

Feb 22

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Date: 2016_2_22

Attendees: Arek Owczarek (AO), Arden Tyoschin (AT)

Matters to follow up:

1. Student sign-in after hours

Proposals or Agenda:

2. 2017/18 provisional budget
3. Health and cleaning procedures
4. Official letter regarding bubble cars
5. Maintenance Request
6. Back drop for the PAC

Outcomes	By When	By Whom
Description		
1. Arek will obtain a summary of the sign-in sheets and it will be discussed in next meeting.	March 1	Arek
2. SLT reviewed the 2017/18 Provisional budget and SLT will meet again on Thur/Fri.	Feb 24	SLT
3.1 Arek shared the news on public media and internal hygiene procedures were reviewed.	/	/
3.2 SLT finalized the Crisis Management Procedures, which are to be updated on the server.	Immediately	Lucy
4.1 SLT reviewed an official instruction on bubble vehicles from local police; it will be published in Friday Bulletin.	Feb 24	Arek
4.2 A copy in three languages will be distributed to the bubble vehicle drivers next Monday. It will also be announced to Staff at the Monday Briefing.	Feb 27	Arden
5. The Operations & Finance Team will start using a Maintenance Request form regarding any repairs needed.	ongoing	OF Team
6. Arden, Sue and Sam B are arranging a back drop with school mission in the Theatre.	ongoing	Arden