
Minutes from board meeting 7-2022

Organization	Stiftelsen Trondheim International School
Meeting number	7-2022
Date	Wednesday, October 5, 2022
Time	6:00 PM - 8:00 PM
Location	Festningsgata 2
Procedure	Regular meeting

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*), Agneta Amundsson (*Head of School*), Hilde Wennberg (*Teaching Staff Representative*), Benjamin James Dean (*Non-teaching staff representative*), Caroline Cheng (*Parent Committee Representative*), Anne Trine Hagfors (*Trondheim municipality representative*), Thale Elisabeth Gray Herbertson (*Secretary of the board*)

Lawful absence

Stine Solberg (*BoD Member*)

Issue 50 Board call and agenda

Opening of meeting

Decision

Approved.

Issue 51 Minutes 6-2022

Approval and signature

Decision

Approved.

Issue 52 Previous decisions and tasks

Update

The 'new task' function in Styreplan, which generates the task list has not been in use since change of secretary. It will be in use moving forward. Suggestion to refer to previous meeting minutes and actions detailed there for the purpose of this meeting.

Decision

Noted.

Issue 53 Head of School Report

Update

See HoS/DHoS presentation.

Economy:

Begin process of hiring new BM in 100%. HoS and to some extent DHoS maintaining the tasks with support from Økonomisenteret. Challenging and time consuming, taking away from other tasks.

Has requested quotes from external providers. In house competency preferred.

Community:

Organisation:

TK bringing in a new model for spes. ped. Schools given a pot based on previous years rather than applying on the basis of SV. Private schools will continue with the same system as previously for now.

Udf and SL invited to a meeting in school for all staff regarding questions around salary, tariffs etc. and the rates followed by TK.

Also to support organised staff in electing a new rep.

Comments from board:

Be mindful of new models for special needs. The municipality has a non-negotiable responsibility towards private schools and a public model is not necessarily directly transferable to private schools.

Consider also inviting a representative from municipality to join the union reps. There may be differences in their presentation of the municipality's arrangements.

The municipality is hiring an international coordinator. Invite to meetings such as the one with NTNU. Alternatively, this could be someone for the board to connect with.

Quality Assurance:

Quotes have been received from five occupational health service providers. AMU assessing.

Regarding increasing to 230 students. Many different options in terms of organisation.

November meeting: provide an overview of how many additional students are needed to cover the costs related to the preschool space.

Board comments:

Increasing to parallels in PYP1 and MYP7 could be a logical option.

Be flexible and pragmatic in terms of the organisation of additional students.

Consider negotiating with the landlord in terms of investment, upgrades etc. Particularly in terms of improvements that cannot be moved later on such as toilets. Request that costs can be written off or paid over time.

Several points in this section impact the budget. Draft to be presented in November and to be approved in December. Come back to income/outgoings related to the new space during that process.

Present a plan for the 30 additional school spots in the November meeting.

Collaboration with the preschool and marketing up against them will be essential when they move.

Many of these items fall under the proposed communication plan. Query re. when this will be ready. TN is awaiting information from DHoS. DHoS to contact TN by the end of the week. TN to meet with leadership within a month. Plan to be presented in the December board meeting.

Decision

The Board takes note of the HoS/DHoS report.

An overview of how many additional students are needed to cover the costs related to the preschool space to be presented in the November board meeting.

A plan for how the 30 additional school spots will be filled/organised to be presented in the November board meeting.

Communication Plan to be presented in the December board meeting.

Issue 54 Financial report

Update

In relation to proposed hire of new BM:

A comparison of hours used by Økonomisenteret in a normal month vs in the current situation to be shared in November board meeting.

Bear in mind that offers can be starting points for negotiation.

Consider the option of hiring HR and continuing to outsource finance and economy to Økonomisenteret.

Impact on percentage of the position needs to be considered in terms of attracting the best candidates.

Reporting to the board:

Previous routine was monthly reporting based on the latest report from Økonomisenteret.

The financial situation remains uncertain. It is desirable that the administration presents a detailed overview including possible measures and related detailed consequences, at regular intervals. This allows for timely intervention and correction. Suggestion to do this twice a year - March/April and September.

Recognition that this requires a good deal of time. New BM would lead on this task.

Budget - Accounts - Prognosis overview will continue to be presented every board meeting.

Decision

Detailed financial overview including possible measures and related detailed consequences to be presented to the board in March/April and September.

Issue 55 School Fee 2023

Decision

Possibility of introducing a sibling discount: if we raise fees this could be a way to ensure we are competitive.

Consider our families' desire/ability to pay - mixed socio economic profile.

Keeping fees slightly lower than competitors may increase chances of adding 30 additional students.

The impression is that there are more international families compared to Norwegian than previously. Some of these have school fees included in their benefits package i.e. those connected to Spanish construction company.

Option to have max school fees with a payback system or discounts the next year when a profit is made.

Option to offer discounts at particular year levels aimed at recruiting the 30 additional students.

Bear equality in mind.

Preference to raise fees at the start of the 23/24 school year rather than January 23. Possibly April 23. Needs to be decided and accounted for in the budget.

The board requests that three strategic alternatives re. school fees are presented in the November meeting. Each alternative must show the impact of implementing from 1. April and 1. August.

Decision

Decision on school fees postponed until November board meeting.

Three strategic alternatives re. school fees to be presented in the November meeting. Each alternative must show the impact of implementing from 1. April and 1. August.

Issue 56 Strategy

Discussion

Purpose of the proposed meeting/panel debate is increased recruitment, increased visibility and support from the business sector and wider community.

Consider the focus. If we are to be the only school participating, an IB focus is logical. If the international profile more generally is the focus, consider including Birrallee and Fagerhaug in the meeting.

Decision

Board chair and HoS to take the initiative in arranging a meeting with Næringsforeningen.

Issue 57 Internal Control report

Update

IK Friskole chapters 3.1, 3.2, 3.3, 3.5 checked out.

There is comprehensive new content relating to HSE. This includes the development of a HSE vision and mission. AMU is working on this and plan to create a HSE policy to include all the required areas.

HSE is on the board agenda annually.

Decision

Noted.

Issue 58 Miscellaneous

Non planned issues

No items raised.

Location:

Date:

*Signed 10/18/22 by Bragstad,
Trygve using BankID.*

*Signed 10/18/22 by Nøst,
Therese using BankID.*

*Signed 10/24/22 by Fries,
Øyvind using BankID.*

Trygve Bragstad
Chair of the Board

Therese Nøst
Vice Chair of the Board

Øyvind Fries
BoD Member

*Signed 10/24/22 by Haugen,
Linda Anita using BankID.*

*Signed 10/18/22 by Müller,
Aase using BankID.*

Linda Anita Haugen
BoD Member

Aase Müller
BoD Member