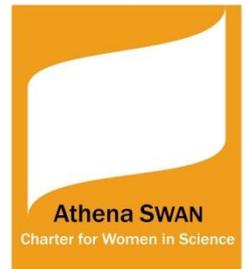


SBCS Athena SWAN self assessment group
Minutes of meeting held 26th March
12:30-14:00
FOGG 3.15



Present: Bertille Calinaud, Matthew Evans, Alan McElligott, Kelly Peaston, Richard Pickersgill, Joanna Sacharz, Jim Sullivan, Barbara Tennis

Part 1

1. **Apologies for absence:** received from Anna Dulic-Sills, Ruth Rose, Jeremy Kilburn
2. **Welcome new members:** – Georgia Tsagkogeorga had verbally agreed to join the group, but RWP would check that she was willing to be a member from now onwards.
3. **Approval of the minutes of the meeting held on 25-02-2013.** The minutes were approved.
4. **Actions from last meeting:**

ME agreed to add Athena SWAN committee duties to workload model.

RWP confirmed that he had incorporated comments from the last meeting when updating the action plan.

RWP confirmed that he had requested sex ratio data from Jean Smith concerning project types chosen by students.

Recruitment data – BC confirmed that it was not possible to extract data for current applications at School level, only faculty level. There are cost implications in extracting the data which will require refinements to the software.

RWP confirmed that bespoke diversity and gender awareness training is mentioned in the action plan as a future planned action.

Part 2

1. **Application for Athena Swan Silver Award**
Dr Marina Resmini and Dr Magda Osman had agreed to provide case studies (500 words). One of the staff members providing the case study must be a member of the self assessment group. RWP would discuss this with MR since she has stepped down from the group whilst on sabbatical leave. ACTION

It was noted that each member of the SAG would need to provide a short biography by 5th April. BC would circulate a template to be used. ACTION

The Head of School would need to write a letter of endorsement for the application. ACTION

It was agreed that after the application is submitted future meetings would be held on a quarterly basis. KP would circulate dates as soon as possible for the next meeting to be held in mid-April. ACTION

The group looked at the latest data supplied by Bertille. Tables would only be presented in the application if there was something significant to see. In other cases a narrative would be more appropriate. Where tables were presented the raw data would also be provided.

It was noted that the tables showing degree classes awarded by gender should use the same scale for males and females.

It was noted that fixed term staff should not be included in staff turnover data, but would be better presented as a commentary. The job applications success rate data was not included here – it could either be presented in a table or as a commentary.

Promotions: measures to increase applications from females would need to be explained.

Flexible working: there is no data held in HR for SBCS. Flexible working arrangements are in place for some administrative staff but it is more difficult to define how these arrangements are made for academic staff. The School will need to explain what mechanism is in place for requesting flexible working and how this is advertised to staff.

2. Any other business – none.

3. Date of the next meeting: w/c 15th April.

Professor Richard Pickersgill
Chair SBCS Athena SWAN working self assessment group