

Type of Meeting: SET	Weeks 13-16		7 Norms of Collaboration
Attendees: MG, JS, KB, RC	Copies: to all staff		<i>Pausing</i> <i>Paraphrasing</i> <i>Putting Inquiry at the Centre</i> <i>Probing for Specificity</i> <i>Placing Ideas on the Table</i> <i>Paying Attention to Self & Others</i> <i>Presuming Positive Intentions</i>
	Item:	Intention:	Description / By Whom / When
1	First Aid Training:	Discuss	Students and some staff members participated in first aid training on November 12th. Other dates announced for coaches via RC. Reminders to follow.
2	February INSET Schedule	Discuss	The February INSET schedule draft is in process. More details to follow.
3	Admissions Documentation	Discuss	SET reviewed admissions documentation. Feedback to Admissions Team.
4	Discover China Week RAMs forms	Propose	A generic Discover China RAMS document was proposed for ease of use by trip leaders and to ensure thorough risk evaluation. This is in progress with RH. The idea of a trip leader's handbook was also proposed with more discussion to follow in consultation with trip leaders.
5	365 Overseas Order Document	Inform /Decide	KB created a MS365 document to collect overseas orders from departments. However, due to technical/logistical challenges and file size issues this was tabled. Middle and Upper school departments will determine how they collect this information and will submit on department budget to the server. Primary will continue as in previous years.
6	Nut-Free	Clarify	SET discussed a policy review date/process which may

			take place in S2 of this SY. Questions from staff regarding next steps in stakeholder education were discussed.
7	MYP Assessment expectations	Discuss	Feedback from 6-12 students via COMPASS was an overload of assessments and resulting bottlenecks. Same message as previous two years (or more) multiple surveys, etc. Decreasing the number of required assessments in G6-10 from 2 per criteria per sem to 1 was discussed for SY17/18.
8	Discover China	Reflect	RH, JS, KB, and DC discussed Discover China trip feedback and changes for next year including WeChat groups, traveling with Advisories, Grade level options, and trip costs. More to come in S2 for trips in SY17/18
9	S1 Reporting	Decide	Decided and communicated to staff and admissions.
10	Staff lateness	Discuss	JS reminder to staff at Monday Briefing. SET to monitor and address concerns with individual colleagues.
11	Exam Schedule	Decide	CG will work with JS to create the S1 exam schedule as part of his leadership practicum.
12	Extended Essay	Decide	Proposal is to change EE credits from .25 per semester to .5 only for S2 and remove S1 comments for SY17/18 approved.
13	PGP Additions	Decide	New TA/LA's added to rota and shared with relevant colleagues.
14	Volunteers at NIS	Discuss	Role of community volunteers discussed. Tabled.
15	Winter Assembly and Dec 16.	Decide	KB to plan and facilitate with PA Team. Underway.
16	Communication with Strategy Team	Discuss	Suggestion for improved communication discussed. Strategy "Minutes" being shared. Thanks!