

Signing of minutes-8-2025-04.12.25.pdf

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Camilla Knudsen Tveiten	12/9/25	with Norwegian BankID
Erik Skjelstad	12/23/25	with Norwegian BankID



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Board i Stiftelsen Trondheim International School

Date: Thursday 12/4/25, 6:00 PM - 7:30 PM (CET)
Location: Trondheim International School
Meeting type: Fysisk møte

Minutes for Board meeting 8-2025

Participated:

Camilla Knudsen Tveiten, Chair of the Board
Erik Skjelstad, BoD Member
Mette Winsnes Råberg, BoD Member
Øyvind Husby, BoD Member
Hope Steen, Head of School

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:

Anita Utseth, Vice Chair of the Board
Jochen Köhler, BoD Member

Did not participate:

Maria Sjöstrand Blücher, BoD Member
Anne Trine Hagfors, Trondheim municipality representative

Item 50 - Board call and agenda

The Board call and agenda were approved.

Item 51 - Minutes

The protocol from the Board meeting 30.10.2025 was signed prior to the meeting.

Item 52 - Previous decisions and tasks

No cases to follow up from the prevos Board meeting.

Item 53 - 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.

Updates on enrollment, programme development, student activities, and engagement with families and staff were provided. Key initiatives and events over the past period were highlighted, and ongoing collaborations with other private schools were provided.

The written accounting report for October by Økonomisenteret (now Admento) was provided prior to the meeting. There are no significant changes to note.

Verbal updates regarding *driftsmøte* with Festningsgata 2 AS (landlord) as well as the meeting with the Board members of Festningsgata 2 AS concerning facilities especially the gym were provided.

The National Tests results for 5th, 8th and 9th grade were presented and reviewed.

The periodical reports from internal control system (IK Friskole) related to Opplæring og Elevvurdering were reviewed.

Item 54 - Budget 2026

In accordance with Økonomiforskrift til privatskolelova (§2-1), the administration presents a proposed budget for 2026, including separate departmental budgets for the School, SFO, and Gym.

The attached case documents provided background information, underlying calculations, and the applicable rates for both state funding and tuition fees. The tuition rate applied in the budget is based on the current rate previously approved by the Board.

The budget is prepared using the current staffing structure as a baseline, with built-in flexibility to accommodate potential adjustments related to curriculum requirements (e.g., ITO).

Decision:

 The budget 2026 was unanimously approved by the Board.

Item 55 - Report of Subject Hours, as compared to Norway

A table showing subject areas (*fag*) and corresponding hours (*timefordeling*) for THIS and the Norwegian national curriculum (provided by UDIR) was presented.

The Board took note of the differences in allocation of hours between THIS and the national guidelines.

The subject hour comparisons were slightly adjusted (additional Norwegian in PYP1, PYP6 and MYP7).

All IB schools report to UDIR using this template.

Item 56 - Intensivopplæring (PY1–PY4) and Individuelt tilrettelegging - Summary for Board Review

The school acknowledges that the Board, as the school's highest governing body, holds the overall responsibility for ensuring that education and school operations comply with applicable regulations.

To enable the Board to assess the school's fulfilment of requirements for adapted education and intensive instruction in grades PY1–PY4, the Head of School prepared an annual report on this area.

Intensivopplæring (PY1–PY4)

The Board took note of the annual report on intensive instruction for PY1–PY4. The Board acknowledged that the school has a good overview of the current structures and measures, which appear sufficient and appropriate. It was noted that additional resources and measures may be implemented if end-of-year results indicate a need.

Individuelt Tilrettelegging (ITO)

The Board took note of the report on individual adaptation measures (ITO), including challenges associated with recent changes in the law and their interpretation. The Board acknowledged the difficulties identified and agreed that extra resources may be put in place as needed to ensure compliance and effective support for students.

Relevant laws:

Privatskoleloven § 5-2 første ledd om styrets ansvar.
Privatskoleloven § 3-4c om tilfredsstillende utbytte av opplæringen.
Privatskoleloven § 3-4d om intensiv opplæring på 1.-4- trinn

- Veileder om tilpasset opplæring og individuell tilrettelegging

Item 57 - Suggested BoD Annual Plan for 2026

Suggested BoD Annual Plan for 2026 was presented.

The plan is based on 8 annual meetings and a Board seminar in June. Refer to Board Instructions of February 12, 2019.

Decision:

 The suggested BoD Annual Plan for 2026 was unanimously approved by the Board.

Signatures

Signed by Camilla Knudsen Tveiten
12/9/25, 1:06 PM CET with Norwegian BankID

Camilla Knudsen Tveiten
Chair of the Board

Signed by Erik Skjelstad
12/23/25, 12:46 PM CET with Norwegian BankID

Erik Skjelstad
BoD Member

Signed by Mette Winsnes Råberg
12/19/25, 11:29 AM CET with Norwegian BankID

Mette Winsnes Råberg
BoD Member

Signed by Øyvind Husby
12/20/25, 5:51 PM CET with Norwegian BankID

Øyvind Husby
BoD Member

Signed by Hope Truitt Steen
12/9/25, 1:02 PM CET with Norwegian BankID

Hope Steen
Head of School