

April 25

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) meeting

Attendees: Arden Tyoschin, Arek Owczarek, Laurie McLellan

Matters to follow up:

1. Child Protection - Swimming Pool Change Rooms
2. Early Years Project

Proposals or Agenda:

3. Accreditation budget
4. Invoice machine
5. Budget presentation
6. Business Managers' meeting
7. Support from swimming team
8. Deployment plan
9. New Admissions Officer

| Outcomes | | |
|--|---------------------|---------|
| Description | By When | By Whom |
| 1. Arek updated the action plan in swimming pool change room is to install cubes with high doors and remove some lockers. It could be a long weekend job, subject to purchasing process. | ASAP | Arek |
| 2. Concept design of Early Years Project has been finalized and the next step is to search for construction company. | Ongoing | Arek |
| 3. Arek mentioned the logistics cost was included in the accreditation budget, but not the accreditation fees. It will be budgeted in future. | / | / |
| 3. Arek informed Finance Dept. has an invoice machine to print off tuition invoices. | / | / |
| 4. Next year's budget will be presented to Finance Committee on May 3 rd . | May 3 rd | Arek |
| 5. Arek attended Business Managers' meeting for medium international schools in Guangzhou and applied to host next year. | / | / |
| 6. Arden will discuss with Mark on support from swimming team to Damon. | ASAP | Arden |
| 7. Arden will share the updated deployment plan with SLT. | ASAP | Arden |
| 8. Laurie informed Lucy will be the new Admissions Officer. | / | / |