

Signing of minutes-6-2026-01.10.26.pdf

This document is digitally signed by:

Sjöstrand-blücher, Maria	10/6/26	with Norwegian BankID
Husby, Øyvind	10/6/26	with Norwegian BankID
Tveiten, Camilla Knudsen	10/6/26	with Norwegian BankID
Skjevik, Ragnhild Vikan	10/15/26	with Norwegian BankID



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Board i Stiftelsen Trondheim International School

Date: Thursday 10/1/26, 6:00 PM - 8:00 PM (CEST)
Location: Trondheim International School
Meeting type: Fysisk møte

Minutes for Board meeting 6-2026

Participated:

Camilla Knudsen Tveiten, Chair of the Board
Maria Sjöstrand Blücher, BoD Member
Ragnhild Skjevik, BoD Member
Øyvind Husby, BoD Member
Hope Steen, Head of School
Hilde Wennberg, Teaching Staff Representative

Did not participate:

Anita Utseth, Vice Chair of the Board
Erik Skjelstad, BoD Member

Participated:

Blagica Stanoevska, Non-teaching staff representative
Duncan Irving, Parent Committee Representative
Ingrid Irving, Student Council Representative
Kanako Mori, Secretary of the board
Christine Østerlie, Business Manager

Did not participate:

Anne Trine Hagfors, Trondheim municipality representative

Item 37 - Board call and agenda

The Board call and agenda were approved.

Item 38 - Minutes

The protocol from the previous meeting was signed digitally prior to the meeting.

Item 39 - IB Annual Reporting

IB evaluation process presented by MYP and PYP Coordinators highlighting the stages at which Board will be involved. The presentation also covered curriculum development, multilingualism across the school and multilingual classes, MYP enhancements, and collaboration with NTNU on literacy and AI.

Decision:

 The Board took note of the report presented in the meeting.

Item 40 - Decision: Delegation regulation

THIS previously had a Board-approved delegation document. In recent years, the documentation has only stated "Delegasjoner fra styret inngår i arbeidsbeskrivelse for daglig leder."

This does not clearly show which decisions have been delegated and which matters must remain with the Board.

Attached is the suggested delegation regulation based on the template from the internal control system IK Friskole.

Privatskoleloven:**§ 5-2. Styret sine oppgaver**

Styret har den øvste leiinga av skolen og skal sjå til at skolen blir driven i samsvar med gjeldande lover og forskrifter.

Styret skal:

- a. sjå til at elevar i opplæringspliktig alder som blir tekne inn ved skolen, får oppfylt retten til grunnskoleopplæring, og melde frå til foreldra og heimkommunen til elevar som over lengre tid ikkje møter fram til undervisninga utan lovleg grunn,
- b. fastsetje storleiken på skolepengane og om grunnskolen skal ha ei ordning med graderte skolepengar og reduserte skolepengar til hushaldningar med fleire barn på skolen,
- c. vedta budsjett og rekneskap for skolen,
- d. fastsetje inntaks- og skolereglar for skolen,
- e. fremje saker om pålagt skolebyte etter [opplæringslova § 13-2](#), jf. [§ 2-4](#) andre ledd,
- f. ha ansvar for at skolen har ei forsvarleg økonomi- og rekneskapsforvaltning,
- g. sjå til at offentlege tilskot og skolepengar kjem elevane til gode,
- h. sjå til at offentlege krav og føresetnader for verksemda blir oppfylte.
- i. sørge for å ha rett og nødvendig kompetanse i verksemda. Styret skal sørge for at lærarar, dagleg leiar og andre tilsette i skolen får høve til å utvikle seg fagleg og pedagogisk så dei kan vere på høgde med utviklinga i skolen og samfunnet.
- j. tilsetje dagleg leiar.
- k. drøfte den årlege rapporten om tilstanden i skolen som er utarbeidd etter [§ 5-2b](#).

I andre saker enn dei som følgjer av andre ledd, kan styret med 2/3 fleirtal delegere avgjerdsretten.

English:

- a. Ensure that pupils of compulsory school age who are admitted to the school receive their right to primary and lower secondary education, and notify the parents and the pupil's home municipality if a pupil is absent from instruction for an extended period without a valid reason.
- b. Determine the level of school fees and whether the primary/lower secondary school shall have a system of differentiated school fees and reduced school fees for households with more than one child attending the school.
- c. Approve the school's budget and annual accounts.
- d. Establish the school's admissions rules and school rules.
- e. Submit cases concerning compulsory transfer to another school pursuant to Section 13-2 of the Education Act (opplæringslova), cf. Section 2-4, second paragraph.
- f. Be responsible for ensuring that the school has sound financial and accounting management.
- g. Ensure that public grants and school fees are used for the benefit of the pupils.
- h. Ensure that public requirements and conditions applicable to the school's operations are fulfilled.
- i. Ensure that the organisation has the appropriate and necessary competence. The Board shall ensure that teachers, the school's general manager/Head of School, and other employees are given opportunities for professional and pedagogical development so that they can keep pace with developments in education and society.
- j. Appoint the general manager/Head of School.
- k. Discuss the annual report on the status of the school prepared pursuant to Section 5-2b.

Delegation of authority:

In matters other than those specified in the second paragraph, the Board may, by a two-thirds majority, delegate its decision-making authority.

Decision:

 The delegation regulation was approved unanimously by the Board.

Item 41 - Decision: Establishing a Facilities Committee

Background:

The school's facilities play an important role in supporting a safe, welcoming and effective learning and working environment. As the school's needs continue to develop, it is important to take a coordinated and long-term approach to how the premises are used, maintained and improved.

