**Athena SWAN meeting**

**Tuesday 27 September 2022**

**Via Zoom**

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| **In Attendance** |
| Kevin Maloy (Chair), Dawn Mylet, Jonathan Mitchell, Alana Hamilton, Rhiannon Darlow, Dagmara McGuinness, Nicola Veitch, Leighann Sherry, Clare Donald, Margaret Hosie, Gill Douce, Keilly MacDonald, Olwyn, Mila, Melanie McDonald, Mukanthu Nyirenda |
| **Apologies received** |
| **Michelle Connolly, Anne McKenna, Neil Basu Alan Hayes, Hannah Bialic, Moeed Akbar, Leonardo Lemgruber, Hua Wang, Katie Farrell, Swetha Vijayakrishnan, Donna MacPherson** |

**1. Apologies**

Apologies were noted as above

**2. Minutes of previous meeting**

The minutes of the previous meeting were accepted.

**3. Update on Recent Activities: reports from meetings of work groups**

No updates on work groups provided.

**Action:**

* **Working groups to produce a document on their meeting going forward.**

**4. Inclusive Leadership**

KM advised that MCSB had organised two workshops, one for PI’s and one for ECR’s, we will arrange three workshops to include Technical and Professional Service staff. MCSB created a discussion forum where the ideas behind inclusive leadership are discussed, a definition of what inclusive leadership is and traits that are present in an inclusive leader. Other topics discussed were the types of feedback people needed to feel that there was inclusive leadership, the career development aspects that an inclusive leader should be aware of and promoting among staff and the role of an inclusive leader as a role model. Each workshop was led by a peer.

Discussion followed which workgroup would be best to take on this task, it was decided that the Career Development working group would take this on.

The desired outcome of the workshops is to have ideas on good practice, on how to lead at different levels, to lead a team and those you line manage, and to consider people’s challenges, opinions, and ideas to make the working environment as inclusive as possible.

The good practice ideas that MCSB came up with were a focus on group meetings, giving everyone the chance to present, to allow space for thinking and allow different people the chance to lead and chair meetings. Other good practice ideas raised by MCSB are away days, social interaction outside of the workspace to allow people to network with individuals in different areas, a mailbox for celebrating good practice that could be advertised in SWAY and to have PI’s aware of their responsibilities in terms of inclusive leadership through training.

GD asked if there would be any financial availability to facilitate the good practice ideas, KM advised that there is no AS budget, however KM will ask Michelle Robb if there is a formal budget for AS activities and if not, how one is established. OB highlighted that Michelle Robb is currently putting together the budget for the next round of funding and the deadline is soon.

NV questioned if those who led the inclusive leadership workshops in MCSB had any specific background or inclusive leadership training, KM advised that he did not think the people running the workshops had any specific expertise in the area. NV highlighted that it may be worthwhile getting someone in to do inclusive leadership training/ share their expertise with the group as this may help steer discussions. Jason Gill has organised specific training for the Amigal group, NV will contact him and ask how he did this.

**Actions:**

* **Career development working group to discuss inclusive leadership workshops and provide possible dates for the three workshops.**
* **KM to discuss AS budget/ funds for AS activities with Michelle Robb**
* **NV to speak to Jason Gill about arranging specific training**

**5. Survey**

1. **Culture Survey**

Discussion followed running another survey, KMac will provide samples for the group to help develop this and the work-life balance working group will take the survey forward. KM advised that he would like the survey to be rolled out this semester.

KMac advised that the University survey would be coming out next month and would be about ten questions. KM highlighted that this would not be adequate for the group and consideration would need to be given to previous MVLS surveys that had a more extensive analysis. KMac advised this would not be practical. GD questioned what the group was looking for from the survey. KM advised that we want to measure progress, and the survey should not be specifically about Athena Swan but about the different areas AS is interested in such as communication and transparency from the new leadership team, more awareness of resources, awareness of work-life balance. KMac advised there are now four questions included relating to Athena Swan in the University survey.

OB questioned where the school was in its cycle between silver and gold application. KM advised that at the moment we would be re-doing the silver application as we were not in a position to be going for gold at this time. The renewal for us is October next year. OB asked why the school was not in a position to be going for gold, KM advised that silver is required to satisfy the relevant bodies that something positive is being done for Athena Swan initiatives. The gold award is difficult to attain and during the pandemic there wasn’t much the group could do so we would need a better run at it. KMac advised that there was only one gold department across MVLS, all other departments will be re-doing their silver application.

OB highlighted that this would be an opportunity to ask people about the restructuring and coming back into schools. GD highlighted that we should consider the impact of Athena Swan more generally on childcare, working from home and those sorts of elements that have changed significantly since the first Athena Swan surveys went out.

NV highlighted that if the goal is to renew the silver application next year, there needs to be a link between the action plan and the survey questions as whatever the outcome of the survey is links into the renewal, the survey is therefore evidence that the action points have been acted on. Questions can be added to the core questions, so if there are no questions specific to the action points these can be added. KM advised that the future Athena Swan application wants a focus on two key areas that we want to make progress on and should present evidence that tangible progress has been made, the areas the group previously defined to focus on are communication transparency and work-life balance. Our survey should be tweaked towards measuring the progress of these areas.

**Actions:**

* **Work-life balance group and Keilly to go through previous surveys and formulate a current survey to pinpoint areas the group want to assess and have made progress on for the next meeting.**

**6. Student SAT**

KM discussed having a student AS SAT at the recent SMG and there was a very positive response to having a semi-independent student AS group made up of undergraduate and graduate teaching courses across the school. The course leads have been asked to advertise this to the students. NV advised that she has put together some slides focused on Athena Swan, that have gone to the undergraduate leads, at the introduction session the slides were discussed, and anyone interested was asked to email NV. NV will share the slides with PGT cohorts for advertising to students and slides will be circulated to course leads to advertise on Moodle sites. OB advised that first year lectures and the school open day were coming up which could be used to advertise to students.

Discussion followed if broader EDI should be considered. NV highlighted that if there are initiatives around broader equality and diversity in the action plan and something the group is working towards then this could be added. NV highlighted that a broader EDI student focused SAT may look better if the group is going for a silver application next year and may be very informative for the group. It was agreed that the group would seek to recruit on a broader scale. MH and KM will advertise to master students. The communications working group will issue a document to the course organisers for publication on Moodle. JM advised he can include in the student bulletin for Life Sciences and advertise on the screens in the Sir Graeme Davis building.

**Action:**

* **KM to circulate slides to PGT cohorts and course leads for advertising to students.**
* **ΜΗ and KM to advertise to Master students**
* **Communication and transparency working group to draft and email recruitment document to course leads for publish on Moodle.**
* **JM to advertise in student bulletin and advertise on SGDB screens.**

**7. AOB**

No other business discussed

**8. Date of next meeting – W/C 31st October (date tbc), via zoom**