

Nov 7

Wednesday, October 31, 2018 2:13 PM

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Kasson Bratton, Laurie McLellan

Minutes: Samantha Zou

Matters to follow up:

1. PE and PA PS TA Proposal
2. Science Tech Next Steps
3. Counsellor Secretary update
4. Construction during school hours. What should teachers expect?
5. Budget Heads Presentation next Mon & Tue

Proposals or Agenda:

6. ACAMIS Volleyball, Discover China, ACAMIS EY, and Learning2.0 in SY2019/2020

Outcomes		
Description	By When	By Whom
1. SLT followed up the PE&PA TA proposal from Adam and Junlah. The proposal is really thoughtfully presented. The budget is the main consideration at the moment.	/	SLT
2. HR has published the vacancy of Lab Assistant, Nov. 12 th is the deadline for submitting applicants' resume, after that Holly will organize interview schedule with Kasson.	/	HR/Kasson
3. Arek confirmed with SLT that the budget of Counsellor Secretary position has been included in SY2019/2020 proposal. The budget is the main consideration at the moment.	SY2019/2020	SLT
4. Kasson followed up the request from Ruth about teachers' expectation for construction during school hours. SLT again stressed that will try best to minimize construction noise as much as possible during school hours, especially during exams. Teachers who plan anything special to take place near the site should request for construction noise to be minimised or choose a place remote from the site.	/	SLT
5. Kasson will arrange 30mins presentation for each budget head with Arek and Laurie for next Monday and Tuesday.	/	Kasson
6. SLT checked and went through the dates for big events that NIS will hold in next school year, gave the estimated dates of holding ACAMIS Volleyball, Learning2 Conference, ACAMIS Early Childhood Education Conference and Discover China week.	/	SLT

