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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. |