

Aug 17

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2016_8_17

Attendees: Arek Owczarek (AO), Arden Tyoschin(AT)

Matters to follow up:

Proposals or Agenda:

1. NoTosh
2. Communication of Strategy
3. Insurance consent letter
4. Facility request forms
5. MYP/DP Learning Space
6. Code of Conduct and KPI

Outcomes		
Description	By When	By Whom
1. Arden will liaise with NoTosh regarding visits to NIS in the fall and as keynote speaker in ACAMIS Spring Conference in March. SLT also discussed a seven-people committee involved for the Library and PYP project.	Ongoing	AT
2. Arden shared the scope and objectives of the Communication of Strategy for Arek's comments before meeting with SET, Joe and Tom. The content would be driven by the Strategy Team.	Ongoing	AT
3. Arek will clarify with Insurance Company on Faculty's concerns about third parties on Insurance consent letter.	/	AO
4. Arek has sent off the Manager On Duty roaster. Note: Korean/Japanese school on Saturday has not started yet.	/	/
5. There were lots of Facility request forms at the beginning of the school year and SLT agreed that early communication is key. For returning teachers, as much as possible furniture removal should be arranged at the end of the previous school year.	/	/
6. MYP/DP Learning Space Project will be launched next week.	Ongoing	/
7. HR will provide a summary list of all staff and their status for the CoC, Police Clearance, and valid First Aid certificate. First Aid training will form part of the Facilities and Operations KPI.	Ongoing	HW