

SET	Weeks 37 & 38		7 Norms of Collaboration
Attendees: MG, JS, KB, RC,	Copies: to all staff		<i>Paying Attention to Self & Others</i>
	Item:	Intention:	Description / By Whom / When
1	EE Coordinator for SY17/18	Confirm	Katie Ham will be the Extended Essay Coordinator for the 17/18 School Year.
2	Tuesday's 2017/18	Final Details	The SY17/18 Tuesday Meeting schedule has been finalized and will be added to the staff folder to be shared in August.
3	New to NIS Course	Inform	The course for new staff will be titled NIS 101 and will continue to shift toward a more NIS-tailored format based on feedback from this year's participants.
4	August INSET	Inform	The August INSET schedule has been finalized and relevant bookings/orders made. The format will be much the same as last year, with a focus on preparation for learning and collaboration. Looking forward to it!
5	Curriculum review and INSET	Inform	Next SY's October INSET will be based on focusing learning through student learning outcomes. More information to follow.
6	Ruth's role 2017/18	Inform	Ruth's role in the Primary next year was communicated at the Monday briefing.
7	Closing and Opening	Inform	The last day of school schedule has been communicated via weekly email and the opening day detailed schedule is in process. To be shared August 4 th to all staff via email. Parents contacted 14/6.
8	First Aid training for DC trip leaders and SET/SLT Members	Next Steps	First Aid Training will be offered to DC Trip Leaders and SET/SLT in September with a final coach's course in August.
9	IB Evaluation	Check-in	Uploading is underway. Deadline for SET members is August 27 th .
10	Thanks to Ruth	Thanks	Thanks to Ruth for her many contributions to SET this SY!