Type of Meeting: SET			7 Norms of Collaboration
Attendees: MG, JS, KB, RC,	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*
	Item:	**Intention:**	**Description / By Whom / When**
1	Tech-free hallways – suggestion from the Technology Action team	Next Step	SET discussed a proposal to create tech-free hallways at NIS as a step toward balance with technology, lowering stress levels in the brain, modelling appropriate behavior, and fostering interpersonal skills. This would apply to parents, students, and teachers and would include phones, tablets, laptops, and earphones. More to come during INSET.
2	PGP Update	Final Details	Members of staff whose primary focus is not classroom teaching have received professional feedback via a survey in Year A and a review with SET in Year B. This process is being streamlined this year with a move away from Year A and B to an annual survey and follow up coaching conversation with a member of SET. This feedback is only seen by the teacher receiving it and it designed to inform professional growth. Surveys have

			been sent.
3	INSET Final Schedule	Decide	The INSET Schedule nearly finalized with a focus on consolidating what is already underway. To be shared in Sunday emails.
4	CNY Assemblies	Update/Decide	-The CNY celebration will take place on the morning of Thursday, January 26th. -The Primary assembly will then run 8:10-9:00am -The Middle/Upper School assembly will then run 9:20-10:00am -KB to inform MS/US teachers on 19/1 via email
5	3-Way Conferences and Awards Assembly	Clarify/Decide	Primary and Middle/Upper school to have same conference schedule for 3-ways. Proposal to have two 10-minute conferences for MS/US within 20-minute Primary conference blocks to be considered by SET for next SY.
6	Overseas Order	Clarify	Process discussed for this year. Order due on the 24/1. Budget heads to follow-up. Proposal for streamlining process for next year by creating a visual/flowchart to increase understanding of process. To be discussed with SET.
7	PD Tab in DB	Discuss	RC to set up a tab in DB focused on sharing PD opportunities. More to follow.
8	Dress Code		Input from SET given to SLT proposal. Further discussion/communication once finalized by SLT.

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