

## Signing of minutes-6-2025-11.09.25.pdf

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Hope Truitt Steen	9/12/25	with Norwegian BankID
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Anita Utseth	9/22/25	with Norwegian BankID
Erik Skjelstad	9/12/25	with Norwegian BankID
Camilla Knudsen Tveiten	9/12/25	with Norwegian BankID



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## Board i Stiftelsen Trondheim International School

Date: Thursday 9/11/25, 6:00 PM - 7:30 PM (CEST)  
Location: Trondheim International School  
Meeting type: Fysisk møte

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### Minutes for Board meeting 6-2025

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#### Participated:

Camilla Knudsen Tveiten, Chair of the Board  
Anita Utseth, Vice Chair of the Board  
Erik Skjelstad, BoD Member  
Maria Sjöstrand Blücher, BoD Member  
Øyvind Husby, BoD Member

Hope Steen, Head of School  
Peter Knapp, Teaching Staff Representative  
Linda Kristiansen, Parent Committee Representative  
Kanako Mori, Secretary of the board

#### Did not participate:

Jochen Köhler, BoD Member  
Mette Winsnes Råberg, BoD Member

Yana Sachylovich, Non-teaching staff representative  
Anne Trine Hagfors, Trondheim municipality representative

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### Item 39 - Board call and agenda

The Board call and agenda were approved.

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### Item 40 - Minutes

The minutes from the previous meeting were approved.

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### Item 41 - Head of School Report

The Board noted the information in the Head of School report related to: Economy, Community, Organization and Quality Assurance.

#### Economy

July Accounting Report and annual forecast presented. Surplus mainly due to Special Needs and UDIR funding as well as lower personnel and other operational costs than budgeted. Per July the financial position appears solid with YTD surplus of approx. 3,5 mil, which is approx 2,7 mil above budget. Income is higher than expected mainly due to higher grants than budgeted, as well as both personnel and operating costs remaining below budgeted levels (various factors). July shows a monthly deficit of 1,81 mil, primarily due to corrections of overpaid UDIR grants from earlier in the year, higher than usual monthly expenses, and the absence of school fee income during the summer break. While the overall financial outlook for 2025 remains positive, as reflected in the current annual forecast, based on the July accounting report, this will be reviewed with the Business Manager in October, to ensure a well-grounded assessment, in order to maintain a sustainable economy - as well as looking into possible plans for the future.

- Headspin Marketing Plan - focus on school starters.

- Approaching owners of Festningsgata 2 for facility upgrades
- Starting to prepare Budget 2026 when Business Manager starts in October.

## Community

- Current enrolment: 224
- Successful community BBQ & Back to School Night on Sept 4th
- Student teachers: 4
- Jobalikes for PYP specialist teachers (1-6) with IB schools in Norway
- PDP - Program Development Plan looking at School Environments. Planning Day, Nov 14th to visit local schools for observations and reflections
- National Tests in PY5, MYP8 and MYP9 in English, Math and Norwegian. Exemptions related to language learners.
- BlimE Sept 19, in collaboration with Tomasskolen
- PY1 and MYP7 conferences planned
- Starting up Lego League in MYP
- Collaboration with Youngcoderz
- Training for staff: physical intervention to prevent harm

## Organization:

- Private School conference in Grimstad 18-20 September for Heads and Board Chairman (AI, UDIR / Income streams, creating and increasing political engagement, Tariff experiences and impacts)
- Design for new Vision and Mission complete. Preparing SoMe "release."
- Organizational structure presented, including the role of the Business Manager

## Quality Assurance:

- IK Friskole - Periodical report will be presented in next meeting
- AMU established with MYP Head, Verneombud (Facilities Manager), 1 MYP staff and 1 PYP staff
- Absence Protocols reviewed with staff - handling high absence (10%), in line with Trondheim Kommune. Available on website.
- School Environment (§12-4) reviewed with staff. Available on website.

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## Item 42 - Miscellaneous

Voting Board members remained to discuss strategy planning.

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## Signatures

*Signed by Camilla Knudsen Tveiten  
9/12/25, 12:34 PM CEST with Norwegian BankID*

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Camilla Knudsen Tveiten  
Chair of the Board

*Signed by Anita Utseth  
9/22/25, 9:18 PM CEST with Norwegian BankID*

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Anita Utseth  
Vice Chair of the Board

*Signed by Erik Skjelstad  
9/12/25, 11:55 AM CEST with Norwegian BankID*

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Erik Skjelstad  
BoD Member

*Signed by Maria Sjöstrand-blücher  
9/16/25, 2:12 PM CEST with Norwegian BankID*

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Maria Sjöstrand Blücher  
BoD Member

*Signed by Øyvind Husby  
9/12/25, 12:40 PM CEST with Norwegian BankID*

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Øyvind Husby  
BoD Member

*Signed by Hope Truitt Steen  
9/12/25, 11:20 AM CEST with Norwegian BankID*

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Hope Steen  
Head of School