

Nov 26

Friday, November 21, 2025 2:42 PM

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. Data Consulting – Chris Smith

Proposals or Agenda:

3. Job-Alike
4. Trip to Beijing
5. Foreign-related Law Training

| Outcomes | | |
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| Description | By When | By Whom |
| 1. The existing Medical Handbook is currently undergoing a review and update. Upon approval, the revised handbook will bring more clarity to support medical requirements at NIS, in particular the school nurse and her work. | Ongoing | Sandra |
| 2. Sandra confirmed timing for SLT, SET & SOFT meetings for the data consultancy sessions with Mr. Chris Smith on December 1 & 2. The final version will be prepared by Chris Brain and sent to attendees. | Dec 1 & 2 | Chris Brain & Sandra |
| 3. A Job-Alike session will be held at NIS on December 3, with visitors from SCIS and SSIS including staff from the libraries, counselling, Secondary Principal, and learning support/ELL teams. | Dec 3 | Sandra |
| 4. A visit was made to ISB and WAB in Beijing on Monday, November 24 by the operations team (Alex, Arek, Cherry, Shirley, Wendy) and secondary leadership (Sara, Scott). The visit included looking at their facilities for science labs, wellness, and English language learning departments. | Nov 24 | OFT Sara Scott |
| 5. The HR department has attended a specialized training session on foreign-related law for 2025, which was hosted by the Foreign Experts Bureau. | Nov 25 | HR |