

Feb 11

Thursday, January 29, 2026 1:45 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

Proposals or Agenda:

2. LNY Holiday
3. Nurse Room
4. Calendar Entry
5. Child Protection Procedure
6. Gate Entry
7. Blood Drive on Campus
8. Financial Advisor
9. XianLin University Town Administrative Committee
10. HLA 26/27

Outcomes		
Description	By When	By Whom
1. The updated University & Counselling Handbook has been uploaded to the online NIS policies & handbook site for sharing.	/	SLT
2. The campus will be closed during the Chinese Lunar New Year holiday, with the exception of the fitness room. A notice will be published in weekly bulletin.	2026 LNY	OFT
3. SLT discussed several issues related to the Nurse Room, including lunchtime coverage, the American Heart Association (AHA) course, the electronic door lock, and nursing needs during school-day events. Sandra will conduct further observations to collect data and will communicate with the relevant departments.	Ongoing	Sandra
4. The following confirmed events will be added into the calendar: <ul style="list-style-type: none"> • AI in K-12 (Faria hosting one-day road show): Saturday, May 30, 2026 • Staff End of Year Party: Friday, June 5, 2026 • EUCCC Badminton: Saturday, June 13, 2026 	/	SLT
5. The Child Protection Procedure in the Crisis Management & Evacuation document, will refer to the most up-to-date Child Protection Handbook – along with a document link. Sandra will follow up with Facility Office.	Ongoing	Sandra OFT
6. Parents or family members entering campus for assemblies or after-school visits should follow the Campus Access Procedure. The facility department will provide support.	/	Sandra OFT
7. A request was received by Arek for Blood Drive on campus on Wednesday, April 22. Sandra will check with Activities & Secondary school to confirm.	/	Sandra
8. SLT discussed offering a Financial Advisor regularly available for staff on campus. More details will be shared later.	/	SLT
9. Arek informed that the Xianlin University Town Administrative Committee is now undergoing integration into the Qixia District Administrative organizational structure.	/	Arek
10. Arek clarified that there is no change to the 26/27 Home Leave Allowance (HLA), all updates are for filling tax benefits and follow tax policy.	/	Arek