

Nov 2

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2016_11_2

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

Matters to follow up:

Proposals or Agenda:

1. photocopying reports
2. For profit promotions – request from Shangri-la
3. employment of swim coaches/life guards
4. office chairs
5. Enrollment fee
6. Laptop in PTA room
7. Confirm dates for budget heads' presentations
8. CNY Dinner
9. winter market beer stall
10. emeritus NIS membership for ex-Board members



Re-Greetings



FW- winter market costs

Outcomes	By When	By Whom
Description		
1. Finance and Operations Team’s photocopying cost was high in the latest report. Arek will ask for a breakdown and remind the team in the Morning Briefing.	asap	Arek
2. SLT discussed and declined a request from Shangri-la on profit promotions but they can liaise with NIC and other charities. Arden will ask whether they are interested in Food for Fun and send a one-day guest chef.	ongoing	Arden
3. SLT discussed the difference between swim coaches/life guards’ contracts and TAs. Arden will talk with Danny C about strategic plan for them.	Next week	Arden & Danny
4. SLT discussed a request form for office chairs and it will go through the purchasing procedure.	Ongoing	Purchasing Team
5. The enrollment fee CNY800 will be categorized as school fees and can be issued with a separate receipt.	/	/
6. A student lost his MacBook on Friday during the Friday Autumn Festival event. Students are fully responsible their MacBooks and must lock valuables in the locker. Arden will remind relevant parties of this.	/	Arden
7. Faculty budget heads’ presentations will kick off on Week 14.	From Nov 14	Arek
8. Arek and his team are looking into a venue for CNY dinner on Thur Jan 26.	Jan 26	Arek
9. SLT discussed a purchasing proposal for a charity supported by school.	Ongoing	/
10. SLT discussed emeritus NIS membership for ex-Board members. This will be followed up by the Board as it would change the definition of school community.	Ongoing	Arek