

THE UNIVERSITY OF MANCHESTER
SCHOOL OF CHEMISTRY

**Minutes of the Management Team Meeting held on
Monday 12 September 2011 at 12.00 noon in room 4.20**

Present: Professor J C Whitehead (Chair), Professor E J L McInnes, Dr J J W McDouall (*vice Budd*), Professor G A Morris, Professor G Procter, Ms N Snook, Mrs C R Taylor (Secretary).

1. Apologies for absence.

Dr Armstrong, Professor Budd, Professor Flitsch, Professor D Procter, Professor Yeates.

2. Report from Health and Safety Committee and Estates Issues.

Apologies were received from Dr Armstrong.

3. Minutes of the last meeting.

The minutes were approved and Mrs Taylor was asked to add them to the Chemistry intranet.

4. Matters arising.

4.1 *Actum 2.2*

The scale of the chemical amnesty was overwhelming especially due to the visit of the Health and Safety Executive. This is a costly exercise and will not be funded by the School again. In future, staff will be expected to fund the disposal of unwanted chemicals by including the cost in any research proposal.

4.2 *Actum 2.4*

The handover of Dr Phil Day's laboratory to the Radiochemistry Centre has now happened.

4.3 *Actum 2.5*

The window replacement work has commenced starting with the seventh floor.

5. Report from Head of School.

5.1 A seminar at Jesus College, Oxford, took place to mark the imminent retirement of Professor Connor. It was a most enjoyable event.

5.2 The result of the National Student Survey was encouraging. We have moved up the scale from 87 to 95 percent. This is a testament to all staff in the School who have

regular contact with students. There were some discouraging remarks made in the survey with regard to student demonstrators but these are being addressed.

- 5.3 Another noteworthy success for the School is the achievement of the Athena SWAN Bronze Award. This is a testament to John Robinson who started off the process and John Helliwell and his team of staff who worked with him to its final submission. The presentation of the Award takes place in Nottingham on Tuesday 4 October. The future target is to work towards the Silver Award.
- 5.4 Another success is that the School has reached its undergraduate home target numbers without comprising on grades.
- 5.5 Home postgraduate numbers are expected to be down on target. The lack of funding is a major cause of this because studentships and other awards are not easily attainable.
- 5.6 Figures suggest that we will not meet our overseas undergraduate, postgraduate taught and postgraduate student target numbers. This is a real concern as this affects our income into the School and this shortfall has to be found from other sources of income. We need to develop a School strategy to ensure this does not happen again.
- 5.7 A-level grades for 2012 will be ABB for BSc courses and AAB for MChem courses. These have been approved by Faculty. Due to the increase in grades and tuition fees it is difficult to predict how successful admissions will be next year.
- 5.8 The School's Strategic document has to be updated. What we say in the School should be aligned with the aims and objectives of the Faculty. Last year's document will be circulated to all staff for comment and input. Each section of the document should be addressed by the appropriate committee and personnel. All aims put forward should be achievable.
- 5.9 A Faculty Working Party has looked at pre and post award across the Faculty. The recommendation of the Working Party is to hub pre and post award. The document is to go out for consultation to all academic staff within the Faculty.

6. Report from Head of School Administration.

- 6.1 Interviews have been arranged for Dr Fretwell's successor.
- 6.2 An exit interview form has been approved for use in the School by Human Resources. It is expected that all categories of staff will be asked to complete the form before leaving the School.
- 6.3 The Electronics Workshop staff are working to capacity and job requests are stacking up. The Physics person can no longer help. The outstanding vacancy is caught up in the technical review.

6.4 *Report from Chair of Technical Advisory Committee (Professor G A Morris).*

The Technical Advisory Committee was established to advise the Head of School and members of Management Team on issues concerning technical and research services within the School. It is a forum for discussing the operation of the technical services in supporting the academic community and providing provision that is appropriate to world leading research and our teaching ambitions. The Committee will meet twice a year and minutes will be circulated and posted on the intranet. An email was sent to academics to ask their opinion on what they require from School services and on the role of the Committee. Discussion of responses to the email circular to academic staff can be read in the attached minutes.

7. Report from Director of Teaching.

7.1 The Periodic Review report has now been received and will be considered by the Teaching Committee at its next meeting to review and check the report for any factual errors. There are things that we need to do in setting standards for the School but overall the report is a good endorsement for the School.

7.2 Annual review reports for undergraduate and postgraduate taught courses have been submitted and the action points that are proposed can be seen in Appendix 1.

7.3 Resit examinations have taken place and the majority of students failing to pass are international students. To give help and guidance to international students, Dr Webb has been appointed as International Students Adviser.

7.4 Mr Graham Booth will put in a bid to the Dean's Strategic Fund for teaching equipment in the measurement laboratory.

8. Report from Director of Research.

8.1 Management Team members agreed to the new research committee structure proposed by Professor Budd and he was given permission to implement the changes.

Action: Professor Budd.

8.2 Professor Greaney and Dr McDouall are to attend the EPSRC Town meeting on 16 September as representatives for the School. Questions for the meeting are to be submitted in advance and an email to academic staff has resulted in two questions being submitted. Dr McDouall was asked to chase staff for more questions.

Action: Dr McDouall.

8.3 The University is setting up a peer review panel and Professor Budd has been asked to suggest academic names to help with the peer review of applications for the ERC

Starting Grant Scheme. Most of our younger staff are applying for this as they are eligible to do so.

9. Any other business.

There was no other business to report.

10. Date of next meeting.

Monday 10 October 2011.