

May 13

Wednesday, May 06, 2026 1:10 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:

N/A

Proposals or Agenda:

1. Proposal from Activities Team
2. School Reimbursement Supporting Document Clarification
3. Special-case School Fee Charge
4. Updated Capital Project 5-Year Proposal
5. OFT Remote Work During Summer Holiday

Outcomes		
Description	By When	By Whom
1. SLT has reviewed and approved the activities team's proposal. Sandra will follow up on further details with the activities office.	/	Sandra
2. Arek shared the experience regarding Fapiao and supporting documentation for reimbursement.	/	Arek
3. Regarding the special-case school fee charge, in order to establish clearer guidelines and a communication process for both the Admissions and Accounts Offices, the following points need to be addressed: <ul style="list-style-type: none"> • To whom should parent requests be submitted? • By whom should final approval be granted? Arek will arrange a meeting with the Marketing and Admissions departments to discuss these matters.	Ongoing	Arek
4. SLT reviewed the updated 5-year capital project proposal. This proposal will be submitted to the upcoming board finance meeting for approval.	Week 34	SLT
5. Arek informed that the Operation and Finance Team will continue remote work during the summer holiday, similar to last school year.	Summer Holiday	Arek