

Jan 10

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Attendees: Arden Tyoschin, Arek Owczarek, Laurie McLellan

Matters to follow up:

Proposals or Agenda:

1. Yearbook sustainability
2. Since 1992 campaign
3. Visiting architects
4. School fees invoice issue
5. Leaving / New students



Yearbook

Outcomes		
Description	By When	By Whom
1. SLT discussion a suggestion regarding yearbook sustainability, and concluded that yearbook should remain an individual copy, rather than a family book. In looking at numbers, the redundancy is small.	/	/
2. SLT discussed events of Since 1992 campaign, which included but not limited to ...		
• Homeroom / Advisory to give ribbons to students to write their ideas about school in any language	From Jan 19	Homeroom/Advisory
• To set up a desk in the foyer in The Centre for parents to write down theirs on the ribbons in any language	From Jan 19	SLT
• The ribbons will be hung up in the walkway connecting The Centre and main building after Chinese New Year	From Feb 26	Arek
• Sports teams to give badges as souvenirs to other schools	Ongoing	Sports leaders
• IT to set-up automatic e-signature for all staff when sending off external emails	Ongoing	IT
• IT to create a fixed vertical logo on the website when the slides change	Ongoing	IT
• Laurie to discuss with Julia G on a combination celebration with Pfrang.	Jan 11	Laurie
• Involvement with past families.	ongoing	SLT

3. Arek updated the open bidding process of Early Years project: <ul style="list-style-type: none"> To meet with one local company today. To meet with two foreign companies on Jan 17 and Jan 18 respectively. 	Jan 10 Jan 17&18	Arek, Laurie & Marina
4. Next Board/Finance meeting will be in the last week of Feb before the school fees invoice issued on March 15.	March 15	Arek & Laurie
5. SLT discussed the updated number of leaving students vs new students which brings us out even. SLT will look at trends in certain sectors of the school population in planning number projections for next year.	/	/