

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Kasson Bratton, Laurie McLellan

Minutes: Samantha Zou

Matters to follow up:

1. Sun Cream

Proposals or Agenda:

2. Procedures for police on campus
3. Chaperones on trips with students with small student numbers
4. GCD Budget
5. Budget 2019/2020
6. Christmas Giving Tree
7. Xianlin Tai Kang Hospital

Outcomes		
Description	By When	By Whom
1. Purchasing Clerk arranged for purchasing a big volume of sun cream for group use. The sun spray has been placed into each First-Aid packet (Yellow bag only) as a part of packing list.	ASAP	OFT
2. SLT discussed the procedure for police visiting campus and agreed that the police need to follow NIS visitor procedure, school guard or receptionist must inform one of SLT members.	/	SLT
3. SLT discussed chaperone requirements on school trips with small numbers of students.	/	Kasson
4. SLT clarified the Budget Head for the Global Citizenship Diploma (GCD).	/	SLT
5. The buget input for 2019/2020 will be closed on 26 th of October, a presentation meeting for budget heads will be arranged later.	Week 10	OFT
6. The Giving Tree will be ready by Monday, November 5 th on Week 12.	Week 12	OFT
7. NIS intend to cooperate with Xianlin Tai Kang Hospital. Arek will follow up.	/	Arek

*OFT - Operation and Finance Team