To strengthen this work, the administration proposes establishing a Facilities Committee consisting of representatives from the school administration and the Board. The committee will create a structured forum for assessing the school's current and future facility needs and identifying practical ways to optimise the premises for school operations.

Decision:

 The Board approved unanimously to establish a Facilities Committee consisting of representatives from the school administration and the Board. One of the committee's mandate is to report to the Board.

Item 42 - Head of School Report

Head of School provided updates and status on each area of the current strategy, as well as general information and status on school operations.

Decision:

 The Board took note of the information provided in the Head of School report.

Item 43 - Subject Hour Overview

The overview of subject hours taught at THIS as compared to public Norwegian schools was presented. There are no changes to the hours offered from the previous year. The only difference is 4 hours of subjects taught in English and Norwegian in each year level.

Decision:

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

Item 44 - Review of Internal Control System

Background:

Pursuant to Section 5-2a of the Private School Act (Privatskoleloven), the Board is responsible for ensuring that the school has an internal control system that supports compliance with the Act and associated regulations. The internal control shall be systematic and adapted to the school's size, characteristics, activities and risk profile.

THIS uses IK-Friskole as its main system for documenting and following up internal control. The system covers the main areas of the school's operations and provides a structured framework for routines, responsibilities, risk assessments, controls and deviations. IK-Friskole is used as an ongoing

working tool by the administration, with relevant documentation reviewed and updated as necessary to support compliance with applicable legislation and internal requirements. Responsibilities are assigned within the organization (attachment 2).

The school has initiated a comprehensive review of its risk assessments (ROS analyses), structured in alignment with the relevant areas of IK-Friskole. The purpose is to establish a systematic approach to identifying, assessing and following up risks across the school's operations.

The attached overall report from IK-Friskole provides the Board with an overview of the status of the school's internal control work.

Privatskoleloven:

§ 5-2a. Internkontroll

Styret skal ha internkontroll for å sikre at krava i denne lova med forskrifter blir følgde.

Internkontrollen skal vere systematisk og tilpassa storleiken på skolen og særpreget, aktivitetane og risikoforholda der.

Ved internkontroll etter denne paragrafen skal styret

- a. utarbeide ei beskriving av skolen sine hovudoppgåver, mål og organisering
- b. ha nødvendige rutinar og prosedyrar
- c. avdekkje og følgje opp avvik og risiko for avvik
- d. dokumentere internkontrollen i den forma og det omfanget som er nødvendig
- e. evaluere og ved behov forbetre skriftlege prosedyrar og andre tiltak for internkontroll.

Decision:

 The Board reviewed the IK-Friskole report and accepted the school's current internal control systems.

Item 45 - Accounting Report 31.08.2026

The accounting report July & August 2026 was provided.

Overall, the financial position at the reporting date is better than budget, while fee collection and the timing of later-year costs remain the main items to monitor. More student income (funding) than budget. Personnel costs were close to budget.

Decision:

 The Board took note of the information provided in the accounting report.

Item 46 - Preparation of Budget 2027

Background:

The administration will prepare the school's budget for the 2027 financial year for presentation and approval by the Board at the next Board meeting.

Under the Private Schools Act, the Board is responsible for approving the school's budget and accounts and for ensuring sound financial and accounting management.

The detailed budget requirements set out in the Economic Regulations to the Private Schools Act (§ 2-1) primarily apply in connection with applications for approval of a new school or operational changes. Nevertheless, the principles provide a useful basis for the school's annual budgeting, including that the budget should be realistic and reflect expected income and expenditure.

Basis for Budget 2027:

Unless the Board requests significant changes to the school's operations or priorities, the administration proposes that the 2027 budget be prepared on the basis of the school's current operations.

The budget will therefore be based on:

- the school's current organisational and operational structure;
- the student numbers reported at the funding count date of 1 October 2026 as the main basis for estimating student-related income;
- applicable and known funding rates and school fee income;
- current staffing and salary commitments, with adjustments for known contractual and statutory changes;
- existing agreements and known operating costs, including rent, utilities, services and other recurring commitments;
- separate department budgets for supplementary activities, e.g. SFO and gym rental, and appropriate allocation of shared costs where applicable; and
- a conservative approach to income and expenditure where future amounts are uncertain.

The intention is to prepare a realistic and financially sensible budget based on the information available at the time of preparation. Significant known changes or risks that may affect the financial position of the school will be reflected in the budget assumptions and presented to the Board.

Board considerations:

The Board is invited to provide input regarding any significant changes, priorities or assumptions that should be incorporated into the preparation of Budget 2027.

Decision:

 The Board took the proposed basis and assumptions for the preparation of Budget 2027 into consideration. The administration is requested to prepare budget 2027 on this basis, and the final budget 2027 will be presented to the Board for approval at the next Board meeting.

Signatures

*Signed by Tveiten, Camilla Knudsen
10/6/26, 11:22 AM CEST with Norwegian BankID*

Camilla Knudsen Tveiten
Chair of the Board

*Signed by Sjöstrand-blücher, Maria
10/6/26, 11:13 AM CEST with Norwegian BankID*

Maria Sjöstrand Blücher
BoD Member

*Signed by Skjevik, Ragnhild Vikan
10/15/26, 11:11 AM CEST with Norwegian BankID*

Ragnhild Skjevik
BoD Member

*Signed by Husby, Øyvind
10/6/26, 1:48 PM CEST with Norwegian BankID*

Øyvind Husby
BoD Member