



**Minutes of the SBCS Athena SWAN self-assessment team meeting**

**Monday 10<sup>th</sup> July 11.00-12.30, Fogg 3.15**

**1. Attendance and Apologies for absence**

*Attendance:*

Christian Nielson (CN)  
 Angelika Stollewerk (AS)  
 Richard Pickersgill (RWP)  
 Fahmida Jamal (FJ)  
 Apsana Begum (AB)  
 Sandra Brown (SB)  
 Georgia Tsagakogeorga (GT)  
 Stuart Cadby (SC)  
 Maxie Roessler (MR)

*Apologies:*

Fiona Marsh  
 Sarah Heskett  
 Beth Clare  
 Peter Heathcote  
 Alan McElligott  
 Janelle Jones

**2. Minutes of the previous meeting**

This was reviewed and agreed.

**3. Matters arising and actions from the previous meeting**

AS announced that Alan McElligott leaving QMUL and his contributions since 2011 to gender equality work was noted in appreciation. There was discussion as to whether a male representative from Psychology should replace him to the SAT (**Action – Chair to look into this and confirm**).

AS mentioned that she attended a gender equality in science conference in Berlin and a useful toolbox was shared which she will table at a future meeting (**Action – AS to table item at future meeting**).

AS mentioned that external consultant Ailsa McGregor will review the submission document in early January 2018, provide comments and feedback and review Action Plan.

**4. Data analysis**

No.	Action	Owner	Deadline
1.	Send Sandra last email sent to the ECU for comments/feedback phone conference as well as clarification on data requirements on whether SBCS will be penalised for not submitting 2016/17 data.	AB	By 12 <sup>th</sup> July
2.	SB also mentioned that 2016/17 staff data will be shared in August. Follow up with HR systems if they do not back on 2016/17 staff data by end of the month.	SB	By next meeting
3.	The following amendments and corrections were	FJ	By end

	<p>requested to the data / graphs of the draft application:</p> <ul style="list-style-type: none"> <li>- Include PGT, PGR data in student data tables</li> <li>- Provide course list and programme and figures on UG students – categorise by subject areas</li> <li>- Spelling check on ‘acceptances’ in solid bars</li> <li>- Have lines showing f/m trend line on degree attainment graph; not clear what graph is showing, use different colours friendly towards those who are colour blind</li> <li>- PGT attainment should be same on point of comparison</li> <li>- Correct inconsistent use of colours on bars of staff data graphs</li> <li>- First graph for staff data should say ‘T&amp;S’ not ‘T only’, check against last application and clarify what is in the ‘R only category’ Also flip bars by 90 degree</li> <li>- Leavers graphs – not clear from it whether more women than men leaving, are more senior women or men leaving? Replace 0’s with dash line. Include numbers of staff at each grade.</li> <li>- Appraisal/development review section: Add male %, add total of female/male staff numbers in order to compare. Also compare to survey results % of each group not engaging needed along with future action point on how to address this.</li> </ul>		of August
4.	Shared parental, adoption and parental leave section - Maxie to find out the data from Sunita. Richard to assist.	MR and RWG	By next meeting
5.	Ask Tony Michael about whether we have any part-time PGT students.	RWG	By next meeting
6.	Speak to Steve Lacomber about the ‘UG applications, offers and acceptances rates by gender’ table.	AS	By next meeting
7.	Consider why we have fewer PGR applications from women and why it is decreasing quicker than makes over the years.	All	By next meeting
8.	Provide DHLE data to the working group lead for the student career progression section.	AB	By next meeting
9.	The current data shows there were only 4 promotions in 2016. RWG to look into this and confirm if this figure is correct.	RWG	By next meeting
10.	Consider developing career trajectories of existing female staff to understand better how long it takes men and women to get promoted as well and their grade and contract length.	AS	Update at next meeting
11.	Provide recruitment data.	FJ	By next meeting
12.	Electronic appraisals were only in place in the last 2 years so staff training uptake before this was managed locally by the School. AS will speak to PA to HoS Kelly to obtain forms and data for this.	AS	By next meeting

## **5. Additional data requirement(s) for the Silver application**

AB stated that the main requirements of the new criteria was to comment on intersectionality, particularly the relationship between gender and ethnicity among the staff and student population. AB also stated that the new criteria expands from academic staff and students to professional services and support staff which means greater focus needs to be put towards assessing progress made for this part of the department and its staff as well as meaningful future actions.

**(Action - AS to speak to School Manager to form Professional services and support staff working group to concentrate on assessing progress made in this area).**

## **6. Working group roles**

AS mentioned that she and AB had formulated working groups led by SAT members.

## **7. Reports from working group leads**

AS mentioned that she has had little response and seen slower progress in most of the working groups so will formulate a plan on how to deliver the Action Plan with AB and circulate this.

## **8. Review of committee members**

RWP stated that Paul Walton had been spoken to and is on board with being a member of the SAT committee.

AS introduced Christian as the new representative for the postdocs department. Phil Howard was introduced as the technical staff representative to the committee.

Peter was introduced as the Nan Chung representative to the SAT but could not attend this meeting.

## **9. Any other business**

AB announced that the Recruitment review report completed by external reviewer as a result of EPSRC funding will be shared by email and she will be meeting with the Recruitment Manager to formulate a plan on how to implement the recommendations made to improving our recruitment practices.

AB announced that a video showcasing diversity in the Faculty was being produced and called for participants who have utilised an equality and diversity benefit to get in contact if they wish to be a part of this.

## **10. Next meeting –TBC but likely to be mid-September.**

It was agreed that the agenda would include an item on staff consultation.