

<b>Type of Meeting: SET</b>	<b>Date: 13/12/17</b>		<b>7 Norms of Collaboration</b>
Attendees: MG, JS, KB, RC	Copies: to all staff		• <i>Putting Inquiry at the Centre</i>
	<b>Item:</b>	<b>Intention:</b>	<b>Description / By Whom / When</b>
1	<b>Workload and Leverage Points</b>	Discuss	SET discussed leverage points that impact overall workload within the staff including the core job description outlined in the Staff Handbook, Professional Standards, and Core Classroom practice documents, as well as other elements such as strategy, duties, ASA, meetings, PYPx/PP/EE, etc. Several proposals were drafted for SY17/18 that address: ASA expectations for teachers, focus and timing of meetings, duty planning, refined curriculum review processes, and assessment expectations (see below).
1.1	<b>ASAs</b>	Propose	The current ASA model was discussed with data from this and last year's ASA cycles. Proposal from SET was passed to RH and DC for further discussion.
1.2	<b>Meeting Schedule</b>	Propose	Meeting Schedule for S2 16/17 discussed. Decision made to keep schedule as is for S2 with the understanding that the current schedule is as reduced and well-organized as possible under the current constraints. A draft schedule for next year was created with a focus on scheduling all required meetings on Tuesdays. To be finalized & shared at the conclusion of S2 by SET.

1.3	<b>Curriculum Review</b>	Decide	SET agrees there will be a pause on curriculum review this year due to a lack of clarity around purpose and process, as well as new data/feedback from the self-study and ST that may be helpful in guiding decisions around this topic. SET will articulate an exemplar, a process, and a clearer purpose/rationale beginning Tuesday February 14 <sup>th</sup> . SET to investigate possible curriculum expertise as well. To be communicated to staff via MG and KB prior to the end of SY16/17.
1.4	<b>INSET</b>	Finalize	The INSET schedule was discussed with an emphasis on inspiration (clarity of purpose), collaboration (learning-focused meetings), perspiration (things that need to be completed), preparation (planning time), and celebration (of all we are doing well!). No consultants or new initiatives will be brought in for the week. Instead, we will consolidate what we are currently doing in terms of Strategy and Mission. Schedule to be published Week 20.
1.5	<b>Duties</b>	Discuss	A shift in the way duties are assigned and scheduled was proposed with a focus on flexibility and personalization. Any change in this regard has been tabled until S1 of SY17/18. A proposal was supported to have outside duty teachers wear yellow vests for visibility and a protocol for modelling duty expectations including no phone use, movement, etc. Passed to SLT.
2	<b>ELL&amp;SST</b>	Decide	A proposal to include Primary ELL and MS/US Language Acquisition teachers in Student Support Team meetings was discussed. This should occur when needed and coordinated by

			the LSS team. SET supports the proposal. To be shared and clarified with LSS team by RC.
3	<b>PGP for Year A/B Staff</b>	Decide	All Year A/B staff will receive survey data prior to INSET. SET created a survey based on previous questions. To be sent school-wide and completed only by those working with the individual. Survey to be shared with staff in Week 19 for completion, data collection, and data shared with relevant staff members prior to INSET.
4	<b>ISA results</b>	Discuss	To be shared on 14/2 (After INSET). To be mailed to students that have left.
5	<b>Bleacher proposal</b>	Discuss	SET considered a PE/Athletics proposal to increase learning opportunities PK-12 and create a safer learning environment for students both in-class and during athletics events in the gym. Sent to SLT for consideration.
6	<b>Attendance challenges during exams</b>	Feedback	Communication around the exam schedule with our nurse to be improved through explanation of the exam schedule, sharing activity sign-up lists, and reminding students to report to their scheduled activity (Juan).