Athena SWAN SAT Meeting

Meeting 15

Minutes of the Meeting held on 28th May 2015

Present: Serpil Acar, Abida Akram (Note-taker), Abigail Bristow, Sophie Crouchman, Syeda (Shaheen) Fatima, Camilla Gilmore, Jennifer Harding, Fehmidah Munir, Kathryn North, Katryna Kalawsky, Sam Kirk, Sara Ronca and Steve Rothberg (Chair). Special Visitor: Lesya Zalenska from Munster University – Staff Development (shadowing Abida).

Apologies: Sarah Barnard, Tom Carslake, Mark Everitt, Caroline Kirk, Marta Mazzocco, Liz Quimby-Fountain & Simon Watson.

1. Welcome and introductions
   Steve welcomed the group, particularly Sam Kirk the new Athena SWAN Planning Officer and led the introductions.


   Facebook & Twitter. Action: Sam to lead on these after induction meetings with Katryna & Steve
   Equal pay review Research staff: considering this.
   Action: Kathryn to organise a meeting with Steve.

   Update from Physics: Abida fed back from two telephone conversations with Mark.
   Action: Steve to speak to Mark Biggs, the Dean on the timetable/priority for submissions for the whole School.

   Statement for Job Adverts. Abigail had asked if anything was available to sue when advertising two lectureships in CBE.
   Action: Fehmidah and Steve to put a statement together for SAT members to use in future.

3. Updates on action plans:
   i. Institutional Bronze action plan: Steve presenting report to June HRC requesting better institutional engagement. Would like all draft submissions to be presented earlier to HRC to enable better
engagement of HRC with the process and fuller endorsement. Future HRC meetings are in Oct 2015, Feb and June 2016.

**Action:** Sam to present progress report on action plan in Jan 2016 to SAT.

**ii. SSEHS:** Fehmidah stated that they are going for silver renewal in Nov 2015, if not enough time then will renew in April 2016. Has more support through Tom Orrill and part-time admin from Jess Robinson. Fehmidah now receives 150 points in the workload model which equates to half a day a week work on Athena SWAN as Champion, others receive 50 points. Fehmidah felt that going for gold would require more time and data plus it would mean filling in the new 4 year submission forms requiring updated data and additional data and evidence.

**Action:** Fehmidah and Sam to look at what is required to go for Gold.

**iii. Design School:** Serpil provided her first annual update on the bronze action plan. The update covered actions completed, on-going activities and additional actions which were completed and additional actions were listed from the Athena SWAN feedback and interviews. A letter to the Education Secretary was discussed and agreed that approval was needed through the VC. University support for Saturday open-day child care, e.g. crèche and/or kids clubs was discussed.

**Action:** Serpil to put the update into the Workspace

**Action:** Steve to take forward Saturday open-day child care through Justine Sanders (Marketing & Advancement).

**iv. Maths / MEC:** Camilla was congratulated on the silver award. They are still awaiting detailed feedback from ECU on the submission but are working on their action plan in the meantime. They are refreshing the SAT membership at present.

### 4. Submissions Update:

**i. Chemistry:** Caroline sent an email update following SAT meeting on 23rd April. They have begun preliminary analysis of data and it is clear the issues in chemistry are more focussed on staff than students. We now have a list of actions to be distributed amongst the members of SAT to allow us to start to move forward.

**ii. Physics (Juno):** The Athena SWAN submission had been moved to 2016. However, on the Juno award, Mark is hoping that a submission could be made this year but he could not say when.
**Action**: Steve to check with Mark Biggs the timetable & priorities for Athena SWAN in the School.

iii. **CBE**: Abigail stated that the student survey was out at the present. She would be providing a draft submission in October to HRC and then aims to submit in November. 
**Action**: Abigail to send draft submission to Julie Hibbert in mid-September for October HRC.

iv. **AACME**: Steve welcomed Sara back. Sara provided some initial feedback from surveys. On recognition, perhaps a school newsletter, including work achievements and social/personal news. Students had brought up the issue of a faith room as too far to go to Brockington. On childcare, school will have meetings in core times (10am to 4pm) and teaching lectures 9am to 5pm. Sara wanted the University to look at offering staff a benefits package which includes more than the childcare vouchers and is part of the Salary sacrifice scheme to help with tax (e.g. we can already buy a bicycle through this scheme), so for example pay nursery costs through the scheme (as Nottingham University does).

