**Athena Swan SAT: Minutes of Meeting: 04/03/24**

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| **Meeting Called by** | Kevin Maloy, Parini Mankad |
| **Date of Meeting** | 04/03/24 |
| **Note Taker** | Megan Allan |
| **Attendees** | co-chair – Parini Markad (PM), co-chair – Kevin Maloy (KM), Megan Allan (Clerk), Dawn Mylet (DM), Alison Marshall (AM), Claire Donald (CD), Dagmara McGuinness (DMc), Keilly MacDonald (KMac), Linda Rushworth (LR), Lois Mason (LM), Margaret Hosie (MH), Melanie McDonald (MMc), Mila Collados Rodriguez (MCR), Olywn Byron (OB). |
| **Apologies** | *Lynn Brown, Gill Douce, Leighann Sherry, Swetha Vijayakrishnan, Richard Hohne* |

**Agenda**

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| **Item** | **Agenda Topic** |
| **1** | Apologies |
| **2** | Actions from previous minutes |
| **3** | Survey analysis |
| **4** | Health & Wellbeing week |
| **5** | Ramadan and Eid |
| **6** | AOB |
| **7** | Date of Next Meeting: TBC |

**Discussion**

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| **Item 1: Apologies** |
| PM shared with the group.  KM – Notes that LB has withdrawn due to conflicting workload. Do we need a replacement representative from central HR?  PM – Notes LB was called in for a specific reason previously and was hugely helpful, a replacement is not required at this point in time. |
| **Item 2: Actions from previous meeting** |
| Action: PM will circulate an email to the group formally confirming the EDI funding.  Completed.  Action: PM will email Jonathan & Lois to collaborate on a piece to be circulated.  Completed.  Action: KM & PM will provide a detailed breakdown of results.  To follow.    Action: For Away Day - PM to circulate draft crib sheet for comment and ask if any posters/visuals need creating.  Completed.  KM – Raised the question, were many people showing interest in Athena Sawn at the away day? gathering  PM – Notes the location of the room was a bit out the way, would like a more central placement next time. What was the feedback like for the away day?  DM – in general it was good, next year’s layout will be better.  AlM – Notes it is an ongoing task and feedback from this year will inform the organisation next year.  Action: KM and PM to review working group membership.  Carry over.  KM – Notes the committee received an enquiry from someone looking to join, however, they were a member of staff who is leaving Sii.  DM - confirms Athena Swan SAT membership can only be granted to current staff and PGR students.  Action: KM and PM to review working group membership. |
| **Item 3: Survey Analysis** |
| KM – shared screen to show analysis from the survey collated on a spreadsheet. Co-chairs PM & KM developed a scoring system for each question. Initial analysis revealed different questions are more or less relevant to different working groups, therefore, PM & KM will delegate questions to be analysed by each working group and have arranged the spreadsheet to reflect this.  PM – suggests Career Development (CD) and Recruitment & Induction (R&I) working groups should combine efforts due to the workload for CD being significantly higher than R&I.  KM – Suggests the analysis is converted into tables and pie charts, as presented in the spreadsheet, to highlight a means score for each question. Notes the overall breakdown by gender - total number of respondents = 163, 103 = female, 12 respondents = prefer not to say (gender). There are significant discrepancies between groups, and this could impact the means scores.  Also notes, general responses were good, no tremendous issues highlighted, no answers were uniformly negative. However, male respondents gave generally more positive feedback and responses than females, and respondents who prefer not to say (gender) are a smaller cohort, so the means score is impacted greatly if one person is unhappy.  PM – Notes it looks like a lot of work up front, but the analysis will help a lot with later work and influence the action plan. Co-chairs are open to feedback and suggestions on the analysis process.  Also, other school’s and College AS applications will be shared online, we can have a look at those and national AS network in advanced HE is asking and sharing how people have put together applications.  KM - requests feedback and thoughts from the group on the proposed process.  OB and DM – share concerns over the lack of leadership within the working groups. OB suggests one person ‘head up’ each working group and requests a clear timeline or deadline for the analysis to be completed.  PM – suggests 8 weeks, mid-late April and to arrange an SAT meeting then to discuss the results. Also, the workload must be shared across the workgroup and suggests a rotation of the work group lead.  Notes the analysis will be good background data to inform a report to be circulated to the School.  Action: PM & KM will share the data, spreadsheet and a guidance document, so working groups can complete the analysis. SAT will return to the subject or assigning working group leads. |
