



# Barts and The London

## School of Medicine and Dentistry

Institute of Dentistry  
Athena SWAN SAT

Minutes of a meeting held on 11<sup>th</sup> November 2015

**Present:** Mangala Patel (Chair) Emma James Sharan Sidhu  
Lesley Bergmeier Jo Kirner Marcia Williams  
Vishal Barot Ken Parkinson Juliet Ellwood (notes)

- Action
1. **Apologies for Absence**  
Mike Curtis, Ankur Patel, Amitha Ranauta, Sarah Redwood, Thushala Ubaya, David Williams
  
  2. **Minutes of Previous Meeting and Action List**  
Minutes: Minutes were approved- note to amend the date of next meeting.  
Actions:  
**Application**  
 - Some PGT data still missing and we don't have data for 2011/12. We will need to explain in the narrative why there are discrepancies in the reporting periods for the different sections.  
**Staff Survey**  
 - Due to the relatively low response rate to the Staff Survey, MW will reopen it for 1 week and we will send another email round to the Institute to encourage further responses.  
**Action: MW to reopen Staff Survey; JE to send email on behalf of MC encouraging staff to respond.**

MW/JE
  
  3. **Application**  
 - MP & MW met on 2<sup>nd</sup> Nov and it became apparent that people have been working on multiple drafts of the application. MP has therefore decided to lock down the draft and MW will remove everyone's access to dropbox; MP and MW will then take over the final drafting and editing. We should make sure that we adhere as closely to the application rubric as possible and that the data we include is answering the questions that have actually been asked – if we have included extraneous data then that should be edited out unless there is strong rationale for inclusion.  
**Action: SAT members to submit any outstanding data to MP & MW for incorporation into the draft.**

ALL

**Action: LB/KP to obtain PGT data from Neil Rayment.**

LB/KP

**Action: MP to edit section 4 and then share with JK/LB to ensure nothing essential has been omitted.**

MP

**Action: MW to work through section 3 and check accuracy of graphs.**

MW
  
  4. **Action Plan**  
 - MP is working on the Action Plan for the Silver application – we also need to include an updated version of the Bronze Action Plan, to show the outcomes and impacts that have been achieved. Looking at the Bronze Action Plan, MP has noted those actions that we have not yet achieved (denoted by grey highlights) and has also added some extracts from the Medical School's Action Plan that we could incorporate. Further input on impact and outcomes of the Bronze plan is now sought from the SAT. When the Action Plan for the Silver is finalised, we will need to ensure that is much more specific and measurable than the previous Action Plan, which included several objectives that have been hard to quantify

easily. It would also be sensible to make it shorter than the previous Action Plan. We can include some reflections around what we have learnt from this process in section 2 (The Self-Assessment Process).

**Action: SAT members to feedback to MP on Bronze Action Plan impacts by Wednesday 11<sup>th</sup> Nov.** **ALL**

- We would like to give the Institute an opportunity to comment on our proposals, so although time-constraints mean it will not be possible to share the entire draft application in advance of submission, we will make arrange drop-in sessions to give all staff and PGR students the chance to see a presentations on the key recommendations and to ask questions. We will also make this document available on QMPlus with an option to provide feedback. Drop-in sessions to be approx. 2 hours long and run in the Blizzard, the Dental Hospital and at Mile End. LB will prepare a presentation and MW will create an evaluation form.

**Action: LB to prepare presentation for drop-in consultation sessions and arrange room in Blizzard for 12<sup>th</sup> November** **LB**

**Action: JE to book catering and include information on consultation sessions in email from MC.** **JE**

**Action: MW to prepare evaluation forms.** **MW**

**Action: MP/MW to agree dates for subsequent consultation sessions.** **MP/MW**

5. **AOB**

**Action: EJ will summarise the PRES focus group report for circulation to the SAT and then to students.** **EJ**

6. **Date of Next Meeting**

18<sup>th</sup> November TBC

**Action Summary**

	<b>Who</b>	<b>Deadline</b>
- MW to reopen Staff Survey; JE to send email on behalf of MC encouraging staff to respond.	MW/JE	ASAP
- SAT members to submit any outstanding data to MP & MW for incorporation into the draft.	ALL	ASAP
- LB/KP to obtain PGT data from Neil Rayment.	LB/KP	ASAP
- MP to edit section 4 and then share with JK/LB to ensure nothing essential has been omitted.	MP	Next meeting
- MW to work through section 3 and check accuracy of graphs.	MW	Next meeting
- SAT members to feedback to MP on Bronze Action Plan impacts by Wednesday 11 <sup>th</sup> Nov.	ALL	11 <sup>th</sup> Nov
- LB to prepare presentation for drop-in consultation sessions and arrange room in Blizzard for 12 <sup>th</sup> November	LB	ASAP
- JE to book catering and include information on consultation sessions in email from MC.	JE	ASAP
- MW to prepare evaluation forms.	MW	12 <sup>th</sup> Nov
- MP/MW to agree dates for subsequent consultation sessions.	MP/MW	ASAP
- EJ will summarise the PRES focus group report for circulation to the SAT and then to students.	EJ	Next meeting