**Minutes - Athena SWAN meeting Wednesday 5th July 2017**

11.00-12.00am

In attendance: Irene Roberts (IR; Chair), Mary Deadman (MD), Alex Holmes (AH), Sarah Willcox-Jones (SWJ), Georg Hollander (GH), Dominic Kelly (DK), (Divisional Representative, CS).

1. Apologies: Carinne Piekema (CP), Marta Valente Pinto (MVP), Caroline Hartley (CH), Rebeccah Slater (RS)
2. Confirmation of minutes from last meeting

The Committee agreed the minutes from the previous meeting and any matters arising are covered in the agenda. The terms of reference were also ratified between the meetings.

1. Structure and timing of the renewal bid

IR and SWJ are working on the paperwork for the renewal bid and will review outstanding information. There was a discussion about the timing of the renewal bid and it was decided that we apply in April 2018.

1. Update on Action plan
	1. Specific training for career progression was discussion, it was suggested that RS take on supporting the postdoctoral staff with grant writing and career support. As a department we are too small to have our own grant wring workshop but it was suggested that RS collates what the postdoctoral staff would like to see then we can put on bespoke training or join with other departments.

The new researcher’s tool kit which the division has launched was discussion and it was agreed that we would circulate the information but also have proactive actions to find out what support was needed.

It was asked if there could be a tick box on the PDR form to prompt conversations about career progression, this will be looked into.

It was also suggested to have a young academic section on the monthly newsletter to proactively share information. IR suggested a cohort system with buddy’s for new postdocs. IR will talk to RS about this and ask her to take the lead on this.

b. The new PDR system will record general training and it was asked that the newsletter includes general training opportunities (in a similar format as the divisional newsletter).

c. Events Committee – the first meeting for the events committee is being organised and will take place towards the end of July.

The main purpose of the committee is to deal with the cohesiveness of the department, there will be a terms of reference put together for the committee.

It was requested that the committee consider a return event in September and an event early in the New Year, they should have the remit to discuss a range of options, including away days, social activities and low key events such as tea and cakes.

1. Any Other Business –

Departmental photographs, AH talked about putting up pictures of academic staff on the entrance to the academic corridor and at the other sites, this would demonstrate the diversity of the faculty and support the universities diversifying portraiture policy. There was no objection to this.

It was requested that we revamp the website to keep it dynamic. We agreed to review this and think about what was required before Carinne’s return from maternity leave.

1. Date for the next meeting – it was agreed that there will have to be more meetings to prepare for the April 2018 review. The next meeting is likely to be in September/ after the summer break.

Actions for the next meeting:

* IR and SWJ to work on the paperwork for the renewal bid
* IR and SWJ to review actions outstanding for the next committee meeting
* IR to talk to RS about the postdoc support
* SWJ to put postdoc information and training information into the newsletter
* AH feedback about the events committee
* AH to start the departmental photograph project