

Feb 19

Wednesday, February 19, 2025 1:51 PM

**NIS Meeting Summary****Type of Meeting:** Senior Leadership Team (SLT) Meeting**Attendees:** Arek Owczarek, Laurie McLellan, Sandra Chow**Minutes:** Samantha Zou**Matters to follow up:**

1. JEDI – Weekly Update
2. NIS Policies & Procedures – Weekly Update
3. EVA/Lockdown Drills in S2
4. Road Safety – Xuezelu
5. GCD Up

**Proposals or Agenda:**

6. Hosting 25-26 SENIA
7. Data Dashboard
8. Director - Absence

Outcomes		
Description	By When	By Whom
1. SLT shared the following updates: <ul style="list-style-type: none"> <li>JEDI Book Club for staff and students will take place this Wednesday, February 19. Additionally, a separate Book Club will be available for parents next Wednesday as part of ParentED Feb 26.</li> <li>JEDI taskforce is now participating in SET meetings on a monthly basis. Next Monday, February 24 they will join the board meeting, and on Tuesday, February 25 they will lead the all staff meeting.</li> </ul>	Week 22&23	JEDI
2. SLT reviewed the current NIS Document Matrix and will schedule a follow-up meeting for early April.	Apr 2025	SLT
3. Evacuation Drills are scheduled twice each semester, and Lockdown Drills are scheduled once. The dates for the drills in the current semester have been confirmed, and Sandra will follow up on the specific timings.	Ongoing	Sandra
4. Regarding the safety improvement proposal for Xuezelu, the OFT department has been in communication and following up with the local traffic office.	Ongoing	OFT
5. Sandra shared the latest updates on the GCD Up homestay program. She has met with the Activities Director to discuss homestay arrangements for 20 visiting students and will hold meetings with staff and parents.  The JEDI consultants Ms. Shelley and Ms. Jacinta will also be involved with GCD Up.	Mar 2025	Activities Office
6. The SENIA China Conference has been postponed until 2025-2026 school year. Sandra shared that planning and preparation for next year's professional learning is already underway including a focus on hosting EARCOS Weekend Workshops. Thanks to Lee Mayes for liaising with EARCOS as the school representative.	SY25-26	Sandra
7. The current data dashboard product is not meeting our expectations. After careful consideration, we have decided to transition to a bespoke solution and are now working on developing our own system.	Ongoing	Sandra
8. Please be informed that Laurie will be absent from next Tuesday Feb. 25 due to his upcoming surgery.	Week 23	Laurie