

Jan 28

Friday, January 23, 2026 9:39 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

Proposals or Agenda:

2. New Enforcement of Retirement Age
3. Recruitment to Cover Maternity Leave in Early Years
4. Finance and Board Meetings
5. International Schools Business Directors Meeting
6. ParentED

Outcomes		
Description	By When	By Whom
1. SLT has approved the final AQI and Weather procedures documents. These will be uploaded to the policies & procedures site and shared with all staff.	/	SLT
2. Laurie shared information from the related authorities that foreign experts over 60 who hold a valid Category B Work Permit may be granted an extension of up to one year as a transitional measure. From school year 2027-28 there will no longer be extensions for foreign experts, nor opportunities for new foreign experts over 60.	/	HR
3. The interviews for the maternity leave cover position in the Early Years have been conducted by Jacqui and Laurie. Laurie will announce the results shortly.	/	Laurie
4. The upcoming Finance and Board Meetings are scheduled for March 3 and 4, immediately following the Lunar New Year holiday. All meeting agendas and supporting documents are expected to be ready by Week 23.	March 3 & 4	SLT
5. Arek shared feedback from the International Schools Business Directors Meeting, which he attended this Monday in Shanghai. Reduced demand for Early Years and higher demand in middle years is common across the schools. All schools were caught by surprise with the immediate implementation of the 60 age cut off for foreign experts in Category B.	Jan 26	Arek
6. The Korean session of ParentED: 'Learning, Thinking, and Thriving in an AI World' was held from 8-9am on Wednesday morning with positive attendee engagement. The repeat afternoon session in English is scheduled for 5-6pm on Wednesday afternoon. This is in response to requests from parents who are working and cannot attend ParentED during school hours. SET will review attendance and feedback for these times.	Jan 28	Sandra