

CIS Master Plan 2018

Task distribution - please score out completed tasks:

TASK	I/C
PREMLIMS - VIPs	
Arrival arrangements for Chair & Co-Chair	TJJ
Chair & Co-Chair Hotel Bookings	PN
Airport Meet & Greet (TBC)	TJJ/JL
Confirm Initial Meeting with HM and JL (likely Sat)	TJJ
Sort arrangements with ONESQA	Pen
Sort room in school	Pepe
PREMLIMS - rest of team	
TJJ to invite steering committee in at 1700 in Sun	
Arrival arrangements for VT members	PN
Airport Meet & Greet (TBC)	PN
VT Hotel Bookings	PN
Prepare ID badges for VT (in hotel rooms)	PN
Welcome note from HM (in hotel rooms)	MF
Sunday night party	
Book prefects	TJJ
Book wine, beer and canapes for 100	Pepe
Book pupil music	TJJ
Book sound system	Pepe
Book Rayleigh Centre	TJJ
Logistics at the hotel	
Booking Team Room at Hotel	PN
Equipping Team Room at Hotel	PN
Harrow Trinkets	TJJ/LH
Stationery	PE
Flipchart/Whiteboard	PE
<i>Printed copies of all CIS Domain reports (inc evidence)</i>	JL
<i>Printed copies of all school policies (A-Z)</i>	TJJ
<i>Printed organisation chart</i>	PE
<i>Printed site plan of school</i>	PE
<i>Regular supply of tea/coffee/snacks (Sunday and evenings only; Chair to confirm)</i>	PE
<i>Confirm team room access arrangements with hotel</i>	PN
<i>Confirm VT evening dinner arrangements with Chair (hotel usually preferred)</i>	TJJ > PN
Logistics at HISBKK	
Booking Team Room at School	TJJ
Equipping Team Room at School	PN
Harrow Trinkets	TJJ/LH
Stationery	PN
Flipchart/Whiteboard	PN
<i>Printed copies of all CIS Domain reports (inc evidence)</i>	JL
<i>Printed copies of all policies (A-Z)</i>	TJJ

<i>Printed organisation chart (displayed on wall)</i>	TJJ
<i>Printed photographs for all academic staff (displayed on wall)</i>	PN
<i>Printed timetables for all academic staff</i>	PN
<i>Printed classroom layout/map</i>	PN
<i>Printed site plan of school (displayed on wall)</i>	PN
<i>Regular supply of tea/coffee/snacks</i>	PN
<i>No entry signage</i>	PN
<i>Ensure mission, evacuation routines and CP policy displayed in room</i>	TJJ
<i>Paper screening for the music practice rooms</i>	PN
Reserve table in DR	Pen
<i>Room key for VT Chair</i>	PN
VT Lunch Arrangements (TBC with Chair)	TJJ
School Tour (Sunday PM; arrange tour guides/routes)	TJJ/JL/MF
Welcome and ELT/SLT introductions	TJJ + ELT
Issue Safeguarding Visitor guidance to VT / Evacuation details for VT	TJJ
Formal VT Welcome (All Staff; Sunday PM)	TJJ
Welcome drinks and snacks (All Staff)	PE
Confirm process for VT expense claims; communicate to Chair and VT	PN
Daily VT transport arrangements (to/from school)	PN
Schedule Daily Meetings with HM	HMPA
Meeting Schedule for VT (all committees, all members if possible; ELT and SLT)	TJJ
Meeting with Parent Representatives	PN
Meeting with Student Representatives	TJJ
Meeting with School Governors	HMPA
Meeting with Boarding Student Representatives	TJJ
Evacuation Drill (Confirm time slot restrictions; arrangements for VT to instigate)	TJJ
TJJ to check what happens to guests and sick boarders	TJJ
Boarding House Evacuation Drill (TBC)	TJJ
Evening VT Boarding Visit (TBC)	TJJ
Schedule HM and JL to proof-read initial VT report (Friday AM; errors of fact only)	HMPA
CIS Chair and Co-Chair Feedback to Whole Staff (Friday afternoon)	HMPA
VT Departure Arrangements	PN
Staff drinks event (Friday afternoon)	PE