**Mercian Staff Development Group Minutes**

**23rd March 2023**

1. **Welcome and Apologies**
   1. Apologies: Laurien Williamson, Teresa Jordan
   2. Present: Annmarie Lee, Kirsty Kift, Ruth Knowles, Ruth Stubbings, Matthew Cunningham Chris Porter, Kate Marshall, Cheryl Gardner, Kay Jeffries, Vicki Fairweather, Heather McBryde-Wilding, Liz Gardner, Jon Granger; Amy Jackson
2. **Minutes/Matters Arising** 
   1. Correct and no matters arising.
3. **Chairs Update**
   1. Emma Walton is the new chair of the Mercian Collaboration and Ruth Jenkins has been appointed as new Mercian Officer. Natalie will be doing a little bit of admin while we are waiting for Ruth to start.
4. **Mercian officer Update**
   1. None
5. **Conference Update**
   1. This will take place on 7th September at The Exchange, University of Birmingham on the theme of “Putting change into action: development, diversity and drive”. Call for papers has opened (March 13th) and will close on May 3rd. Group were reminded of upcoming speaker support sessions. Speakers will be asked to provide a summary, abstract and short biography. The conference group will be meeting in person in Birmingham to select papers. RS commented that the conference title was great and gave plenty of scope for speakers without being too broad, which was echoed by the group.
6. **2022/23 Programme Updates**
   1. Dates required for Blended Learning Session. (Update was sent during the meeting so this action was completed)
   2. Outstanding dates required for Disability forum (late May) and Imposter Syndrome (June)

**ACTION**: AML to finalise dates and let KK know

**ACTION**: KK to update flyer and recirculate once the dates are finalised.

* 1. Trans awareness session is now fully booked. Issue was raised of there being 2 places per institution but one institution booking multiple places.

**ACTION:** A reminder to reps that where places are limited bookings should be mediated through them.

1. **Evaluation of Sessions**
   1. Leicester and Nottingham have sent the most staff to events. 8 Institutions have not sent anyone but we are aware this probably reflects the differing sizes of institution (please note 2 institutions currently are without a rep). So far feedback has been overwhelmingly positive. More has been requested on OA and transitional arrangements. Thanks were expressed to all presenters.
   2. Ruth is in the process of having a generic form on the Teams site for evaluation.
   3. Discussion around reviewing the questions asked for the 2023/4 programme. **ACTION**: RS to put up existing form and ask for comment or good exemplars to form discussion and agreement at June meeting.

**ACTION**: Reps to check with presenters as to what feedback they would like.

1. **Update on Buddy Scheme**
   1. CG reported that there had been 20 requests for buddies and 22 volunteers. Planning annual evaluation of the scheme. Uptakes seems to have been fuelled by the ability to meet online which makes commitment manageable. One person unmatched around UX of online resources. Most popular request around teaching and learning and accessibility ie role specific.

**ACTION**: KK to check with colleagues at Coventry who may match.

**ACTION**: CG to look at annual reports to see how scheme is matching to previous uptake.

1. **Teams Site**
   1. This is generally working well and it was noted that it was very helpful to have everything in one place.
   2. Comment that it was easy to forget to check it.

**ACTION**: KK to look at notifications and tagging to make this easier.

1. **Points of Discussion/Institutional Updates**
   1. Discussion of interesting points from updates including work done at BCU, apprenticeship scheme at NTU, monthly training themes at Northampton and new staff group at Warwick amongst others. A couple of people were interested in hearing more about the apprenticeship scheme in particular (contributing to NTUs diversification scheme) and it was noted that this might be a good conference paper. Annemarie will be talking about her Dyslexia Smart Award at the disability forum.
2. **AOB**
   1. None
3. **Date of next Meeting**
   1. June **ACTION**: KK to send Doodle poll.