

**ATHENA SWAN MINUTES
THURSDAY 9 JULY 2015, 14:00
ROOM 1.076**

Attendee's:	Richard Winpenny (Chair) (REPW)	Head of the School of Chemistry
	Cinzia Casiraghi (CC)	Reader in Carbon nanostructures
	Rachael Barker (RB)	Head of School Administration
	Floriana Tuna (FT)	Research Fellow
	Marion Wrackmeyer (MW)	Post-Doctoral Representative
In Attendance:	Emma Mellor (EM)	Administrative Secretary and PA

Documents Attached: Minutes of the last meeting, Athena Swan Silver Application Feedback

1. Apologies for Absence

Meriel Barham, Ilya Strashnov, Melissa Denecke, Steve Mottley, Darien Rozentals, Richard Layfield, Igor Larossa

2. Minutes of the last meeting dated 21st April 2015.

2.1 Outreach

2.1.1 The committee discussed the issue of collecting gender data at Outreach events. It was concluded that the committee needed the list of Outreach events before being able to determine how the committee could make this process more efficient.

ACTION 2.1.1

EM would contact Frank Mair and Meriel Barham from Outreach for list of upcoming events and attendees.

2.1.2 CC brought to the committee's attention *Dragonfly Events*, an event organisation for girls aged 14-15 years. CC had been invited to give presentations at these events in the past and had found them to be very encouraging for young females interested in pursuing science.

ACTION 2.1.2

CC agreed to gather information of Dragonfly Events for the interest of the committee.

2.2 Equality and Diversity

2.2.1 The previous meeting (dated 21 April 2015), Paul Mark-Jones, the Equality and Diversity Officer, was invited to speak. The committee were reminded that the Equality & Diversity Action Plan for the Chemistry Department was reviewed in May 2015.

ACTION 2.2.1

PMJ to be invited to the next meeting.

REPW to obtain statistics from the RSC.

2.3 Admissions

2.3.1 The committee decided that it was worth having gender data regarding admissions as the current applications are predominantly male.

ACTION 2.3.1

EM would find out the gender split in admissions from Christine Martyniuk.

2.3.2 The committee were made aware that there are concerns over 4th year students not wanting to progress into post-graduate studies. It was decided that the possibility of a questionnaire may help to clarify any reasons as to why this was a trend. Additionally, contacting graduate students for their response could be an option.

ACTION 2.3.2

EM would contact Karen Charters and Helen Kriessl to see if we could implicate this questionnaire.

3. Athena Swan Action Plan – Silver Renewal

3.1 The committee discussed the actions from the last meeting (21 April 2015) when it was decided that a renewal of the departments Silver Award was the best option. The original application needed three PSS case studies, as would the new application.

ACTION 3.1

EM would circulate a copy of the previous Silver Award Application to the committee for reference.

The committee decided that one of the case studies for the November 2016 renewal should be Health focused. Other case study options mentioned were Maternity leave, Family Circumstances, and Flexi-leave.

3.2 Review of the previous Silver Award application feedback:

- Narrative and facts did not match up (It was noted that this was an important mistake not to make in the next renewal).
- Drop in female numbers between offers and acceptances in admissions.
- The school is showing as well below the National Average for under-graduate females.

REPW highlighted ways in which several of our negative feedback points could be resolved. It was concluded that the department would focus on what the school is doing to advance female careers in science.

3.3 CC noted that there is a lot of help and support at the beginning of pursuing a career in science, and also support once at a senior level. What was lacking, however, was support in the middle stages of career development. It was concluded that the school could do more to help those in this predicament in the form of networking events or socials where academics from EPS (possibly also including Nancy Rothwell) could also be invited. REPW offered both monetary and administrative support where needed.

ACTION 3.3

CC would discuss this with others who were interested to see if these events would be well received. Action date would be late September 2015.

4. Equality and Diversity – Faculty Social

4.1 Halloween Family Fun Day

REPW and RB opened the discussion about a Halloween Family Fun Day, which would take place during the October half-term. Chemistry staff would be invited to bring their families to the department (suggested date was the afternoon of the 28th October).

ACTION 4.1

EM would liaise with Catherine Humphreys regarding the organisation of this.

4.2 Post-doctoral Forum

FT brought the Post-doctoral forum to the attention of the committee. This forum is open to all post-docs, which also has a website and a society.

The forum organise socials and seminars, also holding conferences and inviting speakers from various institutions.

ACTION 4.2

The committee decided that they would like to help celebrate this more within the school.

Faculty level E&D networking

REPW raised the notion that the school would benefit from having a faculty level Equality and Diversity officer to liaise with the Equality and Diversity team. FT was nominated.

5. Any other Business

It was noted that it may be necessary to have another meeting to discuss this meeting's agenda to allow for a larger quorum discussion.

6. Date of the next meeting

TBC – late summer