

May 3

Monday, April 24, 2017 4:27 PM

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2016_5_3

Attendees: Arek Owczarek, Arden Tyoschin

Matters to follow up:

1. Safety inspection procedures
2. toilets proposal



Toilets
Proposals -



Rotaray
Club WALK-

Proposals or Agenda:

3. school photographer
4. Provisional Rotary Club Nanjing
5. Reduce of rubbish bins
6. Confirmation of End of Year Staff Dinner on June 9

Outcomes		
Description	By When	By Whom
1. Arek will send the procedures to Arden and this will be shared with SET; formal procedures to implement for the start of 2017/18 school year.	End of June	AO, SET
2.1 SLT went through the Students Council's toilets proposal and Purchasing Dept. is working on some feasible items. Arden to follow up with Student Council.	May 8	Arden
2.2 Adults-only toilets were discussed; communication of initial plans to be shared on Monday May 8 with request for feedback from staff.		
3. SLT confirmed that a new school photographer for yearbook mugshots will be sought.	/	/
4. SLT discussed possible involvement in a Rotary Club activity in Nanjing.	/	/
5. The weekly consumption of rubbish bags on campus is approx. 3000. SLT discussed to reduce the usage by two approaches: 5.1 To put one rubbish bin in each male toilet and keep one rubbish bin in each cubic in female toilets. 5.2 Each office/classroom has one rubbish bin. 5.3 Input regarding Primary classroom rubbish bins will be sought	asap	SET
6. The end of year staff dinner on June 9 proposed to be in The Theatre. Arden to liaise with Social Club.	asap	Arden