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# Minutes from board meeting 6-2022

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Organization	Stiftelsen Trondheim International School
Meeting number	6-2022
Date	Wednesday, September 7, 2022
Time	6:00 PM - 8:00 PM
Location	Festningsgata 2
Procedure	Regular meeting

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## Participated

Trygve Bragstad (*Chair of the Board*), Therese Nøst (*Vice Chair of the Board*), Øyvind Fries (*BoD Member*), Linda Anita Haugen (*BoD Member*), Aase Müller (*BoD Member*), Stine Solberg (*BoD Member*), Agneta Amundsson (*Head of School*), Hilde Wennberg (*Teaching Staff Representative*), Caroline Cheng (*Parent Committee Representative*), Thale Elisabeth Gray Herbertson (*Secretary of the board*), Marc Urie (*Deputy representative*)

## Lawful absence

Benjamin James Dean (*Non-teaching staff representative*), Anne Trine Hagfors (*Trondheim municipality representative*), Jorn de Vlieger (*Deputy representative*)

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### Issue 41 Board call and agenda

Opening of meeting

No comments.

#### Decision

The board call and agenda are approved.

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### Issue 42 Minutes 5-2022

Approval and signature

No comments.

#### Decision

The minutes are approved.

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### Issue 43 Previous decisions and tasks

Update

Nothing new to be added.

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### Issue 44 Head of School Report

Update

Economy: Covered in item 45

Community: No comments

Organisation:

Discussion around Business Manager position. Considerations to be made around how best to cover, percentage of new position and organisation of the role. Suggestion to look in to buying services from an external provider rather than making a new hire. Begin by requesting an offer from Økonomisenteret. Suggestion that it may be beneficial to buy financial services as needed and rather hire a Development Manager. The approach needs to be determined in October/November board meeting. HoS requests board support with this process.

### Quality Assurance:

HoS has shared comparative documents re SPK vs DnB pensions as information for future discussion.

### Decision

The board takes note of the Head of School/Deputy Head of School report.

The board requests research is done in to use of external services vs hire.

Members of the board will support and act as a sparring partner in determining the details of the role and process.

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### Issue 45 Financial report

Update

HoS provides overview of current status:

No BM; receiving support from Økonomisenteret; working with a number of uncertain X-Factors e.g. refunds for sick leave and special needs education, ongoing salary negotiations; prognosis more positive than previously expected partly due to additional Udir funding (teacher/student ratio).

Tom Marius Kristiansen from Økonomisenteret presents prognosis:

Key points to note:

Includes a 3.86% flat rate salary increase due to ongoing strike action however there is uncertainty around the final outcome. Salary is the post that has the highest deficit - approx 1 million NOK. HoS points out there may be further salary increases as we are currently below TK in compensation for additional responsibilities.

The main reason for the deficit is the unusually low state funding. This is expected to increase for 2023.

Increased costs due to the new lease have also had an impact.

ICT costs are up due to increased rates at supplier end.

Currently projecting a deficit of 277 073,40 NOK for 2022.

The board is positive to the detailed presentation and the positive trend in the deficit figures despite lacking the presentation of a cut list that would allow a 0 prognosis. The cut list presented consists of actions already taken or planned and incorporated in the prognosis.

Chair of the board moves to approve steering towards a deficit of 300 000.

Additional questions raised re the creation of the budget for 2023. This is in process with support from Økonomi senteret. Central to this are the costs and plans associated with taking over the preschool space.

### Decision

The board approves steering towards a deficit of up to 300 000 NOK for 2022.

The board requires:

- a fully detailed budget - accounts - prognosis overview at each board meeting
- close management to ensure special needs education is covered by the funding provided by TK
- close follow up of NAV refunds
- postponement of costs where possible

The board also requests an initial overview of expected costs related to acquiring the preschool space be presented in the October board meeting.

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**Issue 46 Purchase of This Preschool equipment**

Decision

Preschool invested approximately 1 million NOK in the equipment. Offered for sale at 260 000 NOK.

Any interest in purchasing is dependent on us having the rights to the external space currently used by the preschool.

Factors to consider are age appropriateness and how well the equipment has been maintained.

Recommendation that Admin negotiate as preschool cannot take the equipment with them.

**Decision**

The administration has the authority to negotiate a total purchase price of up to 100 000 NOK including maintenance of equipment. Approved.

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**Issue 47 BoD Compensation**

Decision

Discussion around whether the BoD compensation fee should be increased.

Suggestion that there is no need to amend at this stage and the Nomination Committee should be asked to review this in future, if necessary.

**Decision**

BoD compensation remains unchanged. Approved.

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**Issue 48 Request for cancellation of purchased domain name**

Decision

This issue is more a matter of professional courtesy than a legal matter.

It is possible to react by responding directly to the Birrale board. Alternatively to focus on maximising our own online presence and marketing.

Discussion around a possible name change and focusing on both wider and smarter marketing.

There is a lot that can be done in terms of marketing. Suggestion to focus on this and not respond to Birrale at this time.

**Decision**

No action to be taken at this time. Approved.

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**Issue 49 Miscellaneous**

Non planned issues

No items raised.

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Location:

Date:

*Signed 9/30/22 by Bragstad,  
Trygve using BankID.*

*Signed 9/29/22 by Nøst,  
Therese using BankID.*

*Signed 9/29/22 by Fries,  
Øyvind using BankID.*

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Trygve Bragstad  
Chair of the Board

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Therese Nøst  
Vice Chair of the Board

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Øyvind Fries  
BoD Member

*Signed 9/30/22 by Haugen,  
Linda Anita using BankID.*

*Signed 9/28/22 by Müller, Aase  
using BankID.*

*Signed 9/30/22 by Solberg,  
Stine using BankID.*

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Linda Anita Haugen  
BoD Member

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Aase Müller  
BoD Member

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Stine Solberg  
BoD Member