

Oct 23

**NIS Meeting Summary**

**Type of Meeting:** Senior Leadership Team (SLT) meeting

**Attendees:** Arden Tyoschin, Arek Owczarek, Laurie McLellan

**Matters to follow up:**

- 1. Science Lab role proposal / Lab substance fine

**Proposals or Agenda:**

- 2. PreK/K1 school fees
- 3. Japanese School
- 4. PD Clarification
- 5. Prototype Champions \* 2
- 6. Child Protection \* 2
- 7. Student insurance
- 8. Emergency contact on campus for Discover China Week
- 9. Budget Heads presentation schedule
- 10. Update on Early Years projects



Outcomes		
Description	By When	By Whom
1.1 SLT discussed Mr.Wu's role and the possible solutions to cover the afternoon and to install an open door delay alarm.	Asap	SLT
1.2 Arek will meet with Juan today on key actions and a clear Job Description and to meet the whole group of Science teachers.	Oct 23	Arek, Juan
1.3 SLT discussed the policemen's spot check on dangerous substances and Cherry Zhai will inform someone from leadership to attend the next spot check if any.		Cherry Zhai
2. SLT discussed a returning PreK student's tuition as a special case.	/	/
3.2 Japanese School was required to offer non-criminal records by Dec 1.	Asap	/
3.3 Arden will follow up with the security records of their inspection on Sep 16.	Ongoing	Arden
4. SLT clarified that staff should not use hotel's transportation service on PD and conference trips, but taxi instead. There may be occasions with a group that hotel transport proves cheaper.	/	Everyone
5. SLT discussed the 7 teams of prototypes and will find another solution to involve Operations and Finance Team.	ongoing	Arden, Arek
6.1 SLT discussed an accident last week on Gr5 trip and Risk Assessment Management System is to be updated.	Asap	Arden
6.2 Ruth asked for a lockable file cabinet and she needs to submit a request form. Human Resources can share the staff personal info with Ruth.	Asap	Ruth
6.3 Laurie will consult with CIS on the wording of Child Protection or Safety officer.	Asap	Laurie
7. School nurse Ellen received 7 requests from parents to update students' insurance on Axiom. The insurance info was collected for trips but paused in 2009. Arden will discuss with Robin H and Admissions regarding consistent documentation and wording	Asap	Arden, Robin H

7. Announcements regarding consistent documentation and reporting		
8. Marina will be the emergency contact person from Wed to Fri for Discover China Trip.	Oct 25~27	Marina
9. Next week Arden will liaise with Faculty Budget Heads for Budget Heads presentation schedule.	Week 30	Arden
10. Arek updated 8 bidding invitations have been sent off on Early Years projects.	ongoing	Arek