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| **Type of Meeting:  SET**  | **May 23, 2016**  |   | **7 Norms of Collaboration**  |
| Attendees:   MG, JS, KB, RC, AT  | Copies: to all staff  |   | * *Pausing*
* *Paraphrasing*
* *Putting Inquiry at the Centre*
* *Probing for Specificity*
* *Placing Ideas on the Table*
* *Paying Attention to Self & Others*
* *Presuming Positive Intentions*
 |
|  **Agenda:**  | Choose norm of collaboration  | Attachments and/or links:   |   |
|   | **Item:**  | **Intention:**  | **Description / By Whom / When**   |
| 1  | SET Professional Growth  | Decide  | Questions on the survey to match last year.To be sent to staff in Week 36 (All SET) |
| 2 | Veracross Update  | Inform  | We are moving forward with VC additions for next year, including Advisory comments on the Q1 MYP/DP report and ATL's on S1 and S2.  |
| 3 | Strategy  | Decide  | Roles of ST and SET becoming more clearly defined. To be reported at the start of August INSET. Discussion of PGP roles for next year is ongoing. |
| 4 | Waiver for photos of teachers on SeeSaw and/or website  | Propose  | The idea of including a waiver for the use of pictures of staff for NIS purposes has been sent to SLT for Consultation. |
| 5 | Responsive Classroom   | Investigate  | SET is investigating the timing and logistics of a possible RC visit in 16-17 or 17-18 |
|  6 | Rabies poster  | Decide  | The nurse will prepare communication regarding a few recent incidents of rabies in Nanjing. |
|  7 | 2016-17 Classlists  | Final Details  | Confirmation of classlists for SY16-17 is underway. |