

Signing of minutes-7-2025-30.10.25.pdf

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Hope Truitt Steen	11/3/25	with Norwegian BankID
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Anita Utseth	11/27/25	with Norwegian BankID
Erik Skjelstad	11/3/25	with Norwegian BankID
Camilla Knudsen Tveiten	11/3/25	with Norwegian BankID



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Board i Stiftelsen Trondheim International School

Date: Thursday 10/30/25, 6:00 PM - 7:30 PM (CET)
Location: Trondheim International School
Meeting type: Fysisk møte

Minutes for Board meeting 7-2025

Participated:

Camilla Knudsen Tveiten, Chair of the Board
Anita Utseth, Vice Chair of the Board
Erik Skjelstad, BoD Member
Maria Sjöstrand Blücher, BoD Member
Hope Steen, Head of School

Did not participate:

Jochen Köhler, BoD Member
Mette Winsnes Råberg, BoD Member

Participated:

Peter Knapp, Teaching Staff Representative
Yana Sachylovich, Non-teaching staff representative
Duncan Irving, Parent Committee Representative
Kanako Mori, Secretary of the board
Christine Østerlie, Business Manager

Did not participate:

Øyvind Husby, BoD Member
Anne Trine Hagfors, Trondheim municipality representative

Item 43 - Board call and agenda

The September accounting report was attached after the agenda was sent out. The Board call and agenda were approved.

Item 44 - Previous decisions and tasks

No cases to follow up since the previous Board meeting.

Item 45 - Minutes

The protocol from 11.09.2025 was signed prior to the meeting.

Item 46 - IB reporting

The Head of MYP, William Dwyer, presented the annual IB report, outlining the Board's role in relation to the IB Standards and Practices, the Programme Development Plan, recent changes in the PYP and MYP curricula, and the professional development plan for staff.

The Board took note of the report and the information.

Item 47 - Head of School Report

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

The current admission status as well as the work around increasing the school's visibility as an IB school in the community were provided.

The administration met with the school's bank to discuss optimal placement of the school's equity to secure the best possible financial conditions and to enable future investments in the school's development, including improvements to learning environments and facilities.

The written accounting reports for August and September by Økonomisenteret were provided prior to the meeting. There are no significant changes to note.

A pension meeting for all staff has been planned for November.

The Head of School provided updates from the Heads Conference held in Grimstad.

There was an inspection from 'Trondheim brannvesen' regarding facilities in Festningsgata 2. The deviations will be followed up by the landlord. The report was attached to the agenda. The administration has regular meeting with the other renters of Festningsgata 2.

Response from Udir regarding the school's routines for police clearance on all hires (a communication sent to all private schools). The routines have been reviewed and accepted by Udir.

Item 48 - Periodical Report of Internal Control Systems

The report from the school's quality assurance system, IK Friskole covering the laws and regulations regarding Admissions Regulations (inntaksregler) and Economy Management (økonomiforvaltning) were provided. There are no deviations to report.

Item 49 - Update on Grade Conversion

Update from NIBS / Abelia meeting with UDIR.

On Monday 27th October, representatives from NIBS and Abelia met with the ministry of Education (Kunnskapsdepartement) to receive an update on the conversion table for IB grades. It was noted that NIBS will be invited to be a part of this process, in collaboration with The Directorate for Higher Education and Skills (HK-dir) who is responsible for developing the conversion table.

The Ministry of Education and NIBS were in agreement that all students in Norway should be treated fairly, both those following the general studies programme and those who have chosen the International Baccalaureate Diploma Programme.

Signatures

*Signed by Camilla Knudsen Tveiten
11/3/25, 2:30 PM CET with Norwegian BankID*

Camilla Knudsen Tveiten
Chair of the Board

*Signed by Anita Utseth
11/27/25, 2:51 PM CET with Norwegian BankID*

Anita Utseth
Vice Chair of the Board

*Signed by Erik Skjelstad
11/3/25, 1:12 PM CET with Norwegian BankID*

Erik Skjelstad
BoD Member

*Signed by Maria Sjöstrand-blücher
11/3/25, 3:10 PM CET with Norwegian BankID*

Maria Sjöstrand Blücher
BoD Member

*Signed by Hope Truitt Steen
11/3/25, 1:19 PM CET with Norwegian BankID*

Hope Steen
Head of School