

BIOLOGY OUTREACH COMMITTEE

Minutes of the meeting: **11th May 2005 (K227)**

Present: John Pillmoor (Chair and Strategy Board Link)
Jo Brighton (Secretary)
Caroline Calvert (CNAP)
Adrian Harrison (Departmental Outreach Organiser)
Ottoline Leyser (Research Committee and Academic staff representative)
Zara Ghazoui (Postgraduate representative)
Sam Rowbotham (Undergraduate representative)

Apologies for absence :

Peter Humpherson (Technical staff representative)
Julie Lord – Will no longer be attending now the hand-over of minute taking to JB has been completed. Thanks to Julie for her initial inputs were recorded.

Action

05/009 **Minutes of previous meeting (4th February 2005) and matters arising:**

The minutes of this meeting were approved with the following matters arising:

(i) Number of Work Experience students in the Department:

Joanne Brighton to bring numbers to the next meeting.

JB

(ii) Web Design:

The Outreach Website is now live and can be found at :
www.york.ac.uk/depts/biol/dept/outreach/welcome.htm.

Key points made at the last meeting (ref: 05/005) : sections on Technical and Admin staff/ Advantages of Outreach/Child Security/links to the CNAP site etc, have been added to the site.

Still to be added to the website :

- Calendar of Future and Past Events
- List of Activities
- Electronic Outreach Event form
- Minutes of previous Outreach meetings

These will be added to the site via Lorna Evans.

JB

Also commented upon was the List of Activities database which is set up in Excel. Only a certain amount of information can be recorded this way. The committee concluded that all information from this list should be transferred to Access to ensure as much information as possible can be recorded and that it can also be viewed easily.

JB

(iii) Communication to the Department :

Adrian Harrison briefed staff about Outreach and the Website at both the Departmental Consultation Meeting and the Academic Staff Meeting. Both presentations went well.

It was agreed that Outreach should be introduced to students (Undergraduates/Postgraduates) as part of their induction in their first week. This should be discussed with Julie Knox.

AH

05/010 Review of past and future events

- Science Trail

Adrian Harrison and other staff had taken part in the science trail and reported back that the event had been a success with 164 students from 5 different schools attending. The event made it to the front page of the University magazine. Outreach/University received £30 for costs for the day. The science trail will take place again on the 1st March 2006. The Teaching Labs have already been booked in advance to accommodate the school pupils. Adrian has been asked to provide up to 3 different activities for the pupils to take part in.

- Discover and explore

Discover and Explore Forensics – There was a good selection of activities available including DNA and Water Analysis. Discover and explore will take place again next year in march. A title is needed for the next event.. i.e. chaos / colour etc.

- NAGTY

An excellent opportunity for gifted, talented school pupils to expand their learning through this scheme. Outreach is currently in the first year of a three year contract with NAGTY. The last NAGTY event lasted 3 weeks, but future events will be only 2. The next event takes place the first two weeks of August 2005. He reported that significant improvement had been made in the organisation of the event and that sufficient cover is in place.

- Other Events:

Green Apples

Reported to have been successful with a much better set of students this year. It will presumably be continuing next year. Involves hourly sessions containing : Talks / Presentations / Workshops etc.

York Science Festival

This event took place over three days. It went very well with good attendance but it was noted that the communications about

the event could do to be improved. The contact for this event is a Ben Wright of ScienceCity. More information is needed for the database.

All these details are contained on the Outreach List of Activities / Events spreadsheet.

05/011 **Outreach Budget**

The administrator for Outreach, Adrian Harrison discussed with the committee, the spending of the annual budget which is £2,775.00 for the current financial year. The budget is renewed at the end of every July meaning all purchases have to be completed by this time.

The committee discussed various ways it could use the budget best:

- To create leaflets / flyers with outreach information and contact details. Possibly create a certain number of postcards which can be distributed at events or schools etc. Phil Roberts could design (picture on one side and on other side web address / main contact address.
- Portable banner stands - £200 each. These are useful to take to events.
- Spectrometers – Can be bought to use for 'Discover and Explore' events - Old spectrometers can be used to loan out to schools etc.
- Beakers / Tubes / Dishes etc. General Lab equipment.

All of the above were agreed to be appropriate use of the budget and it was agreed that Adrian should progress with the above proposals as he saw fit.

It was also discussed that Outreach needs a separate Store Room, in the Teaching Labs, to store old and new equipment. This store room needs to be secure. Adrian will discuss with the Teaching Lab staff.

AH

Data Projectors were discussed, but it was thought they should be purchased using the IT budget.

AH

05/012 **Virtual Café Scientifique 28th February – Verbal Report**

Sam Rowbotham attended the meeting which had been on bioethics and very interesting. The organisers are looking for ideas for future events like this.

05/013 **Any Other Business :**

Student Representatives.

Sam Rowbotham and Zara Ghazoui have now completed their year

as student representatives on the committee.

However, since the committee meets only once every term it was proposed that the next students to be elected should serve on the committee for two years, enabling them to be more involved. Due to other commitments next year, Sam and Zara felt that they would not be able to continue on the committee. They were both thanked for their inputs. The letter for students will be adjusted and emailed to all first years undergraduates and Postgraduate students.

If available, Sam and Zara will attend the next meeting in autumn term 2005 to handover to the newly elected rep's.

JB

**University CPD (Continuous, Professional Development)
Manager**

It was reported that Amanda Selvaratnam had been appointed to the above post, to start in June.

05/008 **Date of Next Meeting:**

Autumn Term – 23rd November @ 2pm in K227

JB

Jo Brighton
31/5/2005