



Mercian Staff Development Group Meeting Friday 2nd October 2020

Notes and Actions

Agenda Item	Notes	Actions
1.	<p>Present Jo Aitkens, Mary Betts-Gray, Paul Cavanagh, Matt Cunningham, Jon Grainger, Jodie Heap, Emma Hollinshead, Gaz Johnson, Teresa Jordan (Minutes) Kirsty Kift, Heather McBride, Liz Mallett , Stephen Parton, Sarah Pittaway (Chair), Alison Pope , Chris Porter.</p> <p>Apologies Heather Green, Ann- Marie Lee. Jane Mortimer, Jo Neale, Laura Pilsel, Susan Rodda, Ruth Stubbings.</p>	
2.	<p>Minutes/matters arising from meeting on 13th July 2020</p> <p>The Minutes were agreed as an accurate record All actions had been completed with the exception of No 2 (See right)</p> <p>The 'Tips for Organising Events' document has been put on the website by SP.</p> <p>The third virtual networking event went well and the fourth is planned for the end of October.</p> <p>Teresa Jordan has now undertaken the Admin role for the group.</p> <p>Information regarding Institutional policy and practice about the use of Meetings Platforms was gathered (TJ) (See Item 5)</p> <p>Loughborough University and the University of Birmingham hosted a successful coffee morning focusing on the experience to date of returning to campus. Sarah gave thanks to the organisers for enabling the session and for recording it. There was general consensus that recording sessions is something which could be considered to enable more staff to access training/networking in future.</p> <p>Institutional Updates were circulated prior to the last meeting.</p>	<p>2: Revision of the buddy sign-up form to be considered by the in-coming Admin Officer following feedback from scheme participant regarding a 'prompts form for pre-first contact'.</p> <p style="text-align: right;">TJ</p>

3.	SP	<p>Chair update</p> <p>Officer Job Descriptions</p> <p>Meetings planner,</p> <p>Event planner</p> <p>Expectations for institutional reps</p>	<p>SP outlined the documents which had been circulated prior to the meeting.</p> <p>The Job Descriptions, Meetings Planner and Event Planner were all approved.</p> <p>Job Descriptions can be found at https://merciancollaboration.org.uk/sdg/agendas-minutes-and-reports</p> <p>The Event Planner can be found at https://merciancollaboration.org.uk/sdg/event-planning-documents</p> <p><u>Expectations Document:</u></p> <p>It was agreed that it is important that members priorities these meetings. The scheduling of the meetings was discussed and it was noted that this was usually agreed in June and set around the Events Programme. It was also noted that institutions often have differing term dates and so this is not straightforward.</p> <p>Agreed amended wording in red below:</p> <p>'To achieve this, institutional reps must:</p> <ul style="list-style-type: none"> • Reasonably prioritise and attend all 3 MSDG meetings per year, where possible' • have an awareness of projects/work being carried out across their institution Service in order to contribute to the MSDG programme of events' • have some responsibility for staff development at their institution, as well as and/or awareness of staff development needs across their whole institution, from library assistants/shelves upwards <p><u>Conference Group Liaison:</u></p> <p>SP explained that the group was considering a week long online programme of events, potentially for January 2021. This is not confirmed as yet.</p> <p>The Group understand the need for some flexibility given the current situation and that the method of delivery may be different e.g. 'All the Same but Different' Sessions by video. It was felt that there is still a need for some structure for the coming year's events.</p>	<p>Schedule of meetings to be discussed at next MSDG meeting.</p> <p>Revised Expectations Document to be circulated for comment.</p>	<p>All</p> <p>SP</p>
4.	GJ	<p>Mercian Officer update</p>	<p>Officer's Report to Directors Board (October 2020)</p> <p>Directors Board Agenda (Mon 5th October 2020)</p>		

			<ul style="list-style-type: none"> Coffee Mornings have been very popular and there is demand for these to be monthly. The themes evolve according to the evolution of the conversation during the session although there is usually a starting place identified by the Chair to act as a focus for discussion. In recognition of the role that the MSDG plays the group is now designated as an 'operational group'. 		
5.	SP TJ	2020/21 Programme / Platform analysis	<p><u>Platform Analysis:</u></p> <ul style="list-style-type: none"> The Summary of Institutional Policies regarding IT platforms for delivery of sessions/meetings was shared. Northants are not permitted to use Zoom. Newman only uses Zoom. Worcester, The OU, Leicester and BCU can use Zoom as long as no sensitive data is shared. It was agreed that the position now for Institutions may be different to when the document was originally circulated and so it should be recirculated to reflect the current position. It may be possible to access Teams without an Institutional Licence. Teams enables working in break out groups much easier than Zoom and so the choice of platform may also depend on the nature of the event. <p><u>2020/21 Programme:</u></p> <ul style="list-style-type: none"> No clear priorities were identified from staff feedback There is a need for key markers in the diary and so key sessions were agreed. See Programme Attached. There is potential to develop a Video library of recorded sessions which can then be accessed by staff as and when appropriate for them. More sessions may be added in the Spring as the situation nationally/globally changes. 	<p>Circulate Platform Audit document again for completion by all institutions.</p> <p>Share contact details/costs for Trans Awareness Speaker</p> <p>Check on staff capacity and availability to lead on ASBD sessions by 31.10.20. Email update to TJ.</p> <p>Confirm date for CSE session to TJ by 31.10.20</p> <p>Reps from lead institutions to make sure colleagues are informed and in contact</p>	<p>TJ</p> <p>CC</p> <p>LM JA</p> <p>SP KK</p>

				with colleagues from other institutions.	See attached
6.		Updates from members	See document attached		
7.		AOB	None		
8.		Forthcoming Meetings	March / June Officers meeting TBA		