

NIS Meeting Summary

How will these discussions improve student learning?			
Type of Meeting: SET		Date: 2015/10/08	7 Norms of Collaboration <input type="checkbox"/> <i>Pausing</i> <input type="checkbox"/> <i>Paraphrasing</i> <input type="checkbox"/> <i>Putting Inquiry at the Centre</i> <input type="checkbox"/> <i>Probing for Specificity</i> <input type="checkbox"/> <i>Placing Ideas on the Table</i> <input type="checkbox"/> <i>Paying Attention to Self&Others</i> <input type="checkbox"/> <i>Presuming Positive Intentions</i>
Attendees: MG, JS, AT ApologiesL KB		Copies to: SET, all staff	
Attachments and/or links:	Q1 reports timeline; INSET schedule		
Agenda:			
	Item:	Intention:	
Peaks & Other Noteworthy Moments			
1	Q1 reports	Final details	
2	Preparatory visit - presentation	Final details	
3	Internet speed	Elaborate	
4	Professional Growth - Guided	Decide	
5	Buses - new procedure	Inform	
6	Saturday Manager on Duty	Seek input	
7	Colleague / Parent roles	Elaborate	

Outcomes			
Description		By Whom	By When
1	SET confirmed dates and final details.	SET	today
2	SET is ready for the preparatory visit and SET presentation. Thank you to Kasson for creating the presentation slides!	SET / Kasson	Oct 19
3	Arden will meet with Brian regarding internet speed.	Arden	Week 10
4	Arden will send the Guided Visit pro forma to SACs. SET highlighted the importance of consistency in providing feedback teachers; to be discussed at next SAC meeting	Arden	Week 10 Nov 24
5	A new procedure implemented by the local authorities requires bus authorisation for any trips that leave Nanjing. Five days notice is required to complete this procedure. This will be communicated to SACs. The Trip planner will also be updated to reflect this change.	Arden	Week 10
6	SET sees the need for a manager on duty on Saturday. Long term solutions may need to be investigated for the future.	SET	on-going
7	SET discussed interactions among colleagues who are also parents. This will be discussed through scenarios at Programme meetings.	Marina / Kasson/Juan	Week 9 / November

Intentions:			
Inform/Confirm	Elaborate	Reform/Create	Decide
Seek Input	Next Steps	Final details	Reflect
Brainstorm	Feedback	Humour	Thank