

Title: Weekly Administrative Meeting

Date: Tuesday, January 9th

Location: DingTalk Conference Call

Attendees: Dr. Liu, Bao Fang, Tiff, Xu Shenggui, Du Hong, Li Hongnian, Sun Runyu, Zhang Jing, Liu Yan, Zhou Lijuan, Xiao Bai

Absent: Peng Yu

Summary: Please read the weekly reports from other departments before the meeting starts.

1. Dr. Liu

- 1) Academic performance remains crucial for both campuses.
- 2) Regularity and experiential aspects across both campuses.
- 3) Brand promotion: Currently, our overall brand visibility still requires more effort.

Dr. Li: Suggests the chairman attends and speaks at the beginning of each year or significant milestones, repeatedly emphasizing our goals and regularly attending meetings.

Xu Shenggui: Always considering, what are our Sendelta's goals? To build a better world and become better individuals. I will conduct training for homeroom teachers:

- 1) Sendelta should have an international atmosphere.
- 2) The development of Sendelta to date mainly relies on our high academic achievements, so we must continue to build our reputation for high academic achievements.
- 3) Ensuring high-quality education and teaching.
- 4) All school education should focus on internal teachers and students.

2. Bao Fang

- 1) Headquarters Annual Meeting: Sincerely invite members of the executive meeting to attend. January 19th.
- 2) Anniversary trip to Sanya, Hainan, concluded successfully with all satisfaction surveys rating satisfactory or above.
- 3) WASC school visit scheduled for April.
- 4) Summer school activities: Due to the busyness of the international department, it has been separated. Chu Yan will lead, but it also requires strong support from the campuses and financial oversight.

3. Du Hong

- 1) Release of results for Oxford and Cambridge.
- 2) Last week, Professor Luo's lecture concluded successfully with thanks to the support from Xu Principal and Du Principal.
- 4) Edexcel International exams are ongoing.

4. Zhang Jing

- 1) Guangzhou Operations Department: Last month's first open day in Guangzhou

attracted interest from 51 groups for enrollment. We are providing a voluntary one-on-one planning session for these students during the winter vacation, which the Admissions Department is coordinating.

2) Guangzhou Brand Promotion: Finalizing the next year's brand promotion plan.

5. Du Hong

The Shenzhen campus is focusing on student retention. With our reputation in Shenzhen improving, we will attract more excellent students.

6. Xu Shenggui

Last week's work:

1) Regular work: Moral education activities have made progress, particularly in flag-raising ceremonies and classroom arrangements.

2) Teacher training.

3) Continuous monitoring of student dynamics.

4) Meetings of the Student Affairs Office and Academic Affairs Office. This week's work:

1) Regarding the parent meeting on the 7th, decisions made by teachers: It has been decided to continue holding offline parent meetings for these three grades on January 28th. So, from the 7th to the 28th, we need to track the implementation of some measures we proposed, whether there have been any changes. The changes during this process will have a significant impact on our student retention after the holiday.

2) This week, there will be a work meeting for the three projects of the teaching group. Develop plans for each project, enhance the research work of each project group, and have specific measures for teachers who do not meet teaching requirements through daily inspections.

3) Coordination meetings of the Student Affairs Office and Academic Affairs Office this week.

4) Teacher training.

7. Sun Runyu

1) Oxford and Cambridge results announcement.

2) Cialfo will organize a college fair at the Shenzhen campus from April 11th to April 12th, mainly targeting grades 9-11. Please support the campus.

8. Liu Yan

1) End-of-year human resources data summary work. Will be reported at the next meeting.

2) Annual recruitment needs: The recruitment needs for the new academic year at the Shenzhen campus have not yet been submitted. Recruitment will start earlier than in previous years, usually starting in April or May, but this year it will start in February. Please push this forward, Du Principal and Xu Principal. Deadline: this Friday.

3) Performance bonus scheme for business departments. Deadline: this Friday.

9. Zhou Lijuan

1) Mainly handling financial finalization and annual performance assessments.

2) Finalizing the departmental performance plan for the next year.

3) Year-end bonus calculation and evaluation.

标题:每周二行政例会

时间:1月09日周二

地点:钉钉例会群语音参会

参会人:刘博士 包放 Tiff 许盛贵 杜虹 黎洪年 孙润钰 张婧 刘燕 周丽娟 小白

请假:彭禹

摘要:请会议开始前阅读其他部门的周报。

1、刘博士

- 1)两校区学术,成绩还是很重要的。
- 2)两校区的常规和体验感。
- 3)品宣方面。目前我们品牌宣传度整体还需更多努力。

黎博士:建议董事长在年初或者重要节点开始都出席讲话,不断的重复我们的目标,定期参加例会。

许校监:一直在思考,我们新哲的目标是什么?是建更好的世界,做更好的自己。我要给班主任做的培训:1】新哲要具备国际化学校的大气。2】新哲发展到今天,主要还是在于我们高学术成就,所以我们要继续打造高学术成就的名气。3】教育教学高质量的底气。4】所有学校教育都要关注校内师生。请博士把关指导。

2、包放

- 1)总部年会:诚挚邀请例会层各成员参加。1月19日。
- 2)周年海南三亚游,圆满结束,满意度调查全部在满意及以上。
- 3)WASC访校时间暂定在4月期间。
- 4)夏校活动:由于留学部较忙,故分出来,由楚燕推进,也需要校区的大力支持,需要财务的把关支持。

3、黎洪年

- 1)牛津跟剑桥的放榜。
- 2)上周罗教授的讲座感谢杜校许校的支持,讲座圆满完成。
- 4)爱德思国际大考正在进行。

4、张婧

- 1)广州运营部:上月广州第一次开放日,51组表示对入读感兴趣。正对这一批

学生会在寒假提供一次义务性不收费的一对一规划，升学部已经在落实这个事宜。

2)广州品宣：确定下一个自然年品宣的宣传计划。

5、杜虹

深圳校区面临稳生工作。我们深圳校区随着口碑越来越好，会吸引越来越多好学生的加入。

6、许盛贵

上周工作

1) 常规工作：德育体验，作了动员实施，目前看是有进展的，特别是升旗仪式和教室的桌椅摆放。2)针对老师的培训。3)持续关注学生的异动。4)学生处、教学处的会议。

2) 本周工作

1)针对 7 号家长会，老师们提出的一些具体举措，决定 1 月 28 日这三个年级继续召开线下家长会。所以从 7 号到 28 号之前，我们提出的一些措施是否落实是否跟踪了，是否有改变。这个过程的变化将对我们放假后的稳生将会起到很大的作用。

2)本周要召开教学组三个项目的工作会议。制定各项目的规划，提升各项目组的调研工作，通过日常检查对不符合教学要求的教师要有一些具体的措施和办法。

3)本周召开学生处、教学处的协调会。

4)关于教师的培训。

7、孙润钰

1)牛津，剑桥放榜。

2)4 月 11 日-4 月 12 日期间，ciao 会组织一批学校到深圳校区，开办一个大学展，时间是早上。主要针对 9-11 年级。请校区支持。

8、刘燕

1)年底人力资源数据总结工作。下次例会上会进行通报。

2)年度招聘需求表：目前深圳校区新学年的招聘需求表还没有提交上来，今年会早于往年启动招聘工作，往年是 4-5 月份启动，今年会在 2 月份启动。辛苦杜校跟许校监推进一下。截止时间：本周五。

3)业务部门绩效提成方案，截止时间：本周五。

9、周丽娟

- 1)主要处理财务决算，年度绩效核算。
- 2)下一年度业绩部门方案敲定。
- 3)年终奖核算评估。