

**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. The New EY Kitchen

**Proposals or Agenda:**

- 2. Managebac Shift Proposal
- 3. New Individual Incoming Tax Law in China

Outcomes		
Description	By When	By Whom
1. SLT clarified that the new Early Year Kitchen is designed for Primary School learning. Booking will be needed for small numbers of students from MS/US if they would like to use the kitchen next school year. SET to facilitate conversations with the EY and MS XBlock teams.	/	SLT
2. Based on the Accreditation Action Plan goal of reducing digital platforms and improving unit planning, Ruth submitted a proposal for NIS to adopt the full functionality of Managebac system. SLT discussed the possibilities and challenges associated with the shift. Ruth will develop a more detailed plan and bring back to SET and SLT for review.	/	Ruth/SLT
3. Arek informed SLT about new Individual Income tax law in China. A note will be sent out to all staff before winter break, and a presentation will set up in all staff meeting in February.	/	Arek/SLT

Wishing all of you have a great winter holiday!