

ATHENA SWAN SELF ASSESSMENT TEAM (SAT) MEETING

23 May 2019
Room 4.14, Level 4, King's Gate Building

MINUTES

Present: Judith Rankin (Chair- JR), Kelechi Dibie (KD), Malasree Home (MH), Louise Jones (LJ), Ann Armstrong (AA), Alex Svalova (AS), Cat Button (CB), Graeme Mearns (GM), Jon Goss (JG), Adrienne McFarland (AMcF), Leslie Platt (LP)

Apologies: Julie Sanders (JS), Richard Boggie (RB), Venetia Bigley (VB), Kate Chedgzoy (KC), Sharron Kuznesof (SK), Vijaya Kotur (VK), Simon Daley (SD) Simon Forrest (SF)

ITEM	NOTES	ACTION BY/ DEADLINE
1	Welcome & apologies JR welcomed everyone to the meeting and apologies were noted as above	
2	Minutes & Actions from 25 March 2019 meeting The minutes were agreed as accurate other than below: P4 – FMS Update, this should read FMS EDI Committee P5 – Carer's Awareness Week, remove ALL from action by/deadline column Actions update: None	
3.	Faculty/NUTechNet/NU Women updates <u>NU Women (CB)</u> <ul style="list-style-type: none">• Network of Networks meeting. This went very well with excellent feedback received. Following this, KH has received invitations to participate at other events, one at Leeds and one at Kent. The latter is in regard to an online conference and the creation of a network of American EDI Officers in higher education. This could be seen as evidence of good practice being spread around the sector for the Institutional Silver application.• Other recent events held included a CV and a career advice drop in for PS staff, art therapy for IWD, an inequality and pensions event, a joint workshop with the Rainbow network and the imposter syndrome workshop. NU Women are looking at doing more joint events in the future with regards to intersectionality.	

