

## Signing of minutes-5-2026-28.05.26.pdf

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|                          |         |                       |
|--------------------------|---------|-----------------------|
| Sjöstrand-blücher, Maria | 6/1/26  | with Norwegian BankID |
| Husby, Øyvind            | 6/1/26  | with Norwegian BankID |
| Tveiten, Camilla Knudsen | 5/29/26 | with Norwegian BankID |
| Skjelstad, Erik          | 6/15/26 | with Norwegian BankID |



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## Board i Stiftelsen Trondheim International School

Date: Thursday 5/28/26, 6:00 PM - 6:30 PM (CEST)  
Location: Trondheim International School  
Meeting type: Fysisk møte

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### Minutes for Board meeting 5-2026

#### Meeting purpose:

Establish new board, set dates for the fall meetings, AOB.

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#### Participated:

Camilla Knudsen Tveiten, Chair of the Board  
Erik Skjelstad, BoD Member  
Maria Sjöstrand Blücher, BoD Member  
Ragnhild Skjevik, BoD Member  
Øyvind Husby, BoD Member

#### Did not participate:

Anita Utseth, Vice Chair of the Board  
Peter Knapp, Teaching Staff Representative  
Yana Sachylovich, Non-teaching staff representative

#### Participated:

Hope Steen, Head of School  
Duncan Irving, Parent Committee Representative  
Ingrid Irving, Student Council Representative  
Christine Østerlie, Business Manager

#### Did not participate:

Anne Trine Hagfors, Trondheim municipality representative  
Kanako Mori, Secretary of the board

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### Item 32 - Board call and agenda

#### Decision:

 The call and agenda were approved. The protocol from previous meeting was signed prior to the meeting.

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### Item 33 - Introductions of board members

The Chair informed the meeting about the new board member who was unanimously elected at the annual general meeting. Ragnhild Skjevik will bring valuable and highly relevant expertise to the school's board.

Two board members Jochen Köhler and Mette Winsnes Råberg stepped down after completing their elected term.

The complete overview of the Board members

| Name                    | Elected until |
|-------------------------|---------------|
| Camilla Knudsen Tveitan | 2028          |
| Anita Utseth            | 2027          |
| Erik Skjelstad          | 2029          |
| Øyvind Husby            | 2028          |

|                         |      |
|-------------------------|------|
| Maria Sjöstrand Blücher | 2028 |
| Ragnhild Skjelvik       | 2029 |

**Decision:**

 The Board took note of the information.

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**Item 34 - Plan next year's meetings**

The Head of School presented the Board's annual plan, including some practical adjustments regarding the reporting periods and the number of meetings. Additional extraordinary meetings may be convened when necessary, either in person or online. The following dates were scheduled for meetings in the next academic year.

01.10.2026 - 10.12.2026 - 11.03.2027 - 22.04.2027 - 03.06.2027

Annual General Meeting : 20.05.2027

**Decision:**

 The Board agreed on the proposed dates and also agreed that they may be changed if deemed necessary.

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**Item 35 - Economy**

The financial report as of April was attached to the agenda. The school's financial position remains in line with the approved budget, and as of April there were no extraordinary circumstances affecting its finances.

**Decision:**

 The Board took note of the provided report and information.

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## Item 36 - Any Other Business

The Head of School updated the Board on staffing plans for the upcoming school year and the processes that have been carried out regarding organizational structure and recruitment. The school has now reached a student enrollment level that maximizes its capacity, and planning is underway to ensure the most effective use of classroom space and room allocation.

An inspection concerning acoustic conditions is currently ongoing, and the administration is planning to meet with the landlord in the near future to discuss the matter.

An in-house IB Workshop is scheduled for all staff in August as part of the start of the new school year, with multilingualism being one of the key focus areas.

The school will host an Open Day on June 6, and Board members are also welcome to attend. The student representative on the Board has offered to involve students in assisting with the event as well.

THIS, in collaboration with Fagerhaug International School and Birrale International School, has planned a conference for Head of Schools and Business Managers this autumn, 30. & 31. October. Board members are welcome to register and attend.

A brief evaluation of the Annual General Meeting was conducted. The protocol of the meeting has been signed, and the administration will follow up on the formal requirements for registration with the Brønnøysund Register Centre.

Attendance at this year's meeting was good, and it was very positive that the Parent Committee organized a social event for the school's families on the same day.

### Decision:

 The Board took note of the information provided in the meeting.

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## Signatures

*Signed by Tveiten, Camilla Knudsen  
5/29/26, 3:53 PM CEST with Norwegian BankID*

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Camilla Knudsen Tveiten  
Chair of the Board

*Signed by Skjelstad, Erik  
6/15/26, 2:09 PM CEST with Norwegian BankID*

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Erik Skjelstad  
BoD Member

*Signed by Sjöstrand-blücher, Maria  
6/1/26, 5:26 PM CEST with Norwegian BankID*

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Maria Sjöstrand Blücher  
BoD Member

*Signed by Husby, Øyvind  
6/1/26, 9:24 AM CEST with Norwegian BankID*

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Øyvind Husby  
BoD Member