**Athena Swan SAT: Minutes of Meeting: 11/05/2023**

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| **Meeting Called by** | Kevin Maloy |
| **Date of Meeting** | 11 May 2023 @ 10.30am |
| **Note Taker** | Dawn Mylet |
| **Attendees** | Hua Wang, Gill Douce, Clare Harding, Andy Wates, Michelle Robb, Hannah Bialic, Nicola Veitch, Jonathan Mitchell, Katja Muecklisch, Michelle Connolly |
| **Apologies** | Donal Wall, Leighann Sherry, Margaret Hosie, Mila Collados Rodriguez, Parini Mankad, Aurelie Najm, Olwyn Byron, Moeed Akbar, Eileen Brand, Catarina De Almedia Marques, Melanie McDonald |

**Agenda**

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| **Item** | **Agenda Topic** |
| **1** | Apologies |
| **2** | Minutes of previous meeting held on 6 February 2023 |
| **3** | Matters Arising |
| **4** | Updates from Working Groups   1. Recruitment / Induction 2. Career Development 3. Work – Life Balance 4. Wider Equality 5. Communication / Transparency |
| **5** | Review of action plan |
| **6** | AOB |
| **7** | Date of Next Meeting: TBC |

**Discussion**

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| **Item 1 : Apologies** |
| KM welcomed everyone to meeting, noted apologies and indicated gap since last meeting due to difficulty in identifying suitable meeting date. |
| **Item 2 : Minutes of Previous Meeting** |
| Minutes of previous meeting held on 6 February 2023 were agreed. |
| **Item 3 : Matters Arising** |
| KM started meeting by recapping on points from the Action List on previous minutes, noting progress to date. GD reported she’d missed last few meetings and enquired if the SAT were recording / capturing the details of events as they happened, eg promotions and stressed that there ought to be a central record kept, whether this be a separate sheet to document such events and ensure they were fed into the action points. NV highlighted that DM had created an excel sheet, DM confirmed this was available on the OneDrive and all SAT members have access, however relies on information being fed back from members to populate accordingly. HB enquired if there were specific things to include and suggested an activity template be created to assist members in feeding that information back. KM suggested the information that members ought to be recording are who attended, gender specifics, any feedback obtained. KM mentioned pulse surveys and MR advised she’d re-send this information to KM.  HB mentioned spring fling event and offered to prepare a template to share with members that could be used going forward. |
| **Item 4 : Updates from each Working Group** |
| 1. **Recruitment / Induction**   DM reported that the Recruitment and Induction working group had met on 2 occasions since last AS SAT meeting in February. DM highlighted that only 1 x Tech staff member left on SAT membership and we ought to be seeking additional representation. KM suggested AMcK replacement be encouraged to join.  DM and CH reported on improving the induction information, noting all content online. HW suggested revert to hard copy induction paperwork, DM highlighted had been changed to online to avoid historical out of date information being distributed. All current forms are online. DM reported work on updating the induction checklist had not taken precedence due to currently depleted admin team, but that this was still on the radar to be actioned.  NV highlighted that action points document needs to be populated, members should be encourage to put actions in a list, so whatever opportunity to document events / gatherings / relevant meetings ought to be evidenced and stored here. NV expressed concern that action points not clear as no dissemination occurring therefore working groups are unclear on what is being asked of them.  KM agreed and following discussion it was felt a full SAT meeting be held to look solely at the Action Plan and decide each working group’s remit, aligning a specific action point to each working group. MC offered to prepare a general consensus and that SAT members reconvene to discuss and finalise. |
| 1. **Career Development**   MC reported that the Career Development group last met before Christmas.  Academic promotions and a regrading workshop for PS staff was discussed.  Verbal feedback from some CVR staff on the promotions workshop was not particularly positive, so would need to be organised differently next time.  This could be School-led, on main campus and Garscube, led by an academic panel, with HR input for guidance on process.  CVR has produced career development resource packs for all job families and academic career stages which signpost to things that already exist in GU and outwith.  It was agreed to review document every 3-6 months.  Although these are currently branded to CVR, they could easily be repackaged to share within SII.  Discussion over dedicated training budget – looking at process to apply for training and development funds.  A new process is being implemented at CVR for PS staff, but this should be explored more widely within SII. |
