**Athena Swan SAT : Minutes of Meeting : 13/12/2022**

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| **Meeting Called by** | Kevin Maloy |
| **Date of Meeting** | Tuesday 13 December 2022 @ 11am |
| **Note Taker** | Dawn Mylet |
| **Attendees** | Dagmara McGuinness [DMcG], Margaret Hosie [MH], Nicola Veitch [NV], Gill Douce [GD], Michelle Connolly [MC], Jonathan Mitchell [JM], Claire Donald [CD], Clare Harding [CH], Gemma Hourigan [GH], Olwyn Byron [OB], Mila Collados Rodriguez [MCR], Hua Wang [HW], Swetha Vijayakrishnan [SV], Kevin Maloy [chair], Dawn Mylet [clerk] |
| **Apologies** | Donal Wall, Anne McKenna, Neil Basu, Leandro Lemgruber Soares, Melanie McDonald |

**Agenda**

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| **Item** | Agenda Topic |
| **1** | Apologies |
| **2** | Minutes of previous meeting held on 8 November 2022 |
| **3** | Matters Arising |
| **4** | Nominations for College Equalities Fund |
| **5** | Updates from Working Groups1. Recruitment / Induction
2. Career Development
3. Work – Life Balance
4. Wider Equality
5. Communication / Transparency
 |
| **6** | Advanced HE EDI Conference : 15 and 16 March 2023 |
| **7** | AOB |
| **8** | Date of Next Meeting : Date TBC, aim for start Feb 2023 |

**Discussion**

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| **Item 1 : Apologies**  |
| KM welcomed everyone to meeting and noted apologies.  |
| **Item 2 : Minutes of Previous Meeting** |
| Minutes of previous meeting held on 8 November 2022 were agreed. |
| **Item 3 : Matters Arising** |
| KM noted the points from the Action List on previous minutes, noting progress to date: * Include matters arising on future agendas – done
* Identify liaison for student working group – still to be done, KM will give a reminder as still looking for a volunteer
* Organise promotion workshops – discussed at this meeting – see below
* Workgroup minutes / notes from meetings – ongoing – all noted
* Review working group memberships – KM ran through the membership with SAT members, noting couple of revisions and moving of staff to different working groups (WG), taking into consideration job family and number in each WG
* Include “click here to join” membership button online – JM confirmed website been updated, with the click to join button that directs any interested parties to the SII AS email address.
* Working groups to have met at least once between 2 consecutive SAT meetings – members noted
* Decide which working group to assign the survey to – after further discussion KM suggested draft survey be sent to each WG for thoughts. Each WG to feedback on the questions and SAT to discuss further at next meeting with a view to rolling out survey early in new year.
* Health and Wellbeing at work event
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| **Item 4 : Nominations for College Equalities Fund** |
| KM spoke about the College EDI funding, details of which had previously been discussed and circulated again to members prior to this meeting. It was noted that no application had been submitted last time, although there had been some thoughts around a menopause workshop, however the University had covered this a lot recently so it was decided not to pursue this on a School level. KM raised inclusive leadership workshop as a potential after having discussed this with Matt Jones, Lead AS for SMB. SV asked specifically how this would work and KM explained that SMB had received funding for an independent to attend SMB, conduct interviews, discuss leadership within the area, gather opinions and then feedback to senior managers for discussion and analysis, looking at hierarchical structure and allow reflective analysis to bring forward new ideas and embed new values.NV suggested the EDI conference in March 2023, however KM highlighted that conference attendance costs were excluded, as SII fund individuals for this. MCR suggested activities to link in with the wellbeing week, however KM concerned at how to pitch such an idea to cover EDI. DMcG suggested a celebration style event, have something local to engage with our diverse audience, perhaps talk about culture, people would attend out of interest, perhaps a food type event. All members agreed good idea. NV suggested having a separate SAT meeting to review AS Action Plan, and noted that she’d never been contacted to meet with a WG so unsure how that works, felt a bit lost with the process. KM agreed good idea to hold Action Plan meeting, replace the next SAT meeting to solely review strategy and suggested Feb 2023 meeting be set aside for this purpose. DM to arrange.KM brought discussion back to EDI funding. Following further discussion with OB suggesting people bring a national dish, GD suggesting using a venue away from the Common Room, KMacD advised any money awarded had to spent within a year, noting budget available from March 2023 if successful. KM suggested members email DM with any further ideas, KM happy to submit application. GD suggested application form be shared with members, DM will re-circulate. |
| **Item 5 : Updates from each Working Group** |
| 1. **Recruitment / Induction**

