

**Newcastle University**  
**Athena Swan Self-Assessment Team**

**22 April 2021 via Zoom**

**MINUTES**

**Present:** Adrienne McFarland (Co-chair AMcF), Judith Rankin (Co-chair- JR), Julie Sanders (JS), Sharron Kuznesof (SK), Paul Britton (PB), Malasree Home (MH), Nadia Ahmed (NA), Chris Stanley (CS), Vi Parker (VP), Louise Wright (LW), Mel Leitch (ML), Stacy Gillis (SG), Sarah Anderson (SA), Amy Reeve (AR), Freya Douglas-Oloyede (FDO), Meenakshi Swamy (MS)

**Apologies:** Carolyn Laws (CL), Gareth Longstaff (GL), Kate Chedgzoy (KC)

Item	Notes/Actions	Action by/ Deadline
1	<p><b>Welcome &amp; apologies</b></p> <p>AMcF welcomed everyone to the meeting, introducing FDO who discussed her role as central EDI Advisor for projects across EDI and her experience working in Advance HE. FDO will be providing support to the Univ Athena Swan SAT.</p> <p>Apologies: As noted above.</p>	
2	<p><b>Minutes of the Last Meeting 26 January 2021</b></p> <p>Minutes were agreed. Points raised:</p> <p>Events and impact log: no update. JR commented that next steps are that it could feature in the second edition of the EDI newsletter.</p> <p>PAGE 2 menopause policy: The NU Parents network Chairperson has spoken to Kate Smith (Policy) regarding parental responsibilities and the menopause.</p> <p>Action: AMcF to follow up with Kate Smith</p>	<p><b>JR/MH</b></p> <p><b>AMcF</b></p>

<b>3</b>	<b>Terms of Reference</b>  The ToR is now agreed and will be revisited in 12 month's time.	
<b>4</b>	<b>Menopause Policy</b>  Kate Smith and AMcF have circulated version 1 of the Menopause Policy.  The policy has been presented at the People Policy Forum and the People Matters Group. NU Women have provided feedback. It was The draft policy was reviewed by the Rainbow@Ncl network Steering Group yesterday and feedback will be provided to Kate Smith who has agreed to work with the network to make the policy more inclusive.  Interviews are ongoing for the Wellbeing team and staff should be in place over the summer. This policy will be picked up in the new academic year by that team.  Monies are to be shared to help with training in response to feedback that male line managers are uncomfortable with this agenda and require support.	
<b>5</b>	<b>External Advisory Group</b>  A group (AMcF, JR, MH and PB) had met to discuss this further. It was agreed that we weren't referring to critical friends in this context as we already have good links.  MH made the suggestion that we could look for external (to the SAT) people to provide input around our three priority areas: Closing the Gender pay gap, Increasing the proportion of women into leadership roles Diversifying our recruitment processes  Discussion including who might be appropriate to approach. LW suggested a member of council.  Action: The group was asked to consider this and other ideas for discussion and feedback to JR before the next meeting (26 May).  The group will need to identify what the commitment for this role will be and exactly what the ask is before approaching anyone.  Action: FDO and JR will meet to discuss further.	<b>All</b>

		<b>FDO/JR</b>
<b>6</b>	<p><b>Action Plan/Workstreams (PB)</b></p> <p>Where appropriate, the action plan has been broken down into the 3 priority areas that were outlined in the application covering letter.</p> <p>Following feedback from the last meeting, the communications workstream has now been split into 7 sub areas.</p> <p>Engagement with students and NUSU has been identified within workstreams.</p> <p>Next steps: there are some slight tweaks to be made to the workstreams plan in terms of moving several actions but the structure of the plan will remain the same.</p> <p>Actions: data work stream will grow to include focus groups.</p> <p>Potential chairs have been identified and agreed (included in document C). The chairs will be sent a copy of the refined action plan once its complete and meetings set-up with FDO/PB to discuss next steps.</p> <p>A next step is for the action plan to be cross referenced with the Race Equality Charter action plan.</p> <p>PB and FDO will work to extend the deadlines in the current action plan due to the extension from Advance HE (next application submission is Nov. 2024).</p> <p>Current action plan is ready to be priority rated and reflected on retrospectively.</p> <p>FDO to create new governance documents for the delivery of the action plan.</p> <p>Agreement to go out to ask for volunteers to be included in the workstreams with a hybrid of targeted recruitment for some roles but also a broad approach to encourage more to get involved with this work.</p> <p>Need to consider Covid Impact and how that will be considered into workstreams as this will be asked for in the next submission.</p> <p>Thanks to PB, FDO and MH for their hard work on organising the action plan.</p>	<b>PB/FDO</b>

<b>7</b>	<p><b>Update from Faculty Directors of EDI</b></p> <p><b>FMS - AR and DP</b> Working with LW to develop the Athena Swan action plan and launch the Equality project. This launched today via a zoom Town Hall event hosted by PVC Prof. David Burn. The event was well attended and went well; there was a sense of passion to support the agenda. Launched the EDI strategy which is now a news item on the home page and is accessible to everyone.</p> <p><b>SAGE - SK</b> Currently undertaking a consultation to benchmark against a faculty vs school based application approach - Eleanor Farrington (EDI Advisor) is working on this. Benchmarking the current school action plans for similarities.</p> <p>Preparing a proposal for July Faculty Executive Board with recommendations for the new PVC, Prof. Stephanie Glendinning.</p> <p>Next steps: a writing group for 2023 submissions across the school.</p> <p><b>HaSS - KC</b> The School of Education, Communication and Language Sciences is planning on submitting to the next round at the end of May 2021. The School of Geography, Politics and Sociology are about to start work on a silver application while the School of English Literature, Language and Linguistics are going for a Bronze renewal.</p> <p>Will advance a Faculty silver application once the process is known (announcement from Advance HE expected summer 2021); aiming for a submission in autumn 2022.</p>	
<b>8</b>	<p><b>Update from NU Women (SG)</b></p> <p>Now using a Mailchimp newsletter which is providing analytics. This is showing up what is being used and clicked on the most:</p>	

	<p>Promotions, Covid and leadership. These will be the focus of events going forward over the next 12 months.</p> <p>Projects ongoing with the Rainbow networks but also reaching across all of the networks.</p> <p>All network chairs meeting now informally but also in a structured way with Lisette Nicholson and PB.</p> <p>Workload and representation. Chairs are work-loaded if academic but given no work loading if a professional services member of staff.</p> <p>JR is working on a paper to go back to Univ EDI Committee on workload. This paper will include awareness raising that the University supports involvement in these roles. JR will try to get the document out for consultation to relevant groups as soon as is possible.</p> <p>Agreement in the group that guidance is required about the number of hours that chairing or other EDI roles might include.</p> <p>A new Advisory group of more experienced members of the NU Women network will be formed to create opportunities and space on the steering group for individuals across various stages of career development to hear all voices.</p>	JR
9	<p><b>AOB</b></p> <p>Advance HE are recruiting panel members, could the group please capture who has been successful in becoming a panellist. Agreement that we need to capture this to support broader EDI.</p> <p>We need to encourage colleagues to put themselves forward to be a panel member. This can provide a wealth of experience for the individual and the institution.</p> <p>A call for applications to the University's EDI Fund has been launched with a deadline of 25 June. Projects can be funded up to a maximum of £5000 and all applications need to show how they align with the University's EDI strategy.</p> <p>The Returners policy for PS colleagues has been built into the budget for the next financial year and communications will follow.</p>	
	<p><b>Date and time of next meeting</b></p> <p>Wednesday 26 May 2021 14.00 - 15.30 via Zoom</p>	