

March 1

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2016_3_1

Attendees: Arek Owczarek, Arden Tyoschin, Danny Clarke (for the first item only)

Matters to follow up:

1. bleachers

Proposals or Agenda:

2. gym storage and access
3. Student Macbook Insurance
4. PTA T-shirts
5. Hamish's visit – schedule
6. Library – Sat
7. Local Hygiene Bureau
8. Staff not attending ACAMIS Conference
9. Nearly fire accident on Feb 28

Outcomes		
Description	By When	By Whom
1. SLT reviewed and declined the proposal to remove the indoor bleachers from the blue gym. Arek will investigate a central court to allow for the intended use of the bleachers. In addition, Arek will look into installing an efficient mechanism to lower basketball hoops for younger players. These would be summer projects. Arek will follow up with Danny.	ongoing	Arek
2. SLT discussed the access to gym storage, PE classrooms and rolling door. A possible way is to issue keys to PE teachers. Consideration may be given to card access to the green gym storage area. Arek will follow up.	ongoing	Arek
1. SLT discussed the scenarios for students MacBooks that were damaged in the file. Arden will send a draft to Arek and Julia Zhang regarding the depreciation value as well as an additional option to borrowing a MacBook through to the end of the school year.	ongoing	Arden
4. SLT reviewed the design of PTA T-shirts and agreed on some principles: NIS logo is a mandatory; no new language; Maintain school colours. Arek will follow up with PTA.	ongoing	Arek
5. Arden updated Hamish Curry's schedule during his stay in March.	March	SLT
6. Arden updated the meeting with Library staff was positive. As a prototype, the Library will be open on Saturdays for community for 4 weeks. Michelle will be on campus for these 4 Saturdays.	ongoing	Michelle
7. Arden will sign on a local Hygiene Bureau's check-list of the canteen as the first person-in-charge of food safety.	/	Arek
8. Staff not attending ACAMIS Conference is expected to come to school as usual. Arek will follow up with Holly.	/	Arek & Holly
9.1 Arek updated a nearly miss fire accident in the 1F cafeteria on Feb 28 and SLT emphasized the chemical experiments should be conducted in Science Lab under adult's supervision. To be followed up with Marina.	/	SLT
9.2 SLT will also ask Design team to ensure that fire access in the Design Centre are not blocked.	asap	