

Attendees: AD, KH, RC, KB, JB, AO	Date: 15/8/18	How will these discussions improve student learning & well-being?
<i>Paying Attention to Self &amp; Others</i>	Meeting: SET	Copies to: SET, All Staff
Agenda Item	Intention	Outcome(s)
Operations and Finance Update	Discuss/ Confirm	<p>Arek joined SET to discuss operations and finance procedures for the new school year.</p> <p>SET agreed to reinforce the use of yellow and white forms and to streamline communication to the Senior Operations and Finance Team (SOFT) through SET Section Heads.</p> <p>The budget launch for budget heads was confirmed for September 18<sup>th</sup> at 2:45pm in the Boardroom led by J/Z.</p> <p>SET agreed to facilitate safety inspections of respective Sections once per semester using a checklist formulated by SOFT. More to come.</p> <p>The "Manager on Duty" will continue staffed by SET and SOFT each Saturday from 8:30-2:00pm. Schedule to be communicated. Arek will be the MOD this Saturday (18/8/18)</p>
Technology Agreement Roll-Out	Confirm	<p>An update technology agreement will be rolled out to grades 1, 5, and 6 over the coming weeks. This is a culmination of work by our Digital Citizenship Team researching best practices in international schools over the past year.</p> <p>Joe will work with SET to communicate the plan to relevant teachers by the end of Week Two.</p>
Evacuation Dates	Confirm	<p>Evacuation and Lockdown dates/times were recommended by SET to SOFT. To be communicated to all staff once confirmed. A reminder that all drills At NIS are announced.</p> <p>Links and documents regarding emergency procedures to be added to the staff folder from the server.</p>
Translation Protocol	Remind	A reminder that all requests for Korean Translation by teachers should come via Section Heads. Many Thanks.
Parent-Led Conferences	Discuss/ Decide	PLC's will take place on August 28 <sup>th</sup> and will run identical to previous years will school dismissal at 1:30pm. Students will have lunch on the day. More details to be published in this week's Friday Bulletin and communicate to teachers in Week 2.
PS, MS, US Language Reminder	Remind	A plea for all teachers to please use Primary, Middle, and Upper School to refer to these sections of NIS and PYP, MYP, and DP to refer to IB Programme-related items, specifically. Many Thanks!

**Intentions:**

Inform/Confirm  
Seek Input  
Brainstorm  
Clarify

Elaborate / Investigate  
Next Steps  
Feedback  
Evaluate

Reform / Create  
Final details  
Humour

Decide  
Reflect  
Thank