



Equality and Diversity Committee Minutes 2.30pm, 4th February 2015, Room 1.15

Attendees: Mirella Lapata (Chair), Lindsay Brown, Ajitha Rajan, Christophe Dubach, Clare Llewellyn, Martin Wright, Guido Sanguinetti, Helen New, Anda Nicolson (Secretary)

Apologies: Vashti Galpin, Mirjam Wester

	Summary	ACTION
1.	The minutes from 4 th February were approved as an accurate record of the meeting.	
2.	<p>Previous minutes:</p> <p>All actions completed. Discussion held about the Jamboree. It was noted that the attendance for some of the events wasn't as high as it could have been. It was felt that the Jamboree wasn't as well advertised as in previous years. AN noted that this was because last year there were complaints about too many emails being sent out about it. Suggest that next year the advertising is more prominent and that emails are sent to remind about each event as it starts.</p> <p>MW noted that it wasn't clear that this was an Equality Committee event and that the links could be stronger. More people need to be engaged with the event to allow it to be seen as successful.</p>	
3.	<p>Athena SWAN Silver award renewal:</p> <ul style="list-style-type: none"> • The School received a Silver award in April 2013 and this is due for renewal in 2016. • The scheme will change in 2016 to span all genders, careers and subjects. We should be aiming to renew under the old scheme. • HN has reviewed the action plan from the last submission but needs to be updated on the progress made against plan. Action: ML/VG to update HN. • The staff survey should be run again and we should aim for a high completion rate. MW noted that we should keep the survey broadly similar to enable consistent data analysis. • It was agreed that we should have our Athena SWAN information available online and that there should be higher visibility of our award to help with recruitment of staff and students. If this was online, quotes could be added alongside case studies. • HN highlighted that we need to keep notes of our outreach activity and support to add to the renewal. • HN has been allocated to work solely on the Athena SWAN renewal for one day a week. This will generally be on Thursday each week. 	
4.	<p>Budget update:</p> <ul style="list-style-type: none"> • The budget is looking healthy. Some awards will be leaving the budget soon and we're also funding two interns from other universities. 	
5.	<p>Hoppers 10 year anniversary</p> <ul style="list-style-type: none"> • Jane Hillston and Bonnie Webber have suggested an event to celebrate the anniversary. • Alex Kearney and Amy Guy are the student volunteers. • GS will be the staff representative and AN the admin support. 	
6.	<p>Next meeting date:</p> <ul style="list-style-type: none"> • AN to issue Doodle poll to schedule next meeting. 	