

April 20

**NIS Meeting Summary**

**Type of Meeting:** Senior Leadership Team (SLT) meeting

**Date:** 2016\_4\_20

**Attendees:** Arek Owczarek (O), Arden Tyoschin(AT) , Laurie McLellan (LM)

**Matters to follow up:**

**Proposals or Agenda:**

1. End of year staff party
2. Strategy launch with key roles in OF team
3. Lockdown for outdoor classes
4. Veracross

<b>Outcomes</b>		
<b>Description</b>	<b>By When</b>	<b>By Who</b>
1.1 Senior Leadership Team (SLT) discussed three days that Social Committee proposed for the end of year staff party and commented June 10 is not appropriate and suggested Social Committee to check the school calendar for clashes on June 3 and June 8. After consulting teachers involved in the other calendar events let SLT know.	asap	Social Club
1.2 Social Committee should input the date of end of year party for 2016/17 on the school calendar.	asap	Social Club
2. SLT approved Arek's proposal that the seven teachers in new Strategy positions to make short presentations to the key roles in Operations and Finance Team, for better understanding and assistance in future.	asap	Arek
3.1 The Short Messaging Service (SMS) for today's announced lockdown drill was sent prior to the planned time and Arek will investigate the reason.	asap	Arek
3.2 Arek clarified there are three ways to send messages in the event of lockdown drill: Public Announcing system, SMS, and blue light.	/	/
3.3 For outdoor classes, the teachers will bring students to the nearest safe building during the lockdown. The teachers will have to use their own best judgement based on the circumstances.	ongoing	All Faculty
4. China proposes tighter restrictions on foreign websites in the future. SLT discussed the approach that would be taken were we to replace Veracross. The approach would be the usual tender approach as per school practice in large scale purchasing. It needs further discussions.		