

Nov 6th

Sunday, October 27, 2019 4:29 PM

**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. Autumn Festival
2. Heating System
3. Safety Reminder in Bulletin
4. Child Protection Audit Schedule

Outcomes		
Description	By When	By Whom
1. PTA had about 2000 participants on the Autumn Festival last Saturday. Event followed NIS air quality guidelines. For future events, SLT will take consideration of maximum capacity and AQI on event day.	/	SLT
2. OFT plans to test the heating system (Central heating & floor heating in early years area ) in next few weeks.	/	OFT
3. Last week's bulletin published the safety reminder and appeal, OFT will contact local police office to confirm traffic regulations, and translate into English.	/	Arek
4. SLT confirmed the schedule of Child Protection Audit for Mr. Tim Gerrish at the end of November and have been communicated for feedback from relevant stakeholders. Many thanks to Ruth for organizing.	Nov. 24 - 28	SLT

\*OFT – Operation and Finance Team