

Nov 29

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Attendees: Arden Tyoschin, Arek Owczarek, Laurie McLellan

Matters to follow up:

1. Japanese school – update

Proposals or Agenda:

2. LNY/CNY Dinner - venue
3. Digital photos – guidelines
4. Lunch payment – issue with id cards
5. Staff meeting Tuesday
6. Pecha Cucha

Outcomes		
Description	By When	By Whom
1. Arden updated the Japanese School's action on police clearance: they will swear at the Consular for non-criminal and the Consular will issue a formal clearance letter with a name list.	/	Arden
2. Arek will confirm with Holly about the venue of Chinese New Year dinner and investigate possible performances.	/	Arek
3. SLT discussed the guidelines of digital photos on social media, eg. WeChat and school website.	/	SLT
4. Annie from Chartwells suggested that if Gr6-12 students didn't bring ID cards for lunch, they will need to request vouchers at a different location, instead of signing in the cafeteria with Chartwells. Arden will share with SET.	ASAP	Arden

5. SLT confirmed the agenda on next Tue meeting: Arek, Marina & Wayne will present on the EY project, and Laurie on staffing.	Dec 5	SLT
6. SLT confirmed Pecha Kucha on Sat Jan 27.	Jan 27	Arek