

Type of Meeting: SET	Week 29		Norm of Collaboration
Attendees: MG, JS, KB, RC, RH, DC	Copies: to all staff		<ul style="list-style-type: none"> <i>Presuming Positive Intentions</i>
	Item:	Intention:	Description / By Whom / When
1	Possible Pfrang Student Visit in August 2017	Discuss	<p>Purpose, reciprocity, and sustainability discussed with RH as well as the possibility of partnering with Grade 12 Mandarin students.</p> <p>RH to report back with purpose and details prior to SET approval before 2/6</p>
2	Stipends and Co-Curricular Organization proposal	Discuss	<p>DC discussed activities and proposals related to ASA cycle, organization, and stipends.</p> <p>DC to confirm cycles, stipends, and details with RH and report back to SET.</p>
3	Project Leader List: What to Ditch	Inform/ Discuss	SET discussed the list sent by the ST from the recent project launch. Feedback communicated to AT. Further feedback to ST to follow. JA contacted by RC.
4	Meeting Schedule Draft 201718	Create	A draft Tuesday meeting schedule was created for discussion and refinement. To be shared when complete.
5	MAP Data	Seek input	MAP Data will be discussed at our Week 34 Programme meetings for teachers in Grades 3-10. More details to follow.
6	Road Safety and Toilets	Discuss	Clarification sought from SLT. To be discussed in Week 30 SET meetings.
8	SY 17/18 Calendar	Decide	SET Dates have been added RC to open to all staff. Meeting with stakeholders to follow.
9	S2 Report Writing Schedule	Confirm	Confirmed and communicated in Week 30 emails.
10	SET Survey	Discuss	SET to refine in Week 30 and set date for dissemination to staff.
11	Managebac Proposal	Decide	JB to work with KB to plan a process of documentation of IDU's in Managebac for SY 17/18.