

Aug 20

Wednesday, August 06, 2025 8:11 AM

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. NIS Policies & Procedures – Weekly Update
2. Staff Parking

Proposals or Agenda:

3. Evacuation and Lock Down Drills
4. Update on Summer Projects
5. Update on New Access Protocols and New Traffic Arrangements
6. External Audit
7. Community Activities Fitness Coordinator
8. Tuesday Meetings Review
9. Smart Glasses on campus

| Outcomes | | |
|---|-----------------|----------------------------|
| Description | By When | By Whom |
| 1. Sandra shared update regarding to the ongoing review of NIS policies & Procedures: <ul style="list-style-type: none"> Documents are being assigned numbers to facilitate referencing. The Child Safeguarding Policy has been updated and approved. Reviews for each department's specific policies and procedures are still in progress. | Ongoing | SLT |
| 2. The Staff Parking Procedure has been reviewed and approved by SLT. It will be incorporated into the Staff Handbook and communicated to all staff via daily bulletin. | / | Holly |
| 3. SLT has reviewed the draft Evacuation and Lock Down Drills schedule, confirmed the dates for semester one, and will add them to the whole school Outlook calendar. | Sem 1 SY2526 | SLT |
| 4. Arek provided an update on the summer projects, confirming their successful, on-schedule, and high-quality completion, which received positive feedback. The budget status for the upcoming 2025 winter and 2026 summer projects was also introduced. The focus will be on maintenance rather than new projects. | / | Arek |
| 5. New Access Protocols and New Traffic Arrangements are now in effect. SLT has compiled and shared a summary of practical observations based on the system's initial operational period. Also confirmed that current parents may invite visitors after school time by completing the registration at the guard's room at Gate 1 to receive a visitor sticker. The student campus access guidelines and gate access timings will be updated after SET meeting. Sandra will follow up. | / | Sandra |
| 6. The External Audit was finalized last week. Its reports are scheduled to be issued by the middle of September in preparation for the Annual General Meeting. | Sep 2025 | SLT |
| 7. Patrick Heckelmann, the Community Activities Fitness Coordinator, will meet with the academic team and community activities office to discuss protocols for fitness room use. | / | Patrick Activity Office |
| 8. SLT reviewed and discussed the schedule for the Tuesday Meeting. | / | SLT |
| 9. To ensure campus safety, protect personal privacy, and safeguard children, smart glasses are not allowed on campus. | / | SLT |