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| **Type of Meeting:  SET** | **Weeks 26/27** |  | **Norm of Collaboration** |
| Attendees  JS, KB, RC, MG | Copies: to all staff |  | * *Presume Positive Intentions* |
| **Agenda** | **Item** | **Intention** | **Description / By Whom / When** |
| 1 | G12 trip week shift | Evaluate | Proposal to shift G.12 Trip Week to Spring in SY17/18 presented.  Discussions regarding the rationale, coverage, and agenda on-going  JS to collect student survey data.  GG/JS to draft schedule for consideration |
| 2 | Primary Support | Decide | Ciki Xu will serve as a LS LA in Grade 1 for the remainder of the school year |
| 3 | Work Week Health and Safety | Discuss | Concerns raised about legality/safety of Grade 10 Work Experience Week. School attorney confirms that WEW is legal under Chinese law.  JS to contact SLT/Admissions regarding a recommended waiver for parents regarding liability concerns. |
| 4 | Grade 6/7 Student-Led Inquiry Block | Inform | Parent coffee held on March 22nd. Slides shared with parents and SET in attendance. |
| 5 | ACAMIS Share-outs during Roundtables | Discuss | Suggestion made that NIS ACAMIS presenters share out during Roundtable times.  Concerns about asking presenters to repeat presentation, logistics of Primary and MS/US Roundtable times/days, and that staff had access to these presentations by registering for the actual conference. Suggestion made that keen presenters share in the Strategy Room during lunch. |
| 6 | Parallel and Monkey Bars | Communicate | Concerns raised about student behavior on the parallel and monkey bars. Standing on either piece of equipment/jumping between them is not allowed due to the safety specs of the equipment and flooring. PE department asked to communication this to all students taking PE classes. KB to follow up. |
| 7 | ReDesign teams update | Inform | SET updated on ReDesign team progress with Hamish Curry. |
| 8 | "Walled Garden" | Discuss | Communication/process around the Grade 4-6 “Walled Garden” e-mail protocol discussed. |
| 9 | Evacuation lists updated | Inform | Parent phone numbers and Advisors now on evacuation lists. RC to discuss this, as well as the Veracross App shortcut with staff at Tuesday meeting, 21/3. |
| 10 | LSS Placement | Reflect | KB to consider LSS groupings in MS study groups when building next year's groups with RF. |
| 11 | Pfrang Student Visit SY17/18 | Discuss | Pfrang student visit being organized by RH. More discussions to follow. |
| 12 | Teacher Support of CNU | Propose | Proposal for lower timetabled teachers to be available to support Grade 4 CNU on Fridays.  KB to find teaching load data a create a spread sheet of when these teachers are available on a Friday to assist with CNU in Grade 4. KB to communicate with these individuals. |
| 13 | Nutrition Survey | Next Steps | Nutrition Survey proposed by ST. Concerns about parent communication emphasis, perceived need for action, and skewed results discussed. RC to communicate to ST with the suggestion that SLT approve any all parent communication. |