

Week 27	SET Meeting Minutes	Attendees: KB, RC, KH, AD	
Agenda:	Item:	Intention:	Description / By Whom / When
1.	Student-Led Conferences	Confirm	Student Led Conferences will take place Wednesday, April 10 th . Parent sign-ups are underway for PS. The MS/US rota has been communicated. Details communicated to teachers in Programme Meetings and to parents via the Weekly Bulletin.
2.	Survey Feedback	Decide	Heads of Section will report key takeaways from their recent survey to SET on Monday, April 8 and plan to communicate this information to colleagues this Spring.
3.	New Teachers Essentials	Decide	Next Year's New Teacher Essentials course will go ahead in a modified format to support our smaller group of new colleagues and be based on feedback from previous participants.
4.	SY19/20 Calendar	Decide	Most SET-related dates have been input the printed calendar draft for SY19/29. Other internal stakeholders have been invited to input. Sandy is working with a group of students on collecting visual art for the calendar. Process in on-track. Please do not add any dates with being invited directly by Kasson.
5.	Dr. Cadzow Visit	Share and Decide	Dr. Susan Cadzow, the Director of Developmental/Behavioral Pediatrics at Olivia's Place in Shanghai, will present to some of our primary parents this Thursday. She will also have a session with the Student Support Team. Please ask one of these colleagues to tell you more about it.
6.	Peer-to-Peer Safeguarding	Discuss	An update to the <i>NIS Anti-Bullying Policy</i> , now entitled <i>NIS Peer-to-Peer Safeguarding</i> has been created and is being finalized by SET and the Child Protection team. Once finished, it will be communicated to teachers, students, and parents before the end of SY18/19. More information to come. Please see Kasson with questions.
7.	Summer Works	Confirm	Please submit all yellow forms for summer classroom request to the relevant Head of Section by the end of Week 27.
8.	ECSS course Change to EAP	Confirm	A proposal by the MS/US English Acquisition team to change the name of the Grade 6-10 ECSS course (English for Cognitive and Social Success) to the more internationally recognized and academic-focused EAP (English for Academic Purposes) has been approved by SET. To be communicated in the MS/US Programme meeting in Week 27.
9.	Global Education Forum	Inform	Kasson is out this Thursday and Friday presenting on takeaways from our recent agency-inspired INSET at the Global Education Forum in Shanghai. Please ask him about it!