues

Decision

The Chair of the Board obtained authorization from the Board members to conduct an exit interview with the Business Manager, who ends her contract by the end of this month.

Location:

Date:

*Signed 1/25/22 by Fries,
Øyvind using BankID.*

*Signed 2/11/22 by LØVIK,
MARTE using BankID.*

*Signed 3/4/22 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 1/25/22 by Haugen,
Linda Anita using BankID.*

*Signed 1/26/22 by Müller, Aase
using BankID.*

*Signed 1/25/22 by Solberg,
Stine using BankID.*

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member

Stine Solberg
BoD Member