

BIOLOGY OUTREACH COMMITTEE

Minutes of the meeting: **Friday 4th February 2005 (K227)**

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

Apologies for absence: Julie Lord

| | Action |
|---|----------------------------|
| 05/001 Minutes of previous meeting (26 October 2004) and matters arising: | |
| <p>The minutes of this meeting were approved with the following matters arising:</p> <p>(i) <u>BSRC Local Co-ordinators meeting:</u> Adrian Harrison informed the committee that he had put in an application to the BBSRC work experience scheme, but has not had a reply back so far.</p> <p>(ii) <u>Number of Work Experience students in the Department:</u> Julie Lord had agreed at the last meeting to contact Andrea Johnson to find out how many students come into the Department for work experience and obtain paperwork produced for them. Due to Julie being absent this will be carried forward to the next meeting.</p> | AH JL |

05/002 **Outreach Events since the last meeting:**

The committee discussed the previous outreach events (enc 1 from Agenda).

Caroline Calvert talked about the Skillsfest event (which was held at the Yorkshire showground). Various workshops etc, had been organised but, unfortunately, the event was not hugely successful as only a small number of people attended.

Adrian Harrison described how the York Civic Trust Tour had gone very well. The visitors had been given a talk / presentation and then the group was taken on a tour of the TF, Teaching Labs, Research Labs and Glass houses. Adrian felt that the format had been a great success, which had been confirmed by the good feedback received, and could be used in future for further sixth form visits.

The Harrogate Ladies College visit to the Protein Production Lab in the TF (contact Jared Cartwright) had also been a great success and we were likely to be asked to stage a similar event next year.

05/003 **Future Outreach Events**

Adrian Harrison had put together a calendar of future events which had been circulated as enclosure 2.

The Great Yorkshire show had not been included as no-one had so far agreed to be the focus for this. Caroline Calvert had received an invite but had decided not to take part but still had the details if anyone wanted to accept the offer. Ottoline Leyser said that she would be interested and Caroline agreed to forward on to her the information for the event.

CC

Peter Humpherson informed the committee that the Biology Department is supporting the Chemistry at Work workshop. The Workshop will be held for three days (12th – 14th April) and he noted that he will need help over this time, especially on the last day. Therefore Peter will put an advert in the bulletin requesting help with biology related workshops

PH

The following other events to add to the schedule were noted and will be added to the calendar:

JB

Ottoline leyser will be involved in the an event in Edinburgh in July and a BBSRC event in the summer

Peter Humpherson will be involved in Judging Engineering in July

05/004 **Outreach Budget**

The committee discussed funding for Outreach work. Adrian outlined the various funds currently available , which amount to some £10,000.

It was agreed to purchase some pipettes for the Tebis kit to a maximum value of £1,000. The purchase of a simple spectrophotometer that can be easily transported was also agreed in principle, subject to the costs which will be ascertained. However the purchase of a data projector was not felt to be appropriate as it is generally possible to borrow one from within the Department or from AV. It was also agreed to publicise the fact that some support may be available to help with consumables and travel for anyone involved in Outreach activities.

AH

05/005 **Web Design** (enclosure 3 in Agenda)

Comments were made on the format and content of the draft for the Outreach Website, created by John Pillmoor, key points being:

- Add links to the CNAP site and the new National Centre for Education
- Add a section on support available, including potential funding for out-of-pocket expenses (providing these are agreed with

Adrian in advance!)

- Add a section for Technical and Administrative Staff
- Include advantages of being involved in Outreach
- Add a section on Child Security, emphasising that everyone needs to be careful and avoid being placed in a potentially compromising situation. No-one should be left alone with children unless they have agreed this up-front with the school, which will normally require a CRB check.

JP

05/006 **Communication about the Outreach Committee**

Until the Website is up and running Outreach will have to be advertised in other ways.

Once the Web site is available, it was agreed that the Departmental Consultation meeting would be the best vehicle to brief all staff about Outreach and launch the Website.

JP

Sam Rowbotham noted that he felt most undergraduates are unaware of the outreach activities and suggested an email to inform them. Setting up a Noticeboard in the department to display any Outreach posters and information should also be considered.

SR

05/007 **Any Other Business:**

None

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

Summer Term – 11th May 2005 at 2pm in K227

JB

Jo Brighton
22/02/05