

Protocol School extraordinary board meeting

8th of December 2015 at 19:30-21:00, Bytorget, Erling Skakkes gt. 14

Attendees

Board members (ref THIS bylaws § 6)

Arne Braatas, Henrik Kierulf, Tone Muthanna, Cathrine Skonhoft, Hege J. Tunstad, May Liz Bjørnevik Tho, Virginia Neilsen

Board representatives (ref. Privat school act § 5-1)

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| Jannicke Akse | Trondheim kommune |
| Saman Sedarti | Student representative (absent) |
| Elizabeth Christine Alia | PC representative |
| Sima Haddadin | Teaching staff representative |
| Mascha Meland | School support staff representative |
| James Hamilton | Head of School (absent) |

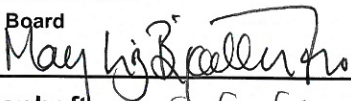
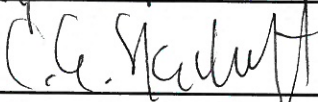




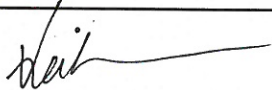
Other attendees

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|--------------------|---------------------------|
| Christine Østerlie | Business Manager (absent) |
| Kanako Mori | Confidential Secretary |

| Opening | | Responsible |
|---|--|-------------|
| Opening and welcome | | MLBT |
| Approval of the meeting call and agenda. Addition of relevant items to the agenda upon request | Additional Items are listed below; <ul style="list-style-type: none"> • Reply from Stiftelsestilsynet • Reply to Udir • Letter to the BoD (confidential) • Follow-up report from AMU • A book 'Styrets ansvar' from BDO | MLBT |
| Approval of the protocol from the last meetings | Protocol from the BoD meeting on 01.12.2015 has not been finalised. | MLBT |
| Open matters | | |
| 42/2015 Follow up on the formal complaint from former employee against the HoS (closed session) | Confidential | MLBT |
| 59/2015 HoS Objectives 2015 and | Confidential | MLBT |

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| 2016 (closed session) | | |
| 57/2015 Annual salary adjustments HoS (closed session) | Confidential | MLBT |
| Matters for information | | |
| 48/2015 Recruitment of new daglig leiar | <p>HK consulted 4 different recruitment companies. 3 offers received so far. The last offer will come tomorrow (09.12.2015). Those offer differ in prices and experiences. They are all in the agreed price range for recruitment.</p> <p>The advertisement should be out before Christmas. 24 prior to publishing the advertisement, the BoD should be informed in order for the BoD to have the chance to comment.</p> | AB/HK |
| 27/2015 BoD Strategy seminar | <p>On 07.12.2015, the staff BoD member, the BoD chair and the business manager met with the BDO regarding this case. The survey will be conducted prior to this strategy seminar.</p> <p>The offer for this strategy seminar, including preparation/analysis of the survey and facilities, is NOK 50.000. The cost will be covered by the organisational development (change) budget.</p> | VN |
| Additional items | | |
| 41/2014 Bylaws for Trondheim International School | The school received a reply from Stiftelsestilsynet, confirming that the bylaws with changes have been accepted and registered. | MLBT |
| 01/2015 Audit report, Udir 2014 | <p>Deadline for reply on outstanding issues - 8. January.</p> <p>The Chair of the Board contacted UDIR to ask for a 1 month extension of the deadline 8.January. The reason for this is that the BoD has planned a Strategy seminar 10. January and wish to take the outcome from this work into the reply to Udir.</p> | MLBT |
| Follow-up report from AMU | Postponed to the next BoD meeting. | |
| A book 'Styretsansvar' from BDO | A booklet 'Styrets ansvar' from BDO were provided to the BoD members. | MLBT |

Trondheim, Date 08.12.2015

| Signatures for approval of the protocol | Date |
|--|------------|
| May Liz Bjørnevik-Tho Chairman of the Board  | 11/2-16 |
| Cathrine Skonhoff Vice Chairman  | 11/2-16. |
| Arne Brataas Board Member – PC Chair  | 11/2-2016 |
| Hege J. Tunstad Board member  | 11.02.2016 |
| Henrik Kierulf Board Member  | 11.02.2016 |
| Tone Muthanna Board Member  | 11.02.2016 |
| Virginia Neilsen Staff Voting Member  | 11.02.2016 |