

How will these discussions improve student learning & well-being?

Type of Meeting: SET	Dates: Sept 18 th and 25 th 2018	7 Norms of Collaboration <i>Presuming Positive Intentions (18/9)</i> Pausing (25/9) Copies to: SET, all staff
Attendees: AD, RC, KH, KB		
Agenda Item:	Intention:	Action (What, Who, by When?):
1. SET Goals for SY18/19	Plan	A draft of common SET goals relating to and supporting Laurie's goals were discussed. Implementation of the Accreditation Action Plan as it related to teaching and learning as well as fostering a positive school culture with a balance of innovation and consistency will likely be two of the three. A third key goal relates to supporting the prototyping and scaling process with the Strategy Team. Goals and performance indicators will be finalized and communicated after the upcoming SET/Strategy Meeting shortly after the October Break.
2. Strategy and SET Meeting	Confirm	A Strategy summit with SET will take place on October 16 with a focus on the prototyping and scaling process.
3. Curriculum Summit	Confirm	A Curriculum summit (as mentioned in Week 6 minutes) will be held on October 11 th .
4. 25 th Anniversary Friday 28/9	Discuss/Decide	The plan for Friday's 25 th Anniversary celebration has been finalized and will be communicated to all staff and students in Week 7.
5. October INSET Schedule	Discuss/Decide	The October INSET schedule has been drafted and will be shared during Week 7.

Agenda Item:	Intention:	Action (What, Who, by When?):
6. Visible Learning	Plan	Updated movable display boards are in the works to showcase learning throughout the year. Thanks to Ruth and Minza for their efforts!
7. S1 Report Cut-off Dates	Decide	Students arriving before November 23 rd will receive an S1 report. Students arriving after will not.
8. Sharing MAP data	Decide	MAP Data will be shared with parents as in previous years. This information will be shared alongside S1 reports after a formal communication session with all teachers. Tentative dates TBC.
9. SET and BTT on Friday	Decide	BTT will be as usual.
10. SET Goals-Finalize	Decide	SET goals will be finalized after an upcoming meeting with the ST.
Translation Update	Decide	-Kasson will now be the go-to person for all Korean translation requests. -Parents are expected to bring a translator to meetings they request -Kasson will create a one-page set of guidelines during Week 7 -Chinese translation requests should continue with the Head of Section as the respective go-to people.