

ATHENA SWAN STRATEGY COMMITTEE
Minutes of the meeting held on 11 February 2015

Present:

Professor Gill Hogg, Deputy Principal, External Relations (Chair)
 Kathryn Taylor, Executive Assistant (Clerk)
 Mark Adderley, Director of Human Resource Development
 Sue Campbell, Communications Manager
 Ms Ann Marie Dalton, Secretary of the University
 Tina Donnelly, Athena SWAN Officer
 Sally Hamilton, Research Associate, EGIS
 Prof Duncan Hand, Interim Deputy Principal, Research and Knowledge Exchange
 Dr Dawn Maskell, Research Associate, EPS
 Miranda Matoshi, Student Union Vice President
 Ambrose Okpu, PhD Student, EPS
 Dr Oluwafunmilola Ola, Research Associate, EPS
 Sharan Virdee, Equality and Diversity Advisor
 Prof Fiona Waldron, Head of School, TEX
 Dr Hind Zantout, Associate Professor, MACS (HWU Dubai)

Apologies:

Dr Thomas Aspray, Assistant Professor, SLS
 Prof Steve McLaughlin, Head of School, EPS
 Dr Fiona McNeill, Associate Professor, MACS
 Dr Gillian Menzies, Associate Professor, EGIS
 Dr Kate Sang, Associate Professor, SML
 Professor John Sawkins, Deputy Principal, Learning & Teaching
 Dr Gillian Thomson, Associate Professor, EPS
 Prof Gareth Pender, Head of School, EGIS

Minute		ACTION OWNER
1. FORMAL MATTERS		
1.1	Apologies were noted	
1.2	Minutes of last meeting [ASSC/15/01]	
ASSC/15/01	Minutes were agreed.	
1.3	Matters Arising [ASSC/15/02]	
ASSC/15/02	No matters arising	
2. Interventions		
2.1	Supporting breastfeeding and expressing in the workplace [ASSC/15/03]	
ASSC/15/03	The recommendations were <u>agreed</u> . Next steps would be to discuss with relevant colleagues at UK, Malaysia and Dubai campuses. GH reported that she had discussed with Sue Collier the need to review the Children on Campus policy prior to rollout of the breastfeeding/expressing policy. This was in hand.	TD/GH
3. Draft Applications		
3.1	MACS [ASSC/15/04 and ASSC/15/05]	

ASSC/15/04	The application was discussed and comments provided. MACS would submit an application for a Bronze award in April 2015.	
ASSC/15/05	GH would provide specific feedback after sitting on AS panel. Any further comments from group to be sent to TD for collation before being passed to Catherine. Members would be invited to join an applications subgroup to provide feedback on future drafts prior to submission.	GH All/TD TD
3.2	EPS [ASSC/15/06]	
ASSC/15/06	The application was discussed and comments provided. EPS would submit an application for a Bronze award in April 2015. GH would provide specific feedback after sitting on AS panel. Any further comments from group to be sent to TD for collation before being passed to Rory. Members would be invited to join an applications subgroup to provide feedback on future drafts prior to submission.	GH All/TD TD
4. Progress Update		
4.1	Bronze Action Plan update [ASSC/15/07]	
ASSC/15/07	The report was presented. TD reported that Athena SWAN is being extended to all disciplines and to Professional Services. Non-STEM & professional services achievements will be reported now as well.	
4.2	Finance Report [ASSC/15/08]	
ASSC/15/08	The budget report was tabled. The recommendation on how to prioritise future expenditure and manage funding requests was <u>agreed</u> . Action owners were invited to reviews their actions and request funds where this would facilitate delivery of the action plan.	All action owners
4.3	Risk Register [ASSC/15/09]	
ASSC/15/09	Updates to the Risk Register were <u>agreed</u> . GH reported that the project was progressing well, monitoring would continue but that there appeared to be no major strategic risks.	
4.4	School Progress Report [ASSC/15/11]	
ASSC/15/11	The report was presented and progress noted.	
5.	Any other business	
	It was noted that an improvement to the mode of requesting PGR Paternity Leave was to be presented to Senate. GH reported that she was now a member of Gender Working Group, Universities Scotland and was to attend her first meeting this month.	
6.	Date of Next Meeting	
	The next meeting is an additional meeting of ASSC taking place on 15 June at 10am in the Court Room, LBB	