

Equality and Diversity Committee Minutes
11am, Wed 18th October 2017
Turing Room



Attendees: Johanna Moore (Chair), Aurora Constantine, Vashti Galpin, Kasia Kokowska, Martin Wright, Julie Young, Catherine McDonald (Secretary)

Apologies: Guido Sanguinetti , Christophe Dubach

	Summary	ACTION
1.	<p>Welcome and apologies</p> <p>JM opened the meeting and apologies were noted</p>	
2.	<p>Approval of previous minutes and matters arising</p> <p>The minutes were approved.</p> <p>Working group regarding laddish behaviour: A focus group of female students had been proposed.</p> <p>Unconscious bias training: This is booked for the 21st of November 2018.</p> <p>Autism training: Initially booked for 4th October 2017, now postponed and will be re-arranged.</p> <p>Recruitment process: A meeting to review recruitment processes has been arranged.</p>	
3.	<p>Committee membership and remit</p> <p>It was agreed to review the membership of the committee in such a way as to ensure a broad representation of groups within the School. MJW to bring forward a proposal to a future meeting. It was suggested that the newly created post of School Outreach Coordinator should be an ex officio member of the E&D Committee.</p> <p>MJW stated that, following changes to School Office staffing, the new Senior Secretary (PA to Head of School) will have 30% of her/his time dedicated to supporting the School's Equality and Diversity and Athena SWAN initiatives. The intent is that E&D Committee members would not be obliged to take on significant admin responsibilities such that they would need to be recognised in a work allocation model (WAM), although some committee members (and others) may wish to involve themselves in specific activities.</p>	MJW
4.	<p>Staff and student surveys</p> <p>The staff survey had taken place, however no analysis has been undertaken as yet. The student survey has not been issued, following certain issues being raised. MJW will check current status of both.</p>	MJW
5.	<p>INSPIRE Summer School</p> <p>KK updated the committee on the INSPIRE Summer School. A lot of time was spent on organising the event, including having to carry out Disclosure checks on staff and students supporting activities. Whilst the event was deemed a success, it was agreed that it did not</p>	KK

	<p>advance the School's E&D objectives and that resources could be better applied to other initiatives. The School will not participate in future INSPIRE Summer Schools.</p> <p>KK offered to approach the University's widening participation team to try to identify alternative initiatives with which the School could engage and which will help the School achieve its widening participation targets for gender and social inclusion.</p>	KK
6.	<p>Work Experience</p> <p>The committee recognised the desirability of a more structured and coordinated approach to work experience placements for School pupils, however it was agreed that such an initiative was not feasible within current resources.</p>	
7.	<p>Any other business</p> <p>VG enquired as to the status regarding the search for a new Equality and Diversity Coordinator. JM advised that this was being pursued and that appointment was expected to be made before the next meeting of this committee.</p>	
8.	<p>Dates of next meetings</p> <p>13th December 2017 21st March 2018 20th June 2018</p>	