



# Barts and The London

## School of Medicine and Dentistry

Institute of Dentistry  
Athena SWAN SAT

Minutes of a meeting held on 23<sup>rd</sup> September 2015

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**Present:** Mangala Patel (Chair)      Kaveh Memarzadeh      Sharan Sidhu  
Lesley Bergmeier      Ken Parkinson      Marcia Williams  
Emma James      Amitha Ranauta      Juliet Ellwood (notes)  
Jo Kirner

**In attendance:** Virginia Govoni – WISE Committee Rep

Action

1. **Apologies for Absence**

Alan Cruchley, Mike Curtis, Ankur Patel, Sarah Redwood, Thushala Ubaya, David Williams

2. **Welcome**

MP welcomed Virginia Govoni to the meeting – Virginia is a member of staff in the Blizzard Institute and sits on the WISE committee.

3. **Minutes of Previous Meeting and Action List**

Minutes: one correction to the minutes was noted – under AOB the action should read 'MW/EJ to speak to WISE chair to invite to future SAT meeting.'

Actions:

**AR/MW look into obtaining webpage/twitter stats.**

- MW has obtained stats for the twitter feed – 2.5 page impressions so far.  
- MW had also recommended that AR speak to Jeanne Wilson who is director of the JUNO programme (a physics specific project with equivalent aims to AS) in the School of Physics and Astronomy (SPA) and leads on their comms around this initiative. AR showed a visual comparison of our E & D webpages alongside those of the SPA: although our publically visible pages have some good content, in particular the twitter feed, we have nothing on our intranet nor on QMPlus The SPA have a variant of the 'You said, we did' approach on their public pages featuring changes they have made in response to the outcomes to their staff surveys, and their intranet includes policy documentation and a useful workload model. SPA also highlight their 'Maternity Plus' policy which goes above and beyond the standard QM maternity provision to give additional support to female academics during and after maternity leave. (It was noted that centrally imposed financial constraints within the SMD sometimes mean that Institutes struggle to provide the kind of support for maternity-returners and staff working flexibly that they would wish, and in fact are legally obliged, to offer). Overall, the SPA webpages appear well thought out and demonstrate a genuine commitment to E & D aims – this has been achieved with teamwork throughout the School. It may be possible to adapt some of the ideas for our webpages and AR will liaise with JK around how best to utilise responses from our staff survey etc, and to make our forthcoming staff induction guidelines available.

**Action: AR to liaise with JK re webpages.**

AR/JK

- Dame Athene Donald (University of Cambridge) has agreed to contribute a guest blog post.

**MP/MW/JK to include questions in staff survey to gauge awareness/interaction and usefulness of our web and social media presence.**

- MW has uploaded questions from the last survey to Survey Monkey so now just a matter of editing them. Will aim to go live in the w/c 5<sup>th</sup> October and will remind everyone about it at the Staff Development Event on 21<sup>st</sup> October.

MW/JK

**Action: MW to have survey ready to go live w/c 5<sup>th</sup> October and JK to give a reminder at SDD on 21<sup>st</sup>.**

**Newsletter – various actions.**

MW checked with comms - unfortunately no-one has a record of Sally Davies's speech and the only photos are with the official photographers and would have to be purchased, so the graduation item will be illustrated with a stock photo. The newsletter is therefore now almost ready for circulation – some of the items that were submitted later on could be held over for the next issue.

MW/LB

**Action: MW to finish formatting the newsletter and LB to circulate.**

**Other Actions have all been completed as far as possible.**

**4. WISE**

Virginia Govoni spoke to the SAT about WISE. WISE is a nationwide campaign to inspire girls and women to study and build careers using STEM subjects. The WISE@QMUL group have organised several events over the last year including some video based sessions which are easier to arrange logistically, and they are also keen to ensure that events are held across all campuses although again there are sometimes logistical hurdles (video-links between campuses could be one way around this). They are also trying to engage more with PhD students and postdocs and it would be useful to know what sort of things those in the SMD would find useful – VG would like to organise a feedback session to try and gauge this but is going on maternity leave herself so will need to identify someone else to lead on this. VG has also spoken with MW about the possibility of creating a mentoring scheme for students (in addition to the existing scheme for staff) – it was noted that CAPD had trialled this already but currently lacked the resource to roll it out. There seems to be varying levels of awareness of the activities of WISE so it was felt that it might be helpful for one a member of their committee to draft some text aimed particularly at medical and dental student groups that could be publicised on the relevant SMD webpages.

**5. Feedback from circulated list of section owners**

A list of sections had been circulated at the meeting on 9<sup>th</sup> September and subsequently emailed to the SAT, meaning that most members of the group now have ownership of a specific part of the application. Section owners had been asked to have a draft of their section ready for discussion at today's meeting, however responses had been patchy and it seemed that there was still a degree of uncertainty over what exactly was required. It had been hoped that we would have the first draft of the complete application ready by the end of September but we are not on track for this deadline and so we will now aim to have this ready by 6<sup>th</sup> October, so that it can be shared with the Institute and feedback sought.

**Action: focus on your allocated section and send to MP by Friday 25<sup>th</sup> September.**

ALL

**Action: an additional meeting to be convened for Wednesday 30<sup>th</sup> September at 1pm.**

JE

**Action: JE to send to SS those pen portraits that have already been submitted – all others please submit theirs ASAP.**

JE/ALL

**6. Data Analysis Update**

KP and KM have continued to work on the data and showed some of the updated graphs on screen; there are still problems with inconsistencies between SITS and HESA data and although one way around this is to use raw data from the planning office, that does not include certain areas and is not fully broken down. Due to the issues with the actual data and its representation there has so far been little opportunity to work on the analysis and what story it tells. In spite of this, we are already aware that the position in terms of students is relatively strong and therefore it would make sense to focus more now on the staff data, where there are clearly identifiable weak spots which will require action and more considered discussion in the narrative.

**Action: MP to meet with KP and KM again to discuss the data.**

**MP/KP/KM**

**7. AOB**

**Action: MW to share the Dropbox with additional members of the SAT.**

**MW**

**Action: MP to highlight to DEG the need to follow up their actions.**

**MP**

**8. Date of Next Meetings**

30<sup>th</sup> September at 1pm, 6<sup>th</sup> October at 1pm

**Action Summary**

**Who**

**Deadline**

AR to liaise with JK re webpages.

AR/JK

ASAP

MW to have survey ready to go live w/c 5<sup>th</sup> October and JK to give a reminder at SDD on 21<sup>st</sup>.

MW

w/c 5<sup>th</sup> Oct

All to focus on your allocated section and send to MP by Friday 25<sup>th</sup> September.

JK

15<sup>th</sup> Oct

an additional meeting to be convened for Wednesday 30<sup>th</sup> September at 1pm.

ALL

25<sup>th</sup> Oct

JE to send to SS those pen portraits that have already been submitted – all others please submit theirs ASAP.

JE

30<sup>th</sup> Sep

MP to meet with KP and KM again to discuss the data.

JE/ALL

ASAP

MW to share the Dropbox with additional members of the SAT.

MP/KP/KM

ASAP

MP to highlight to DEG the need to follow up their actions.

MW

ASAP

MP

7<sup>th</sup> Oct