| **Item 4: Health & Wellbeing week** |
| KM – Notes it is in our (Sii AS) action plan to organise a week of activities that become a fixture, an annual event, to signify Health& Wellbeing week. Suggests Work/Life Balance group (WLB) take the lead.  MCR – as WLB lead, suggests organising and facilitating one week of events would be time consuming as WLB have limited resources, many members have left due to their heavy workloads.  Also suggests a monthly email to all employees, with questions and prompts, would be a good way to highlight the importance of health work/life balance.  KM – Notes taking all of MCR’s points on board and likes the idea of a continuous, consistent email or reminder.  OB – Also agrees with MCR’s points. However, feels a weeklong of activities could be really effective if it was timed it well. Suggests a lot of micro actions could encourage engagement from all, such as encouraging colleagues to leave work at a reasonable time, healthy homemade lunches, guided walks around campus at lunchtime.  AM – suggests checking if/what events have been planned by College or University wide. Also notes a previous event at another University involving thera-pet puppies.  PM – agrees it is a good idea to check what will be happening beyond the School and to signpost to these events. Also suggests local and manageable School based activities, such as one day a week of no meetings, utilising full lunchbreaks, more happening in common rooms, going for a walk.  LR – Notes an event happened recently at the vet school that involved dogs. Suggests events with crafts always go down well.    KM – suggests utilising AS resources and budget for future events.  AM – as Head of Professional Services, confirms she will request a yearly forecast from AS once new Head of School is in place and for next SPR, with the aim to ringfence a budget for AS.  KM – reminds SAT of the college EDI fund.  Regarding Health & Wellbeing Week, suggest the group decides how best to move forward.  Action: WLB group will decipher what activities should take place, when and where.  KM will speak to other AS champions to find out how they will approach Health & Wellbeing Week. |
| **Item 5: Ramadan and Eid** |
| PM – to raise awareness, Ramadan starts 10th/11th March, depending on the lunar calendar. An awareness information sheet will be circulated.  PM – Shares that concerns have been raised regarding accessible prayer space in the SGDB. It is not clear where people can go – can a space be allocated?  DM – shares locations of buildings on campus closest to SGDB with dedicated prayer space, particularly over Ramadan.  Action: KMac will speak to Religion and Belief Equality champion regarding prayer space and will report back.  Action: PM will circulate the information on Ramadan and prayer space with Jonathan, Lois & Megan to circulate with staff and students and to share on SGDB TV screens.  LR - attended Ramadan awareness training last week, notes it was very interesting and she learned a lot about Islam in general. In terms of how to support colleagues during Ramadan, things to consider are flexible working hours, and time for prayers, there may be an increase in annual leave requests, we can purchase single units that are more useful as washing facilities. Also, Ramadan is very much about charity, therefore, events to raise money for charity are encouraged, as is a fasting challenge.  KM – suggests a sponsored fast could combine both and it will be taken on board as an idea for next year.  PM – regarding Eid, we were awarded college EDI funding to facilitate an event. School of Biodiversity, One Health and Veterinary Medicine (SBOHVM) have approached CVR to organise a joint event. PM suggests it is a good idea to join efforts as collaboration is favourable to College and could provide a better budget for more authentic catering.    KM – agrees this is a good idea.  Members agree PM should explore this option.  Action: PM will report back to the group with any updates on organising Eid event. |
| **Item 6: AOB** |
| Athena Swan SAT share their congratulations to Professor Julia Edgar (JE) for her new appointment as Head of School.  KM – notes the significance and progress of the appintment of a female HoS.  AM & co-chairs agree to invite JE to the next AS SAT.  Action: MA will include JE in next SAT invite. |
| **Item 7: Date of next meeting** |
| KM - Week of 15th April.  Action: MA will circulate a doodle poll. |

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