

Oct 27

Wednesday, October 13, 2021 1:51 PM

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. Weekend Activities
2. Leadership Team Retreat
3. Lockdown Drill
4. Winter Projects

Proposals or Agenda:

5. Grade10 Café Use at Lunch
6. School Photography
7. Accreditation Timeline
8. Budget Head Presentations
9. Food Provision
10. COVID-19 Tests

Outcomes		
Description	By When	By Whom
1. School has reported this weekend activities to relevant authorities. All participants must follow the campus access requirement for entering school.	Week 11	SLT
2. Laurie shared the agenda for this Friday's Leadership Retreat with SLT. SLT, SET, and SOFT will be off campus. Gareth is staff member in charge. The focus of the retreat is intercultural competency (with Jacinta and Shelley) and team building.	Oct. 29	SLT
3. Arek reported to SLT that the first Lockdown Drill schedule will be decided later when the tech issue regarding SMS is solved by IT department.	/	IT/SLT
4. Arek shared updates on winter projects with SLT.	/	SLT
5. SET received a request from Gr10 students about Café use at lunch. SLT discussed the possibility, considering the capacity of Café and the focus for the new food providers, the request is temporarily denied, but the request will be re-considered when Gr12 students leave campus in 2022. Kasson will communicate with student council.	/	SET/SLT

<p>6. Kasson introduced the job list of requirements for School Photographer with SLT. This position is aiming to provide better digital media support and involvement in Yearbook making and Mugshot taking.</p>	/	SLT
<p>7. SLT discussed the draft accreditation timeline as following: a. Preparatory Report – S2, SY2021/2022 b. Preparatory Visit – S1, SY2022/2023 c. Self-Study – S1/S2, SY2022/2023 (Complete S2, SY2022/2023) d. Sync Visit – S1, SY2023/2024</p>	/	SLT
<p>8. Kasson will support scheduling for the budget head presentations in Week 12.</p>	Week 12	SLT
<p>9. AdenEdge (Food provider) will start inviting parents for food testing in Week 13.</p>	Week 13	Aden
<p>10. NIS has received notice from the Qixia District authorities, the COVID-19 tests on campus will be organized and start next week. We will send message to NIS community when details are confirmed.</p>	Week 12	OFT