

## Signing of minutes-2-2026-26.02.26.pdf

### This document is digitally signed by:

Hope Truitt Steen	3/2/26	with Norwegian BankID
Maria Sjöstrand-blücher	3/3/26	with Norwegian BankID
Øyvind Husby	3/5/26	with Norwegian BankID
Mette Winsnes Råberg	3/9/26	with Norwegian BankID
Anita Utseth	3/16/26	with Norwegian BankID
Erik Skjelstad	3/16/26	with Norwegian BankID
Camilla Knudsen Tveiten	3/2/26	with Norwegian BankID
Jochen Köhler	3/9/26	with One-time code by SMS





## Board i Stiftelsen Trondheim International School

Date: Thursday 2/26/26, 6:00 PM - 7:30 PM (CET)  
Location: Trondheim International School  
Meeting type: Fysisk møte

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### Minutes for Board meeting 2-2026

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#### Participated:

Camilla Knudsen Tveiten, Chair of the Board  
Anita Utseth, Vice Chair of the Board  
Erik Skjelstad, BoD Member  
Jochen Köhler, BoD Member  
Maria Sjöstrand Blücher, BoD Member - *Joined digitally and left the meeting at 18:58.*  
Mette Winsnes Råberg, BoD Member

#### Did not participate:

Duncan Irving, Parent Committee Representative

#### Participated:

Øyvind Husby, BoD Member  
Hope Steen, Head of School  
Peter Knapp, Teaching Staff Representative  
Yana Sachylovich, Non-teaching staff representative  
Kanakano Mori, Secretary of the board  
Christine Østerlie, Business Manager

#### Did not participate:

Anne Trine Hagfors, Trondheim municipality representative

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### Item 9 - Board call and agenda

The Board call and agenda were approved.

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### Item 10 - Minutes

The protocol from the Board meeting 08.01.2026 was signed prior to the meeting.

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### Item 11 - 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 were provided on school's enrollment status, school activities including the MYP10 Personal Project, Erasmus+ collaboration, Ski day, SFO holiday club and semester assessments with follow-up conferences. Student achievements in the Language Competition were also mentioned.

The school has participated in national and IB networks. Upcoming initiatives include Model United Nations participation, a submitted Erasmus+ application for 2026/2027, and preparations for hosting IB and NIBS gatherings in 2026 and 2027.

Operational matters include facilities dialogue, ongoing admissions for 2026/2027, future staffing aligned with the Personnel Plan and strategy. Within quality assurance, updates were given on strategy work, the NORIS project, internal control work related to the school environment, and the closure of fire inspection deviations and planned professional development activities were outlined.

A new draft strategy was presented and received generally positive feedback. The Board suggested structuring the strategy with a 1-3 year perspective alongside a longterm direction, supported by

concrete one-year action plans in the annual action plan. The Board also discussed possible adjustments to the thematic structure of the strategy and whether emerging developments and priorities should be more clearly reflected. The strategy will be further discussed at the March Board meeting, with a revised version presented for approval in April. The strategy will be further discussed at the March Board meeting, with a revised version presented for approval in April.

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## Item 12 - Economy

The January financial report from Admento is attached.

### New gymnasium floor:

Installation of a new gym floor will result in an increase in rent effective from August 2026. We will review the adjustment of the rental prices for our leasing of the gymnasium. The work will be carried out in July with the landlord (F2) as "byggherre".

The rental contract will be updated to reflect the adjusted cost.

### Festival surplus:

Surplus funds from the festivals will be allocated to improvements of the outdoor areas, managed by F2, with student involvement from both THIS and Tomasskolen.

### Change in financial reporting from Admento:

Administration suggested to reduce the frequency of accounting reports from 12 to 6 per year (every second month). Administration will continue to have a good overview of accounting and can continue to report monthly based on simplified reports.

A review of the service agreement with the accounting firm will be conducted with the aim of reducing costs for services that we can manage in-house. This arrangement can be reversed if deemed necessary or desirable.

### Review of service agreement with Admento:

There may be opportunities to simplify or adjust the agreement in order to reduce accounting service costs. Currently, these services represent a significant expense, although Admento delivers high-quality and well-structured services with competent staff who are familiar with school operations.

### Winter 2026:

Extraordinary costs related to electricity and heating are expected. This will have an impact compared to the planned budget.

### Decision:

 The Board approves changing the delivery of complete and comprehensive financial reports from Admento to every second month, meaning that such reports will be received on a bi-monthly basis.

This arrangement can be reversed if deemed necessary or desirable.

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## Item 13 - Placement of Surplus Liquidity

The school has built up an operating surplus over several years. Based on recommendations from the school's primary banking partner, it is considered appropriate to place these funds in a way that ensures the best possible return on surplus liquidity.

The surplus liquidity represents the school's financial buffer, which provides the flexibility to make adjustments to facilities and to carry out necessary improvements and investments in order to safeguard and enhance the educational environment for the students, in accordance with the Private Education Act (Privatskoleloven) § 6-3.

The school's bank has prepared a proposal for the placement of the surplus liquidity, which involves transferring up to NOK 11 million into a savings plan consisting of interest-bearing and bond funds. This placement is in line with guidance received from the Norwegian Directorate for Education and Training (Utdanningsdirektoratet) regarding acceptable investment of school funds.

The proposed investment plan and the statement from the Norwegian Directorate for Education and Training (Utdanningsdirektoratet) were attached.

### Decision:

 **The Board approved that the school may place a substantial portion of its surplus liquidity in accordance with the recommended investment plan and, in this connection, consolidate the school's savings agreements with its main banking partner.**

The specific amount to be placed will be assessed in consideration of the school's liquidity needs, and the Board will be consulted before a final decision on the amount is made.

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## Item 14 - Personnel Plan

HoS presented the Personnel Plan for 2026/2027 aligned with the school's needs and competency requirements. The Board took note of the provided information.

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## Item 15 - Audit: Sound

On January 27th, the school was subject to an audit conducted by Trondheim Kommune, Klima og Miljøenheten.

Following the audit, the school has received preliminary correspondence outlining initial observations and recommendations. The school is currently awaiting the municipality's formal deviation report, which is expected to include any identified non-conformities as well as required corrective actions and deadlines for implementation.

The Board will be kept informed once the deviation report has been received, and an action plan will be prepared and presented accordingly.

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## Signatures

*Signed by Camilla Knudsen Tveiten  
3/2/26, 2:19 PM CET with Norwegian BankID*

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**Camilla Knudsen Tveiten**  
Chair of the Board

*Signed by Anita Utseth  
3/16/26, 4:45 PM CET with Norwegian BankID*

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**Anita Utseth**  
Vice Chair of the Board

*Signed by Erik Skjelstad  
3/16/26, 9:12 AM CET with Norwegian BankID*

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**Erik Skjelstad**  
BoD Member

*Signed by Jochen Köhler  
3/9/26, 1:46 PM CET with One-time code by SMS*

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**Jochen Köhler**  
BoD Member

*Signed by Maria Sjöstrand-blücher  
3/3/26, 9:11 PM CET with Norwegian BankID*

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**Maria Sjöstrand Blücher**  
BoD Member

*Signed by Mette Winsnes Råberg  
3/9/26, 2:30 PM CET with Norwegian BankID*

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**Mette Winsnes Råberg**  
BoD Member

*Signed by Øyvind Husby  
3/5/26, 9:49 AM CET with Norwegian BankID*

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**Øyvind Husby**  
BoD Member

*Signed by Hope Truitt Steen  
3/2/26, 7:03 PM CET with Norwegian BankID*

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**Hope Steen**  
Head of School