

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:

Proposals or Agenda:

1. Trip Waivers needed vs. Authorization at admission
2. Safety Checklist Revisit
3. Korean Secretary to Counsellor
4. SOFT structure communication to staff
5. Student Trips - RAMS (SP)
6. EY Centre / Gate Signage
7. Facility Manager

Outcomes		
Description	By When	By Whom
1. SLT confirmed that trip waiver has to be signed by parents for every trip as an important document. This is based on legal advice. Kasson to communicate.	/	Kasson
2. SET is responsible for the current "safety audit" in classrooms and thinking of sharing the responsibilities with SOFT. Arek pointed out the importance of self-check by teachers and any issues please report to SOFT for follow up. Kasson will review the current safety checklist with SET.	/	Kasson
3. We are receiving more translation requests from parents. Reviewing the current workload of secretary to SET & Counsellors and other secretarial roles the position of a Korean speaking Secretary to Counsellor will be put into next school year's provisional budget planning. The budget goes through a process involving the board finance committee approval.	SY19/20	SLT
4. Kasson will invite Arek to join SET meeting for presentation of SOFT structure.	/	Arek/Kasson
5. SLT discussed the skin protection from the sun on student trips, and more especially for outdoor sports. Arek will arrange sun-cream ordering from purchasing, Kasson will check current Trip-RAMs with SET.	/	Arek/Kasson
6. Adam emailed SLT about the EY Centre and Outdoor play area which is frequently visited by students and parents after school	Week 7	SLT

<p>hours and on the weekends. During national holiday part of the fence of EY area will be rebuilt. A lock and "CLOSE" sign will be made then put on the entrance door of EY area after-school and weekend times. The main success will come from raising awareness amongst our staff, students and parents.</p>		
<p>7. Arek has informed SLT that Wayne Liu has submitted his resignation and that he will depart the school at the end of February 2019. SLT wishes him well.</p>	<p>/</p>	<p>Arek</p>