



# Barts and The London

## School of Medicine and Dentistry

**Institute of Dentistry  
Athena SWAN SAT  
Minutes of a meeting held on 25<sup>th</sup> February 2015**

|                 |                       |                  |                        |
|-----------------|-----------------------|------------------|------------------------|
| <b>Present:</b> | Mangala Patel (Chair) | Jo Kirner        | Sharan Sidhu           |
|                 | Lesley Bergmeier      | Kaveh Memarzadeh | Marcia Williams        |
|                 | Alan Cruchley         | Ken Parkinson    | Juliet Ellwood (Notes) |
|                 | Mike Curtis           | Amitha Ranauta   |                        |
|                 | Emma James            | Sara Redwood     |                        |

**In attendance for Item 3:** Ben Roberts

- |  |   |
|--|---|
|  | Action  |
| <p>1. <b>Apologies for Absence</b><br/>Ankur Patel, Thushala Ubaya,</p>  |   |
| <p>2. <b>Minutes of previous meeting and Matters Arising</b><br/> <u>Minutes:</u> approved but a typo on p2 to be corrected.<br/> <u>Newsletter:</u> LB will speak to Dominic Hurst re the newsletter (as DentSoc President he has been involved with the newsletter that they are now producing and may be able to give useful advice). Ben Roberts may also be able to assist.<br/> <b>Action: LB to speak to Dominic Hurst and Ben Roberts re Newsletter.</b><br/> <u>Speaker:</u> MW has been in touch with the AS Liaison contact at the Medical Schools Council and has obtained a list of suggested speakers from the ECU. SAT to consider if it would be most helpful for the invited speaker to address just the SAT or a wider Institute audience.<br/> <b>Action: Decide on speaker - required content, appropriate audience and preferred date.</b><br/> <u>Postdocs:</u> KM has not yet met with Rui Pires Martins but has met with Ankur Patel and Abish Stephen re the SSLC and will have a further meeting to take this forward.<br/> <b>Action: KM to update on discussion with CAPD.</b><br/> <u>PhD Students:</u> EJ reported that Ankur had advised that a Facebook page would be a good platform for communication (it works well for the UGs) and so a PG/postdoc page has now been created. An informal meet up event for PGs/postdocs is being planned and this will be publicised on the Facebook page. EJ not certain if PG SSLC has met yet – to update at next meeting.<br/> <b>Action: EJ to update on PG SSLC.</b><br/> <u>Barts Health Engagement:</u> MP asked the SAT to consider whether it would be helpful to invite Phil Taylor (Clinical Director) and/or Jodie Carter (Matron) to the April meeting?<br/> <b>Action: Confirm whether Phil Taylor and Jodie Carter to be invited to April meeting.</b></p> | <p>LB</p> <p>MP/SAT</p> <p>KM</p> <p>EJ</p> <p>MP</p> |
| <p>3. <b>AS Website</b><br/>         There was a discussion around what features would characterise an effective website and what we should include. Suggestions/discussion points:<br/>         - Look at other Institutions' AS webpages – KP had circulated that of Bristol Dental School as an example. However it should be borne in mind that the bar is raising, and what might have counted as sufficient to reach Silver level in previous years may not</p>  |   |

necessarily be enough now – we should be aiming as high as we can.

- Bios of the SAT – we could extract the pen portraits from the previous application to use for this purpose (or as examples to show those who were not part of the Bronze SAT). Should also include photos?

**Action: MP to extract pen-portraits from Bronze application and circulate.**

- Include links to other relevant/overlapping organisations – eg 'Mums in Science'. Thought we would need to be careful to check the legitimacy of any organisation that we linked to and that it would be appropriate.

MP

- List/narrative of our AS achievements so far?

- Make much more prominent on front page of Institute website – own tab/button, include link to AS in 'About Us' section.

- Content needs to include our Bronze application and minutes of SAT meetings along with links to relevant internal policy/procedures (eg maternity/paternity, flexible working), SMD & QMUL Athena SWAN pages and external sites including the ECU.

- Blog? (Does not have to be formal part of the website); Facebook page? (QMUL has a diversity page on FB and Twitter).

