

Type of Meeting: SET Week 7			7 Norms of Collaboration
Attendees: MG, JS, KB, RC	Copies: to all staff		We are now each selecting our own Norms to focus on during our meetings!
Agenda:	Item:	Intention:	Description / By Whom / When
1	MAP Data usage	Seek input	Uses of MAP data discussed. In the Middle and Upper school MAP data will be discussed through Roundtables and using the "here's what, so what, now what" protocol. To be supported by Kasson and Juan in English A, English B, and Maths. Use of MAP Data in Primary to be confirmed.
2	LA job descriptions and Supervisors LA job description	Discuss	SET discussed role definition, supervision, and appraisal relating to Learning Assistants. Relevant SET member to supervise and lead professional growth process as defined by the LA Growth Document. (To be sent by Ruth). Case manager's role and specific job description as defined by LSS Team discussed and approved. This will stay with Job description.
3	LSS Case study and	Decide	LSS notes will remain on Veracross written by LSS teachers, for their own records, including at their

	Meeting notes in Veracross Why? Who? What?		discretion.
4	New OLF Idea	Discuss	Proposal by DC and RH regarding OLF reviewed and approved. OLF will no longer be used and replaced with bulletin announcements from trip leaders. To be communicated by RH and DC.
5	ISA testing: confirm schedule and rules for accommodations / modifications	Feedback	Procedures for accommodations and modifications discussed and confirmed.
6	Three-Way Conferences	Clarify/ Announce	Timeline confirmed. To be communicated via Friday Bulletin and Monday Briefing.
7	First Aid	Decide	First Aid training offered to some staff members on Nov.12. Communicated via Arek.
8	Late Arrivals	Next Steps	Discussed and communicated to Arden.
9	Epi-Pen	Discuss	SOS recommendations regarding Epi-Pens added to NIS medical guidelines.
10	Naming the	Discuss	Marina to do.

	photocopy machines		
11	Meeting time and frequency	Discuss	Rationale and frequency discussed. To be monitored.