**Action**: Abida to speak to Rob in HR about child care payments through this Scheme.

Steve advised Sara to prioritise Athena SWAN actions and request that other e.g. School SMT might deal with other issues e.g. the faith room.

v. **Computer Science**: On staff survey, 80% of academic staff responded but none from support or technical staff. Student response rate was 10% (UG) despite a £50 voucher prize and deadline for completion being extended twice. Fehmidah suggested the Operations Manager could push surveys for support staff. Response for students too small and needs attention.

**Action**: Sam to support Syeda with Student engagement with survey.

Kathryn talked about all the research staff surveys taking place and possible survey fatigue.

**Action**: Kathryn to check whether analysis available by gender from the CROs / PIRLS surveys. She will also send links to the surveys which closed this coming Sunday.

vi. **Mechanical and Manufacturing Engineering**: SAT team now 50% male (12 people in total in team). Looking at surveys at present. Issues are different across programmes and with staff and students. SAT is meeting tomorrow.
vii. **EESE:** Still aiming for April 2016 Silver submission though Simon’s feeling is that we would only be likely to get bronze. Meeting shortly with Jenny (Harding) to discuss joint approach to Athena SWAN with respect to the EESE/Wolfson merger. Have made a few changes to staff questionnaire in light of comments from various people – ready to go out subject to Dean approval. Will need some help/advice from others with respect to student (and possible other groups) questionnaire. Planning a SAT meeting at beginning of June.

**Action:** Steve requested champions to invite Sam to School/Dept. SATs for induction and then only when needing his support.

5. **WES: National Women in Engineering Day (23rd June 2015):** No-one had any planned activities to share.  
**Action:** Steve to check with Gurpreet (WES student president) on any activity.  
**Action:** Sam/Abida to put this national day as an agenda item at the beginning of 2016 so that events can be planned in advance.

6. **Feedback from ECU on Midlands Regional Athena SWAN Network:** Issue raised by Camilla on point 2.2 re: ‘old action plans and progress log do not need to be included in the future’.  
**Action:** Abida to check against the new Guidance & forms (May 2015) from ECU to see if this is consistent.

7. **Events programme:** Annual public lecture went well. Kate Bellingham was a good speaker. Abida has provided the basic stats. Learning point, need more lead-in time for publicity and for reaching local schools. Abida requested everyone to think of new speaker for next year. Steve asked for everyone to consider someone who appeals to all ages.  
**Action:** Abida so send round list of speakers and everyone to send Abida & Sam their top speaker taking on board Steve’s request.

8. **Sharing Best Practice:** Kathryn reported on the HR in Excellence Award for Research Office which has been awarded for 4 years. Further information is available from the research staff webpages.  
[http://www.lboro.ac.uk/research/research-staff/](http://www.lboro.ac.uk/research/research-staff/)

**Maternity returner & possible 6 month sabbatical** was discussed briefly. The link to the new maternity guidance in the HR webpages is here:  
[http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html](http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html) The managers’ guide is on the right hand side as a separate document. Steve wants this to be looked at first as this workload issue (controlling the teaching and admin workload initially to support returners to
settle back in and re-establish their research) is included. The bigger issues are whether the guidance is well publicised and whether managers follow it.

9. **AOB: Query received by Kathryn & Abida** from a member of staff: ‘Under the work life balance I wanted to ask why Lboro have the additional bank holiday day tacked onto the August bank holiday when the Schools have returned. It would be much more useful for all staff with School age children to have the additional day during School holidays, probably Easter to avoid clashes with exams. Could you please raise this? If it has already been raised could you please let me know the reasoning behind having the day in August.’

The response from HR was: ‘The additional day currently added to the August Bank holiday is a University closure day rather than a bank holiday. This distinction is relevant for a number of reasons not least of all being that the University can close then because its term has not yet commenced at that time. However, it is recognised that some schools, particularly in Leicestershire do commence even before the bank holiday. Whilst we are currently looking at the discretionary University closure days more broadly and there may be changes in the future, there is no prospect of there being a change to the designated closure day for August this year.’

**Date of next Meeting:** Thursday 23rd July at 10.00am, Room 1.13a, first floor, Rutland Building.