- Should include a message from MP/MC thanking the previous SAT for their role in us obtaining the Bronze award.

- Need to include a contact point – MP for staff/EJ for students?

**Action: Ben Roberts to put together a draft structure for the web pages and send screen shots to MP/SAT to consider.**

BR

#### 4. Silver Application and Staff Data

Silver Application: The template for the Silver application was circulated – it is similar to that for the Bronze award, one main difference being the requirement to include two case studies from within the department, one of whom should be of a member of the SAT (presumably female – MW to confirm). These should be individuals who have benefitted from our culture and working practices in the pursuit of their career within our organisation. Once they have been identified, it may be helpful to put the two individuals in touch with each other so they can work on these together. It would also be useful for the SAT to see some examples of case studies eg from SBCS, and from the Medical School's Silver application (particularly if that is successful).

**Action: Selection of appropriate Case Studies to be included as agenda item for next meeting.**

MP

**Action: MW to obtain the Medical School's Silver application and send to MP to be circulated.**

MW

Staff Data:

- MW has been able to obtain much of the staff data that we need – one exception is info on staff turnover which will need to be unpicked from the Medical School's dataset. Data includes details of Professional and Technical grade staff but not temporary or NHS recharged staff.

- It had been noted during the Bronze submission process that some of the data received from central records did not match what we held locally – having this data in good time means we have the opportunity to check it thoroughly for accuracy.

- MW is hoping to receive the requested student data this week – this will also require cross-checking with our local records.

- JK will work on tidying some components of the staff data into a more legible format which will be more user friendly.

**Action: JK to tidy up staff data.**

JK

- We have a relatively large number of part time staff which affects our headcount to FTE ratio and which may also be reflected in the data – we should make sure that that is flagged in the narrative of the application.

- Other things to consider: what to do in cases where numbers are so small that individuals are clearly identifiable? Can we compare benchmarks from the wider College? Do fixed term vs permanent contracts have a bearing on our data?

**5. Discussions on some Action Plan Points**

Covered in above items.

**6. AOB**

Committee Structure: AC tabled a paper summarising the composition of the main Education committees in the Institute and noted that the committee organisation will be changing in line with the new Education structure. This presents a good opportunity to implement AS principles when committees are re-grouped.

WISE (Women in Science and Engineering): SS queried whether PG students were receiving notification of these events – they don't seem to be getting publicised very widely eg tonight's event at Mile End. It was suggested that attendance at these might be encouraged if they were held across the three campuses. There will also be a lunchtime event on 6<sup>th</sup> March at Mile End.

Action Plan: We should consider feedback on the Bronze submission at the next meeting when we go through the Action Plan.

**Action: MW to send a 'traffic-lighted' example of an Action Plan to MP and MP will then go through ours and do the same.**

**MW/MP**

**7. Date of next meeting**

25<sup>th</sup> March at 1pm

| Action Summary   | Who    | Deadline     |
|--|--------|--------------|
| LB to speak to Dominic Hurst and Ben Roberts re Newsletter.  | LB     | Next Meeting |
| Decide on speaker - required content, appropriate audience and preferred date.                                   | MP/SAT | ASAP         |
| KM to update on discussion with CAPD.  | KM     | Next Meeting |
| EJ to update on PG SSLC.   | EJ     | Next Meeting |
| Confirm whether Phil Taylor and Jodie Carter to be invited to April meeting.                                     | MP     | Next Meeting |
| MP to extract pen-portraits from Bronze application and circulate.   | MP     | Next Meeting |
| Ben Roberts to put together a draft structure for the web pages and send screen shots to MP/SAT to consider.     | BR     | ??           |
| Selection of appropriate Case Studies to be included as agenda item for next meeting.                            | MP     | Next Meeting |
| MW to obtain the Medical School's Silver application and send to MP to be circulated.                            | MW     | Next Meeting |
| JK to tidy up staff data.  | JK     | ??           |
| MW to send a 'traffic-lighted' example of an Action Plan to MP and MP will then go through ours and do the same. | MW/MP  | Next Meeting |