

NIS Meeting Summary

Type of Meeting: SLT Meeting Date: 2016_3_30

Attendees: LM, AT, AO Copies to: all staff

Matters to follow up:

1. Budget Heads for 2016-17

Proposals or Agenda:

2. Photos
3. iPad
4. Tweople
5. NIS HR Project for OF Team
6. OF Team – Part of NIS House system
7. Fire & Lockdown Drill
8. New white board
9. Furniture
10. Focus Group
11. Plan B for database

Outcomes		
Description	By When	By Whom
1. Arden raised the question about the budget category for per diems and stipends. We will also clarify where costs for coaches' flights and accommodation will be covered. Arek will clarify with Holly.	asap	Arek Holly
2. SLT discussed access to photos of school events and the extent of sharing the photos. Arden and Arek will liaise with other schools to find out their practice. Needs further discussion.	asap	Arden Arek
3. Arden summarised two iPads incidents. Arden will check procedures communicated at the iPad launch to clarify the school's obligations. A system will be put in place. Arden will contact parents involved.	asap	Arden
4. SLT discussed and approved the prototype of Tweople: a group of students will contribute to the NIS Twitter after receiving formal training.	March 25	Arek Marina
5. Arek updated that SLT & SET will have a kick-off meeting with a consulting company on enhance Admin HR performance management.	asap	Kasson
6. SLT approved Arek's suggestion to include Operations and Finance Team in the House system. Need to speak to Danny.	/	Arek
7. Arden will send the dates of Fire & Lockdown Drill to Arek.	asap	Arden
8. We will install and test a new metal white board in Learning Support hub.	/	Arek
9. Arek updated the discussions with teachers on furniture in the Design Centre and storage in PYP Design room.	Ongoing	Arek
10. Laurie updated the feedback of Parent Focus Group.	Ongoing	Laurie
11. SLT discussed the need for a back-up plan for the SIS as well as a video platform provider within China. There may be changes that impact NIS service to students.	Ongoing	SLT