

## 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. HUB – temporary facilities logistics.
2. Missing or Lost Child Procedures.
3. Code of Conduct Translation on Website.

### **Proposals or Agenda:**

4. HFMD Briefing from Nurse Ellen.
5. Swap All-School Meeting date (Week 13) to make room for Ewan.
6. Autumn Festival
7. Parent Food Tasting Invitation

Outcomes		
Description	By When	By Whom
1. SLT reviewed and shared the up-to-date status of HUB project, focused on the planning for temporary facilities and logistics.	/	SLT
2. Kasson clarified the Missing or Lost Child Procedures with SLT.	/	Kasson
3. Code of Conduct English & Chinese version will be published on school website. A Korean version will be available as a resource.	/	Kasson
4. Nurse shared the information of HFMD (Hand, Food, Mouth Disease) with SLT. SLT clarified the reporting procedure of any contagious disease case be found in NIS, and any formal message sent to parents or external to the school must be approved by SLT.	/	SLT

5. SLT approved the request of swapping Week 13 All-school meeting date to make room for Ewan.	/	SLT
6. Adam will present during the Autumn Festival on Friday, October 19th.	/	SLT
7. Arek shared the feedback from 'Parent Food Tasting Invitation' which was held on Monday, October 15th.	/	Arek