

## Signing of minutes-3-2026-19.03.26.pdf

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Steen, Hope Truitt	4/15/26	with Norwegian BankID
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Utseth, Anita	4/15/26	with Norwegian BankID
Camilla Knudsen Tveiten	4/15/26	with One-time code by SMS
Skjelstad, Erik	4/21/26	with Norwegian BankID
Jochen Köhler	4/29/26	with One-time code by SMS





## Board i Stiftelsen Trondheim International School

Date: Thursday 3/19/26, 6:00 PM - 7:30 PM (CET)  
Location: Link to BoD Meeting Thursday, March 19 · 6:00 – 7:30pm Time zone: Europe/Oslo Google Meet joining info Video call link: [Google Meet](#) Or dial: (US) +1 816-425-1394 PIN: 219 575 965#  
Meeting type: Video meeting

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## Minutes for Board meeting 3-2026

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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  
Øyvind Husby, BoD Member

### Did not participate:

Mette Winsnes Råberg, BoD Member  
Anne Trine Hagfors, Trondheim municipality representative

### Participated:

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

### Did not participate:

Ingrid Irving, Student Council Representative

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## Item 16 - Board call and agenda

### Decision:

 The Board call and the agenda were approved.

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## Item 17 - Minutes

### Decision:

 The protocol from the Board meeting 26.02.2026 was signed prior to the meeting.

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## Item 18 - Previous decisions and tasks

No previous decisions and tasks to follow up.


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## Item 19 - Head of School Report

Updates were provided on school's enrollment status, positive community engagement such as successful student events and ongoing collaborations with NTNU. The school also join Trondheim Municipality's DEKOM (competence development) initiative and the Nordic Network, strengthening professional collaboration locally and internationally.

There is an ongoing focus on facility improvements, and quality assurance work is progressing, including updates to contracts—such as the gym hall rental agreement—and follow-up sound environment assessments after the audit conducted by Trondheim kommune (miljørettet helsevern), with further actions planned.

### Decision:

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

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## Item 20 - Approval of Strategy 2026 -

Background information on the strategy process and the proposed short (1-3 years) and long-term goals was presented

### Decision:

 **The proposed strategy was unanimously by the Board.**

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## Item 21 - Annual report HSE - Health Safety Environment

The school has reviewed the control points in its internal control system (IK Friskole) to ensure compliance with the requirements of the Working Environment Act. The report is attached. Two deviations were identified: one has been closed, while the other is ongoing and has a deadline for resolution in August 2026. The Board was informed of the deviation related to noise at a previous board meeting.

The 2025 annual report from the Occupational health service - Friskgården - and the 2025 sickness absence report were attached.

### Decision:

 **The Board took note of the provided information.**

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## Item 22 - Approval of Code of Conduct

The Code of Conduct is approved annually, there are no changes to be suggested at this time.

The school aims to complete a Code of Conduct Review with the school community (staff, students, parents) in the school year 2026/2027.

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## Item 23 - Styrets årsberetning 2025

In connection with the annual accounts, the Board shall submit a report (Styrets årsberetning), cf. the financial regulations to the Private Schools Act § 8-1. The administration has prepared a proposal that may be presented and signed together with the annual financial statements for 2025.

## Decision:

 The Board will provide feedback to the administration by 10 April if there is a desire to make adjustments to the proposal presented.

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## Signatures

*Signed by Camilla Knudsen Tveiten  
4/15/26, 1:35 PM CEST with One-time code by SMS*

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Camilla Knudsen Tveiten  
Chair of the Board

*Signed by Utseth, Anita  
4/15/26, 5:27 PM CEST with Norwegian BankID*

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Anita Utseth  
Vice Chair of the Board

*Signed by Skjelstad, Erik  
4/21/26, 8:35 AM CEST with Norwegian BankID*

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Erik Skjelstad  
BoD Member

*Signed by Jochen Köhler  
4/29/26, 2:34 PM CEST with One-time code by SMS*

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Jochen Köhler  
BoD Member

*Signed by Sjöstrand-blücher, Maria  
4/15/26, 3:40 PM CEST with Norwegian BankID*

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Maria Sjöstrand Blücher  
BoD Member

*Signed by Husby, Øyvind  
4/19/26, 7:12 PM CEST with Norwegian BankID*

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Øyvind Husby  
BoD Member

*Signed by Steen, Hope Truitt  
4/15/26, 1:31 PM CEST with Norwegian BankID*

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Hope Steen  
Head of School