

# May 7

Monday, May 05, 2025 10:00 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

### **Proposals or Agenda:**

3. NIS WeChat Mini Program

Outcomes		
Description	By When	By Whom
1. JEDI taskforce has announced the applications for the PYP JEDI Adult Representative this week.	Week 32	JEDI
2. SLT reviewed the current status of NIS Policies & Procedures updates: <ul style="list-style-type: none"> <li>• Curriculum documents have been updated and in process of review.</li> <li>• Child Protection documents almost complete updating process.</li> <li>• IT section is completed.</li> <li>• Activities section review is ongoing.</li> </ul> <p>SLT will create a Document Review Timeline Matrix to establish a systematic process for maintaining, updating and reviewing documents.</p>	Ongoing	SLT
3. Sandra introduced the potential of two possible NIS WeChat Mini Programs, designed to streamline one-way communication mainly to parents with announcements and notifications. Sandra, Kyle and Shannon will continue to gather insights from possible vendors and other international schools who are using these platforms. The findings and recommendations will be presented at the next SLT meeting.	Ongoing	Sandra