

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arden Tyoschin, Arek Owczarek, Laurie McLellan, Holly Wang

Minutes: Samantha Zou

Matters to follow up:

N/A

Proposals or Agenda:

1. Substitution
2. Bus Trip to Shanghai
3. Reggio Workshop (Sep 7-8, 2018)
4. Reception Telephone
5. Student Suspension Procedure – Access Control
6. V Pass – ID Cards

Outcomes		
Description	By When	By Whom
1. Holly pointed out that PSB is checking our school substitution teachers' qualification and Visa status. SLT will discuss this issue and find a proper solution.	ASAP	SLT
2. SLT discussed the Bus Trip to Shanghai and the traffic incident. For safe and reliable purpose, taking trains to Shanghai or nearby cities may be a better transportation solution. Future detailed discussion will be followed up by SLT.	Ongoing	SLT
3. NIS will hold the EY EARCOS Reggio Workshop September 7 ~ 8, 2018. Arden has prepared the initial organisation for the moment, Kasson will in charge of this workshop in new school year i.e. transportation and catering arrangements. Novotel hotel is the recommended hotel for workshop attendees.	Ongoing	Arden/Kasson
4. Arden mentioned that students often use the main building reception telephone for making personal phone calls without permission from teachers. Students who need to contact home need to go through Zoe or Weiwei, only with teacher permission. Arek will arrange the removal of the main school reception physical phone.	ASAP	OFT
5. Arek suggested that his team be informed in cases of student suspension students so that guards are aware.	/	Deputy Director - Learning

6. Arek introduced the V Pass – ID Cards. IT department is working on this, the personalized QR will be created and pasted on ID cards, by scanning the QR for sign in and out of Gym, Swimming Pool and School Campus.	/	IT/OFT
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*OFT – Operations and Finance Team