

Aug 15 minutes

Tuesday, August 8, 2017 7:06 PM

How will these discussions improve student learning & well-being?	
Type of Meeting: SET	Date:
Attendees:	
7 Norms of Collaboration <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>	Copies to: SET, all staff
Attachments and/or links:	
Agenda:	
	Intention:
1 Professional Growth Plan (PGP)	Seek input
2 Parent Led Conferences (PLC) Aug. 22	Clarify/Confirm
3 NIS 101	Clarify
4 Email groups	Decide
5 ISAs	Confirm final details
6 October INSET	Create

	Outcomes	By Whom	By When
1	PGP documents will be published in the Staff Folder by August 25, including who will be responsible for supporting each teacher in their professional growth.	Arden	25/8
2	Cindy to open VC for parents at 8am, Kasson and Juan to email MS/US. Lunch and duty order to remain the same. MS/US students dismissed at 1:15pm. Juan to cover Robin M. bus duty. Guards to be made aware of 1:15pm dismissal for MS/US students. Arden to change bells.	Kasson/Juan (email)	Wednesday 16/8
		Kasson/Juan (Student announcement)	Monday 21/8
		Juan (duty cover and contact RM)	22/8
		Arden (Bells, guards)	Prior to 22/8
3	NIS 101 for teachers new to NIS to take place on September 11/12. Earlier New Teacher Essentials cancelled.	MG & KB to communicate	18/8
	Section Heads to develop programme sessions, Arden to arrange for sessions led by other colleagues.	MG, KB, JS Arden	25/8
4	Email Groups: Preened.	Arden	15/8
5	Discussion took place regarding ISA data re sharing longitudinal data for students at NIS for 3 years or more. This year's focus to be on writing.		
6	October INSET areas of focus discussed. SET to consider ideas to share at next meeting.	SET	21/8

Intentions:			
Inform/Confirm	Elaborate / Investigate	Reform / Create	Decide
Seek Input	Next Steps	Final details	Reflect
Brainstorm	Feedback	Humour	Thank
Clarify	Evaluate		