| 1. **Work – Life Balance**   NV reported that the Work Life balance group had met around March time. NV reported feeling a bit lost in what was required and that no chair has been identified and no-one documenting any discussion at the meeting. NV advised the group had looked at the action plan from previous silver application but noted that nothing had happened during covid. NV also noted the Action Plan had been created prior to College restructure in August 2022 so need new action points, depending on whether application submission date been delayed too.  NV advised there were no volunteers for Chairing the working group due to everyone having busy commitments, recognising it’s a lot to ask for a voluntary role when everyone so busy. NV expressed a sense of confusion amid members , unclear on focus and needing a steer to align with the intended goals.  KM responded, recognising multiple changes within all the working groups over past few months, largely due to changes in staff / staff leaving. |
| 1. **Wider Equality**   HW reported that due to staff changes, only himself was representative on this working group and highlighted the need to encourage move volunteers to step forward. KM noted and suggested we include an invitation to join AS on induction info.  NV queried if it is worth revisiting the workgroup membership again, and suggested a recruitment drive be prioritised. Suggestions included asking HoS to announce importance of AS, ensuring each working group had an official Chair, having an incentive from top to underpin the importance of AS. KM agreed. Discussion moved on to the notable difference in gender represented by the all-male speakers at the School away day in Jan 2023. KM agreed the imbalance needs to be addressed. MC spoke about incentivising membership in some way and queried how much of a value is placed upon it since AS is not recognised in terms of promotion material. After further discussion on incentive initiatives, it was agreed that KM discuss further with HoS to enquire if MR replacement as HoPS and AMcK replacement as Building & Tech Manager be encouraged into joining SAT. |
| 1. **Communication / Transparency**   GD queried discussion from previous minute regarding OB’s suggestion over refreshing school website. JM also asked for clarification on the context of discussion as unclear what was meant. KM unable to clarify OB’s comment, other that suggesting perhaps it was the lack of consistency across the SII website. GD reported she would follow up with OB direct. JM pointed out that gaining access to T4 (the web publishing platform) would not offer a solution as not such a straight-forward task to be done. If people wish content updated, they need to providing specific instructions and ensuing that information is provided to allow that to happen.  HB mentioned she would be leaving October 2023 and suggested someone from the Social Committee be represented on the Work / Life balance working group going forward. |
| **Item 5 : Diversity Lunch** |
| NV updated members briefly that a small team of organisers were working on the diversity lunch which will be held on 23 June – with attendees encouraged to bring along a dish for any international country. |
| **Item 6 : AOB** |
| KM enquired if future meetings be scheduled for allotted times in future rather than doodle polls. DM enquired when suited for next meeting and all agreed morning of 15 June for next meeting.  KM thanked the group for attending. |
| **Item 7 : Date of Next Meeting** |
| 15 June 2023 at 11am  Level 6 meeting room, Sir Graeme Davies Building |

**Action Items**

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| **Action** | **Person Responsible** | **Deadline** |
| HB to prepare template to capture / feedback on AS activities / events to ensure they are documented for action plan | Hannah Bialic | June 2023 |
| GD to discuss with OB comments re SII website | Gill Douce | June 2023 |
| Encourage additional Tech rep to SAT membership | Rec / Ind working group | August 2023 |
| Action Plan split – summary of points and allocation to working groups | Michelle Connolly | June 2023 |
| Include AS invite on induction pack | Dawn Mylet | June 2023 |
| KM to discuss with HoS – engage with new HoPS and B&TM to join SAT | Kevin Maloy | August 2023 |