



# Barts and The London

## School of Medicine and Dentistry

Institute of Dentistry  
Athena SWAN SAT

Minutes of a meeting held on 29<sup>th</sup> April 2015

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**Present:**

Mangala Patel (Chair)	Emma James	Sarah Redwood
Lesley Bergmeier	Jo Kirner	David Williams
Alan Cruchley	Kaveh Memarzadeh	Marcia Williams
Mike Curtis	Ken Parkinson	Thushala Ubaya
Indre Jakumaite	Amitha Ranauta	Juliet Ellwood (notes)

**In attendance:** Jodie Carter

- Action
- 1. Apologies for Absence**  
Robert Hill, Sharan Sidhu
  - 2. Discussions with Phil Taylor (Clinical Director) and Jodie Carter (Matron)**
    - Phil Taylor was unfortunately unable to attend at the last minute and it was agreed that he would be invited back to the next meeting, however Jodie Carter was present to represent the Trust (note to correct her name which was incorrect on the agenda).
    - MP explained the background to Athena SWAN, the composition and purpose of the SAT and the fact that we are preparing to submit a Silver Application in November. MC highlighted the imperative of us obtaining Silver status – a requirement of the NIHR if we are to pursue plans to create a BRU in oral health.
    - MC also noted that this group addresses a wider agenda around equality and diversity issues in addition to its focus on the AS application and also observed that we are in a somewhat different position to the rest of QMUL given that many of our staff in Dentistry work with or for the Trust and as our main location is embedded within NHS space.
    - It was agreed that Jodie would investigate what policies the Trust had in relation to E & D and the name of the relevant contact person. It was felt that it would be useful to then establish a link between our E & D lead and the appropriate Trust contact.

**Action: JE to invite Phil Taylor to next SAT meeting.** JE

**Action: Jodie Carter to feed back to MP/JE re Barts Health equality and diversity policies and contact person.** JC/JE/MP
  - 3. Minutes of the Previous Meeting and Matters Arising**

Minutes: minutes of the previous meeting were approved.

Case Studies: Some suggestions for possible case studies of staff external to the SAT had been received. MP/MC will discuss this outside the SAT meeting and will confirm names of those to be approached at the next meeting.

**Action: MP/MC to confirm who they will approach to feature as case studies.**

Staff/Student Data: KP has been working on some of the data that has already been received in preparation for inclusion in the first draft of the application.

**Action: KP/MP to liaise with MW to obtain any outstanding data.** KP/MP

4. **AS Webpage**  
 The website is now up and running but there are some teething problems. It is dominated by text content at the moment and would benefit from more images/visual impact – feedback is welcome on further changes and additions that could be made.  
**Action: Contact MP if you have any suggestions regarding the webpage.** ALL  
 Other possible ideas for the web include having regular (eg monthly) updates on our actions/progress and a rotating item spotlighting different members of staff who have benefitted from our equality policies.  
**Action: AR to explore these ideas.** AR
  
5. **Update on Speakers for 12/5/15**  
 Two speakers are confirmed for 12<sup>th</sup> May:  
 - Harriet Jones works for UCL as their advisor on Athena SWAN and women in SET and has a strong background having been involved with several previous submissions and having been a member of assessment panels.  
 - Andrea Waylen is the Chair for AS at the University of Bristol's School of Oral and Dental Sciences - the only other Dental School that has so far obtained Silver status.  
**Action: Please prepare specific questions to be put to the speakers.** ALL
  
6. **Update on Newsletter -**  
 Progress on the newsletter has been delayed due to sickness absence however LB has now put a draft together and the intention is to distribute the final version after the official opening of the Dental School on 30<sup>th</sup> April (so that can be included as an item). Other highlights to be featured include our success in the REF, the PhD day, and QM's recently announced shared parental leave policy. It was agreed that 3 x per year would be an appropriate frequency for the newsletters so subsequent editions would be planned for the summer (July/August) and autumn (October).  
**Action: LB to have newsletter ready for publication in early May.** LB
  
7. **Medical School AS Application**  
 The Medical School were congratulated on the success of their Silver application. A couple of points noted: the Medical school do not appear to have a lead for E & D, other than the Athena SWAN committee and their remit is specific to the AS application process; there appeared to be no mention of the staff survey results in their Silver application though this is possibly due to results not yet being available at the time of submission.
  
8. **AS Action Plan (with traffic lights) attached**  
 Full discussion on this item was postponed until the next meeting due to a lack of time however MP thanked MW for her help with this. MP will liaise with JK to ensure the status of actions are accurately denoted.  
**Action: MP to discuss action plan with JK.** MP/JK  
**Action: include on agenda for next meeting.** MP
  
9. **Update on Silver Application write-up**  
 MP, LB and KP met to begin the process of drafting the application. KP is working on figures to show the data. A draft will be circulated to the group for discussion.  
**Action: KP/MP to prepare and circulate draft.** KP/MP
  
10. **AOB**  
 None.
  
11. **Date of Next Meeting**  
 17<sup>th</sup> June at 1pm (27<sup>th</sup> May meeting cancelled due to schools' half-term).

Action Summary	Who	Deadline
JE to invite Phil Taylor to next SAT meeting.	JE	Next Meeting
Jodie Carter to feed back to MP/JE re Barts Health equality and diversity policies and contact person.	JC	Next Meeting
KP/MP to liaise with MW to obtain any outstanding data.	KP/MP	Next Meeting
Contact MP if you have any suggestions regarding the webpage.	ALL	Next Meeting
AR to explore ideas for staff spotlight items on webpage	AR	Next Meeting
Please prepare specific questions to be put to the speakers.	ALL	12 <sup>th</sup> May
LB to have newsletter ready for publication in early May.	LB	Early May
MP to discuss action plan with JK.	MP/JK	Next Meeting
Include Action Plan with traffic lights on agenda for next meeting.	MP/JE	Next Meeting
KP/MP to prepare and circulate draft of Silver application	KP/MP	Next Meeting