

Feb 8

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2016_2_8

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



Panel
Hold

Matters to follow up:

1. Blue Gym condensation
2. Counselor Office

Proposals or Agenda:

3. Noise and panel saw in Design Centre Spaces
4. Evacuation drill scheduled for Semester 2
5. Overseas Order Date due
6. updates on ACAMIS Spring conference
7. Adults-only toilets

Outcomes		By When	By Whom
Description			
1. SLT discussed the Blue Gym condensation. The supplier will come next week to pinpoint the area and additional insulation is a possible solution.		asap	Wayne
2. SLT discussed converting D248 into Counselor Office. Kris will provide furniture request list.		Ongoing	SLT
3.1 Arden updated that SET will be on the spot in MYP Design Centre on an 8-day cycle to record the noise level. They also encouraged a strategy communication among the teachers involved. Converting the big classroom into small ones could be an option.		Ongoing	SET
3.2 SLT also discussed the budget of a large panel saw and Finance Controller will check if it is in the budget.			Julia Zhang
3.3 SLT and SET will meet regarding the above issues in Week 23.			SET & SLT
4. Arden will ask SET to choose a date for evacuation and lockdown drill in Semester 2.		asap	SET
5. Due to a delay in the Overseas Order Input Close Date, Arek updated that it is highly likely the delivery will not arrive at the beginning of the next school year. Some items are over the budget; however, those will be offset against local purchases.		ongoing	/
6. SLT updated preparations of ACAMIS Spring Conference: <ul style="list-style-type: none">• Arek updated there are enough tables and chairs for the conference.• Arden will push the heads of other schools to register their staff.• A previously communicated, both gyms will be closed on Thursday March 9 for set-up. One of the standing screens in The Centre foyer to be moved to the space near the indoor gyms.• Finance & Operations Team will help with the registration on Friday March 10. The set-up will be in alphabetic order by each school.• Arden will confirm with Mark on the attendees using the pool in the morning. The Centre gym will also be available during the 2 days.• Each Sponsor's booth will have a power connection.		ongoing	/

<ul style="list-style-type: none">• Arden/Lucy will generate a stationery list.		
7. SLT discussed adults-only toilets as part of Child Protection session. Arden to follow up with SET with the allocations.	Ongoing	Arden & SET