

Mar 19

Thursday, February 20, 2025 11:28 AM

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. Emergency Contact Card
4. Evacuation Drill Feedback

Proposals or Agenda:

5. All Faculty Tuesday Meeting
6. Fitness Room – Noise and Vibration Issues
7. Incident Procedure Updates
8. Data Dashboard Updates
9. Responsive Classroom Institute
10. Melbourne Metrics
11. Visit of Eric Sands

Outcomes		
Description	By When	By Whom
1. JEDI group successfully conducted the workshops during GCD UP Week. A meeting has been organized for Laurie with JEDI this Tuesday to discuss the EARCOS Grant which the Team has been awarded.	Week 25&26	JEDI
2. SLT reviewed the current progress on the updates to policies & procedures.	Ongoing	SLT
3. To provide clearer guidance on the Emergency Contact Procedure for after-school community activities and field trips, a meeting will be scheduled with Anna, Sandra and Holly to discuss and clarify the requirements.	Ongoing	Anna Holly Sandra
4. Based on the feedback of Evacuation Drill on March 7 th , SLT has outlined the following action plans: <ul style="list-style-type: none"> A name list of students who are not on campus, including those absent or on field trips, will be printed out by the Centre Welcome Reception. Any Interns will be listed with faculty team, and Sandra will ensure they are informed. 	March 7	SLT
5. Arek proposed several topics for the next All Faculty Tuesday Meeting. All mentioned topics will be finalized and ready to communicate after the Mid Semester Vacation.	Ongoing	SLT
6. Due to the noise and vibration issues of fitness room, Arek shared some improvement ideas with SLT: <ul style="list-style-type: none"> Student Access Changes to the Layout Office Relocation CA Fitness Coordinator Position (Part-time) These suggestions aim to address the concerns and enhance the functionality of the space.	/	Arek
7. Currently, student incident reports are recorded in CPOMs. To maintain a record of staff incident reports, Arek suggested using the Veracross system to document any staff incidents that occur on campus. Sandra will follow up with school nurse regarding this matter.	/	Sandra School Nurse
8. Sandra provided an update on the progress of the Data Dashboard, including the associated task timelines.	Ongoing	Sandra
9. NIS will host the Responsive Classroom Institute from September 18 to 20, 2025, and we anticipate around 100 participants will attend.	Sep 2025	Sandra

10. Laurie introduced the Melbourne Metrics, which he first encountered at Melbourne University through their research team and members of SET attended a session at WAB FOE25 conference. There is strong alignment with our programmes in Primary and Secondary. Arek provided clarification on budget balancing. No decision made at this point.	/	SLT
11. Dr. Eric Sands, Senior Consultant at Search Associates, who is guiding the board search committee and leading the search for new Director, will visit NIS May 7-10, 2025. He will meet with all stakeholder groups to gain a comprehensive sense of NIS and the profile for the next school Director.	/	Laurie