**Athena Swan SAT: Minutes of Meeting: 14/11/23**

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| **Meeting Called by** | Kevin Maloy, Parini Mankad |
| **Date of Meeting** | 14/11/23 |
| **Note Taker** | Megan Allan |
| **Attendees** | co-chair – Parini Markad (PM), co-chair – Kevin Maloy (KM), Linda Rushworth (LR), Dawn Mylet (DM), Clare Harding (CH), Melanie McDonald (MM), Margaret Hosie (MH), Olwyn Byron (OB), Alison Marshall (AM), Claire Donald (CD), Nicola Veitch (NV), Keilly MacDonald (KMac), Mariana Ferreira Silva (MFS), Megan Allan (Clerk). |
| **Apologies** | *Dagmara McGuiness, Richard Hohne, Leighann Sherry, Lynn Brown, Hua Wang, Catarina De Almeida Marques, Aurelie Najm, Lois Mason, Milagros Collados Rodriguez, Gill Douce* |

**Agenda**

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| **Item** | **Agenda Topic** |
| **1** | Survey Progress |
| **2** | Period products in all bathrooms and gender-neutral toilets |
| **3** | Gender Based Violence – raising awareness and ideas for funding |
| **4** | College EDI funds – applying for funding up to £2k, ideas |
| **5** | School Away Day – Athena Swan stand |
| **6** | Updates from Working Groups   1. Recruitment / Induction 2. Career Development 3. Work – Life Balance 4. Wider Equality 5. Communication / Transparency |
| **7** | AOB – Well-being Week event (KM suggest WLB team to organise) |
| **8** | Date of Next Meeting: TBC |

**Discussion**

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| **Item 1: Survey Progress** |
| PM – thanked the group for help & support promoting the survey. There has been a low response, just under 40%. Garscube responses higher than Gilmore Hill, Female responses higher than Male.  R&T, Clinical, MPA & Operational job families – male response is low. Tech & Ops have the lowest response rate overall, around 20%, they’ve had other Tech committee surveys to complete too.  Any thoughts on the timing of the release?  OB – the timing was a problem and the survey was too long.  KM –suggests targeting groups to encourage them to complete it.  KMac – the response rate is lower than other schools, it was very close to the University wide survey.  PM – there was a delay in releasing it.  DM – It went out 3 days before the Uni wide survey.  PM – the renewal submission application is July 2024, how far in advance should it be completed before?  KMac – 12- 6months, and time to put the points into action too.  OB – Can we do another survey in summer next year?  AM – Does that work with the academic calendar? Suggest it would be better to stick either side of Easter holiday, April ideally. And also check for other internal communications due at that time.  DM – the questions need reviewed, it was long winded.  AM – Some people are not familiar with the purpose of the Athena Swan group/language & the survey.  PM – suggests raising awareness of Athena Swan and of the survey – so people know it is coming. More communications about Athena Swan to build up to the release of the survey.  Suggests the next survey should be released before the end of August, before teaching starts, or June to the end of teaching, with more advanced warning.  NV –suggests using the data from this survey to review the most appropriate questions for the next one.  PM – Do we receive data from the Uni wide surveys and does it help inform Athena Swan?  KM – Yes, we do get some information.  NV – has seen other Athena Swan applications with low survey response rates, however, they are supplemented by data from focus groups or other forms of data gathering. Suggests localised surveys – eg. People returning from maternity leave. Athena Swan are looking for evidence of engagement and there are other methods we can use.  KMac – Agrees.  PM – suggests picking that up in the new year after review the current survey.  OB – Where can people find out more about Athena Swan, what’s the visibility like?  PM – on the website & via the Sway bulletin. Garscube discuss it at monthly community meetings.  KM – there is not a strong campaign out there – suggests looking into promotion.  NV – it is raised at SEG every month, those minutes are available.  OB – Concerned the information is not reaching the right people. Suggests communication is a school-wide problem. The relevant information for things does not always reach the right people, that has an impact on feelings towards the school’s community/working environment.  DM – the new SharePoint will hold live information in one place and will be distributed for school wide use soon, it’s still a work in progress.  OB – suggests a live version of the Athena Swan action plan would be useful.  Action: One last targeted push of the survey to reach specific family groups. PM will distribute to Garscube, DM will distribute to SGDB. |
| **Item 2: Period products in all bathrooms and gender-neutral toilets** |
| KM – this was discussed at a recent SEG and favoured.  DM – this is a university wide policy, it is a facilities upgrade that is happening now and SGDB should receive baskets of products very soon. |
| **Item 3: Gender Based Violence – raising awareness and ideas for funding** |
| PM – funding is available from College – Keilley might know more?  KMac – College looking to support events that will raise awareness of gender-based violence, a meeting will take place tomorrow (15/11/23) to discuss the process and details.  PM – The takeaway is that it is at early stages but they/we are open to ideas for events, from all, please get in touch if something comes to mind.  Action: If any members have ideas for events get in touch with PM and/or KMac. |
| **Item 4: College EDI funds – applying for funding up to £2k, ideas** |
| PM – got funding to host a Diwali event at Garscube, it was a big success. It would be good to apply for more funding to host an event at SGDB. It would be a good opportunity to strengthen the community across the campuses.  NV – Social events at Garscube are fantastic. SGDB social space is not as nice but it would be a good idea to host.  PM – Garscube campus have been looking into hosting bigger social events across the year, to celebrate various cultural events, not just summer and Christmas.  Suggests celebrations for Lunar New Year and Eid, one or both at SGDB.  Diwali cost around £1.2k, catering was the bulk, transport was minimum.  DM – suggests a ‘food from around the world’ event.  NV – we did that in June, it was successful, but we also must provide catering to supplement.  OB – Eid is 10/04/24, suggests an event following that date.  KM – [left the meeting]  PM – suggests resource/myth busting posters to raise awareness of the holiday.  AM – Lunar New Year Is 10/02/24, is that too soon?  PM – suggests aiming to host events for both. Communications team/members could support promotion. Suggests creating an ‘inclusion calendar’ for annual events.  OB – the school needs to restart a ‘Social Committee’  MFS – shares the name of an Sii colleague who is still involved/looking to continue the former social committee.  AM – requested contact details to organise restarting the group.  Action: PM will put together an EDI funds application and will circulate it to the group. |
| **Item 5: School Away Day – Athena Swan stand** |
| AM – suggests the Away Day is a chance for Athena Swan group to facilitate a focus group and gather data from members of the school.  PM – requested a timeline to prepare for the event.  DM – confirms the schedule should be finalised before the winter break. |
| **Item 6: Updates from Working Groups** |
| NV – announced Mila is now the chair of the Work – Life Balance group |
| **Item 7: AOB** |
| PM – suggests discussing ‘Wellbeing Week’ at the next meeting. |
| **Item 8: Date of Next Meeting** |
| DM – meetings should not run through 12-2pm (lunch time)  NV – we need an extra ½ hour – suggests 1.5 hour running time of next meeting.  PM – would a date in December, before the winter break be suitable?  All agree.  PM – suggests a hybrid set up at the Garscube campus.  Action: MA will send out a Doodle poll to gather availability and find a suitable date. |

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| **Date of Next Meeting** | TBC |