

Week 11	SET Meeting Minutes	Attendees: KB, RC, KH, AD	
Agenda:	Item:	Intention:	Description / By Whom / When
1	Student Absence Communication	Clarify	SET discussed communication between our nurse and Heads of Section regarding student absences.
2	SET Goals	Finalize	To be finalized and communicated in Week 12
3	SCISAC Classes	Plan	SET discussed the plan for NIS students visiting the SCISAC matches last Friday.
4	Q1 Cut-off for SY19/20	Plan	SET agreed on the need for a clear Q1 cut-off date for reporting to enable consistency of reporting.
5	IB PD Update	Update	We have been able to support 18 teachers to attend critical IB workshops this SY.
6	MAP Planning	Decide	Communication to parents will begin after this week including the sharing of the results. KB will hold a parent coffee to explain MAP score on November 14th at 9:00am SET will continue to plan how to best use MAP data to inform instruction. Teachers are welcome to explore the data.
7	Scheduling	Inform	Scheduling for SY19/20 is underway!
8	Strategy Support	Next Steps	SET discussed how to best imbue the NIS strategy into SET decision making and action planning.
9	TA Collaboration	Brainstorm	SET discussed the importance of TAs taking part in the collaborative conversations around curriculum planning.