

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan, Kasson Bratton

Minutes: Samantha Zou

Matters to follow up:

- ▣ 1. Graduation Ceremony

Proposals or Agenda:

- 2. Home Leave Allowance
- 3. Campus Re-opening After Summer Holiday

| Outcomes | | |
|---|---------|-------------|
| Description | By When | By Whom |
| 1. 19/20 graduation ceremony will be held in Novotel Hotel, the event contract has been signed with the hotel. OFT will support Katie. | May 30 | OFT/Katie |
| 2. SLT re-confirmed that there will not be any loss for staff home leave allowance, finance department will clarify the tax consequence on school. | / | Finance/SLT |
| 3. SLT discussed various options for re-opening campus after summer holiday, which will be clarified with the authorities. SOFT and OFT are working on a detailed schedule for summer holiday, Arek will follow up. | / | SLT/OFT |

*OFT – Operation and Finance Team

*SOFT – Senior Operation and Finance Team