

**NIS Meeting Summary**

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

**Attendees:** Arek Owczarek, Laurie McLellan, Kasson Bratton

**Minutes:** Samantha Zou

**Matters to follow up:**

1. 2021/2022 Budget Heads Presentations

**Proposals or Agenda:**

2. Campus Access During Winter Holiday
3. Tiered Campus Use Document and Communication
4. NIS Weekly Wastage Comparison
5. Staff Christmas Party

Outcomes		
Description	By When	By Whom
1. SLT is planning Budget Heads' presentations next week (W14). Kasson will follow up with a detailed schedule.	Week 14	SLT
2. SLT discussed campus access for staff and students during winter holiday, including the use of indoor gyms, fitness room and swimming pool.	Winter Holiday	SLT
3. Kasson shared a draft tiered Campus Access document with SLT. SLT recommends creating a document similar to the 'Back to School, 2020-21' one which includes FAQs. Kasson will follow up. SLT also confirms the schedule for the coming activities and events on campus.	/	SLT
4. Arek shared the report of NIS weekly food wastage comparison from Chartwell. NIS has positive feedback compared to other schools in Shanghai with less than half the amount of food left by children.	/	Chartwell
5. SLT will offer Staff Christmas Party on December 17 at 4pm.	Week 19	SLT/OFT