No representatives from the WG present  |
| 1. **Career Development**

SV advised WG not met yet, but that School looking to hold promotion workshops early January, ahead of the next applications round opening start of next year. OB highlighted the support materials there from having run successful workshops in the past with SoLS. OB will forward documents to DM for sharing to this WG. GD enquired if the material was aimed at SL / Lecturer level or suitable for other job families, OB advised aimed at academic promotions, but suitable reference for any R&T roles (grades 7 to 9). NV reported her attendance at previous workshop, noting Maureen Bain had attended, suggested good idea to invite Maureen once date for SII workshop agreed. NV explained the peer review on the application prior to submission offered excellent feedback and was really useful in having and making applicant feel supported. Further discussion took place on the internal review process currently in place, OB queried who was on panel and whether a representative from LTS served as reviewer. SV noted internal review took around a month, so need to press on with arrangements for workshops very start of new year, if application deadline is March 2023. KM asked this WG to proceed and report back at next meeting with arranged dates. |
| 1. **Work – Life Balance**

MCR reported that some SII staff still unclear what AS is about. Discussion around wellbeing workshop. GD agreed SHW really good at this. NV enquired how the WGs operated, asking if there was one person in each WG with overall responsibility and currently unclear. KM advised he was not too prescriptive and felt members of each WG could decide individually who would take ownership, noting that separate WG only established this year. KM also noted SAT meetings not designed to be monthly, ideally move towards a 6-8 weekly SAT meeting to allow each WG to meet before each SAT. KM advised he is happy for each WG to identify a Chair, then that lead person can feedback to the SAT. KM asked each WG to elect or nominate a Chair and report back at next SAT meeting.   |
| 1. **Wider Equality**

HW reported he had reached out to wider equality WG members to arrange a meeting but had no response. KM asked HW to try again, copy in KM and DM in the invite. |
| 1. **Communication / Transparency**

No time for discussion |
| **Item 6 : Advanced HE EDI Conference : 15 and 16 March 2023** |
| This item had been covered earlier in discussion, see Item 4  |
| **Item 7 : AOB** |
| KM offered feedback from a meeting with Andy Waters and Michelle Robb on the budgetary element and noted that around £8 or £9k had been proposed on the budget submission for AS support. KM will report back on the outcome at future meeting.KM thanked everyone for attendance. |
| **Item 8 : DoNM** |
| TBC – start of Feb 2023 – meeting will be primarily focussed on review of Action Plan and strategy discussion |

**Action Items**

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| **Action** | **Person Responsible** | **Deadline** |
| Review of WG membership – KM finalise and send to JM for publishing online | Kevin MaloyJonathan Mitchell | Dec 2022 |
| Consider draft survey questions | all WG members | Jan 2023 |
| Arrange next SAT meeting – for strategy discussion and review of Action Plan | Dawn Mylet | Jan 2023 |
| Re-Circulate EDI application form to members | Dawn Mylet | Dec 2022 |
| Ideas for EDI application – send to DM | All members | Jan 2023 |
| Internal review panel for Promotion applications – who serves on the panel | Dawn Mylet | Jan 2023 |
| Arrange / hold promotion workshop | Career Development WG | Jan 2023 |
| Agree a Chair for each WG | All members | Jan 2023 |
| Re-circulate meeting invite for Wider Equality WG | Hua Wang | Jan 2023 |
| AS Budget request - outcome | Kevin Maloy | Feb 2023 |