

Aug 24

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2016_8_24

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

Matters to follow up:

Proposals or Agenda:

1. review of 1st evacuation
2. suppliers to Chartwells
3. Bench
4. External for-profit activity providers
5. Upcoming meetings: Sept 6 + AGM
6. Update on Audit
7. MYP/DP Learning Space Pilot Launch
8. ACAMIS 2017 - Holly Wang

Outcomes		
Description	By When	By Whom
1.1 SLT reviewed the procedure of first evacuation and agreed that the exit from school was too casual with too much chatting on the way and at the Muster Point.	/	/
1.2 It was suggested that pre-determined non-homeroom teachers assist Early Years Homeroom teachers in evacuation.	asap	AT & MG
1.3 Expectations regarding wearing hats outside during breaks in hot weather are not consistent. To be discussed with SET.	asap	SLT&SET
1.4 The Lockdown Drill is scheduled at 10.10am on Wed Aug 31.	Aug 31	/
2. SLT reviewed two responses from Chartwells' suppliers in light of the no nut expectations as of this year. Arden will send a letter to parents of students who have peanut allergies.	asap	AT
3. Arek will draft a handbook for all external for-profit activity providers regarding access control, charge of utility, etc. Approval will be considered on a case-by-case basis in line with NIS guidelines.	asap	AO
4. SLT outlined the agendas for the whole school meeting on Sep 6 and for the Annual General Meeting on Sep 29.	Sep 6 & 29	SLT
5. Arek updated that the school audit shows the school's Finance is in good standing.	/	/
6. MYP/DP Learning Space Pilot will be launched tomorrow. SLT also discussed possible internship and technology visit to Suning's headquarters next month.	Aug 25	SLT
7. Arek named Holly to drive the Business Management section of ACAMIS 2017.	Mar	HW