	<ul style="list-style-type: none"> • Have approached Nicola Rollock to deliver the October annual lecture which will be a joint event with the BAME Network. • Have been alerted to continuing problems with IT in respect of professional and married names in our systems. This has been an ongoing issue for a long time now and KH has taken it up with AMcF, who was thanked for taking this up again so quickly. AMcF said she will take this up with Mark Ferrar. JR gave some context for this ongoing issue explaining that there seems to be some concerns about HMRC and tax regulations regarding maiden names and married names but as individuals have been able to use maiden names in other Universities, this is not likely to be a barrier. • Stacy Gillis is to be the new Chair of NU Women from July 2019 and there will be a gradual handover to her over the next few months. • JR said she is organising a second meeting with staff network chairs following the success of the first one and has sent out a doodle poll for possible dates. <p><u>SAgE (LJ)</u></p> <ul style="list-style-type: none"> • AS Submissions – submission forwarded by MSP for a Silver award. This was supported by Laura Heels (SAgE Gender Champion). NUIS – Due to submit this week following a granting of an extension until the end of May. This was granted to allow a 2,000 word institutional statement of support explaining the key cultural, political and legal differences between Singapore and the UK to be prepared. Future submissions – Laura Heels in her role as Gender Champion will be working with other SAgE schools to develop a timetable for Athena SWAN submissions. Computing, Engineering and SNES need to apply for a Silver before April 2022, though SAgE keen to ensure these don't submit in the same period. • LJ and SK both selected to take part in AS assessment panels this summer. Julie Grierson (NUIS) to observe a panel meeting during her visit to the UK in August 2019. • SAgE are currently summarising their learning working with NUIS to share with Advance HE. This will support the development of guidance for panellists and resources to support overseas departments applying for Athena SWAN awards. Also planning on submitting a proposal for a workshop on good practice for overseas departments applying for Athena SWAN awards at the next Advance HE Annual Conference. • Following consultation with the Schools, quarterly meetings are being relaunched to share and promote good practice regarding local data collection, recording and reporting across the Faculty. Further meetings are planned which will include experiences of working with and collating feedback on Diversity by Design and staff recruitment processes. 	<p>AMcF</p>
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	<ul style="list-style-type: none"> • JR passed on her thanks on behalf of the SAT to SK and LJ for all their work on the NUIS submission. • Athena SWAN Workshops (see item 6) <p><u>FMS (AA)</u></p> <ul style="list-style-type: none"> • AA & MH have been working on an Equality Analysis for the Good to Great Project. No adverse effects for any groups of staff have been noted. They have also been invited to join the newly formed culture work stream and are highlighting actions from the FMS Athena SWAN Action Plan for inclusion in the forthcoming work of the group. • AA has been working with Nottingham and Leicester Universities Schools of Medicine advising them on their faculty applications. • MH updated that the EDIF-funded reward and recognition for EDI roles in the HE sector is ongoing. Data from the focus groups have now been written up and analysed and the report has now been received. Themes included visible leadership, leading on change, PDR's, recognition and WAM. A questionnaire for the wider HE sector is being devised for circulation in due course. JR suggested that this could be linked to and join up with the Engage and Aspire project and the newly formed WAM working group. <p><u>HaSS (KD)</u></p> <ul style="list-style-type: none"> • The Carer's survey has now closed. 211 staff and 44 students, of which 20 were PGR's, responded. The data are now starting to be analysed. • The HaSS FEB has approved the ToR for the new HaSS EDI Steering Group. The first meeting of this will be on 10 June. • AS submissions – Law have been awarded Bronze, whilst SELLL will be submitting for Silver in November. • Carer's Peer Support. The British Red Cross Carers Emergency Card Project lunchtime session recently took place. Although only small numbers attended, it was a successful session where the kind of support offered to unpaid carers was discussed. It is hoped that someone from Newcastle City Council/Northern Carers will be able to attend the next session. • The BME Early Careers Conference in London was held last month and there was a good representation from Newcastle. It is hoped that a similar conference could be held in the North East in 2020. 	
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	<ul style="list-style-type: none"> The BAME staff network held an engagement event with OD looking in particular at the Engage & Aspire project. 	
4	<p>Update on progress Institution Silver application</p> <p>JR updated that the issue of the recruitment data discussed at the previous meeting is still ongoing and that we are continuing to work with Craig Armstrong to ensure we get the accurate data we need to complete this section.</p> <p>An update on progress was taken to UEB last week. They were generally satisfied with where we currently are and a number of useful points were raised. A further update is to be provided to UEB in early September, with a timeline and dates for other committees to be set.</p> <p>JR talked about holding workshops to discuss the submission action plan. AA said that FMS did some themed roadshows which acted as consultation for their Silver submission and provided some good feedback. JR said these could be built into the action plan.</p>	
5	<p>Athena SWAN awards update and timetable for unit applications</p> <p>Regarding future Unit submission dates, JR commented that we need to avoid submissions all being submitted at the same date. A number are due in April 2022 and capacity issues need to be taken into consideration when timetabling applications.</p> <p>Regarding staff training, KD asked about how best to capture impact? LJ said that this is covered in the Silver level workshops (see item 6) and that any queries should be signposted to SAgE.</p>	
6	<p>Athena SWAN training workshops (LJ)</p> <p>LJ discussed the workshop training handout which originated following the SAgE restructure in 2017. JG commented that these sorts of sessions usually attract the same faces and we should really identify and target others. LJ agreed and said she would speak to Carolyn Laws about this. JR suggested that the training should be flagged up at induction events as new people may be interested in this as a development opportunity.</p>	LJ
7	<p>Athena SWAN review evaluation project</p> <p>JR is supporting this project following her recent Athena SWAN presentation at Huddersfield University.</p>	
8	<p>Athena SWAN celebratory event</p> <p>JR said that as it is now 10 years since the University gained its first Bronze award, we should have a celebratory event to commemorate this. This could be similar event to the VC's Celebrating Success events and how people have benefitted from the charter. It was suggested that</p>	

	<p>October would be an appropriate time to hold this, with LJ suggesting that we could produce a short brochure on 10 years of Athena SWAN.</p> <p>Action – a small group to be formed to look at this to include JR/LJ/AA/KD</p>	JR
9	<p>AOB</p> <ul style="list-style-type: none"> • JR reported that she and the team had not been successful in the recent NIHR funding call despite some excellent feedback. JR is keen to find another way of proceeding with the work. • Delivering Inclusive Conferences. KD asked for people to join a small working group to develop guidance for this. MH said to check the FMS Silver action plan which suggests a 5/6 page document for this and which gives pointers rather than being prescriptive. JR said to bring back to a future meeting to discuss. 	
9	<p>Date and Time of Next Meeting</p> <ul style="list-style-type: none"> • Thursday 25 July 2019, 09.30 – 11.00, Room 2.16, Level 2 King's Gate Building 	