

OUTREACH WORKING GROUP

Minutes | 10am Friday 13 November 2018

Attendees: Louise King (LK, co-chair), Jane Niederer (JN, co-chair), Emma Morris (EM), Jo Cook (JC), Stephen Jones (SJ), Jim Palmer (JP), Aimi Hewitt (AH), Joanne Kitchin (JK)

Location: G80, Botnar Research Centre

Agenda Item 1	Welcome and apologies
	LK welcomed the working group and introductions were made. SJ, JP, AH and JK are new members, and LK has joined as co-chair. There were no apologies as everybody was in attendance.
Agenda Item 2	Previous meeting minutes
	As the working group has reformed, there were no previous meeting minutes to approve.
Agenda Item 3	
Membership	<p>Due to people leaving the department and opting out, we are looking for new members. LK informed the group that a communication about all committees and working groups, in which staff members will be asked to have membership on at least one, will be sent out to the whole department in the near future. We could display a poster advertising for new members at the next NDS Away Day in February.</p> <p>It was agreed that we would circulate the responsibility for writing the minutes.</p> <p>It was agreed that we would aim to meet every two months.</p>
Agenda Item 4	
Terms of Reference	<p>The Terms of Reference should be reviewed and may need to be updated. If a copy cannot be located, LK will create a new Terms of Reference document.</p> <p>The five key objectives that were set in 2015 were discussed. The group agreed that the following is still a key objective:</p> <ul style="list-style-type: none"> • Link with existing networks such as the STEM network and Science Oxford to raise our profile and share available resources; put these links on the NDS website.
Agenda Item 5	
Outreach updates	LK reported that she is revamping the public engagement section on the NDS website and will circulate the link once the new section has been published.

	<p>LK also reported that the application process for the NDS Work Experience Programme will open in the next day or so. We discussed the selection criteria and we agreed we would not give priority to students from Oxfordshire state schools and we would continue to select the students on merit and aim for a mix from different schools. Running a summer school programme could be something to explore in the future.</p> <p>Resources were discussed. Ideas included science kits, surgical simulation apps, such as Surgery Master game, and 3D printing models. EM will enquire about 3D printed models from 3D LifePrints in the Botnar. We also felt we need some quality giveaways. LK reported that the Divisional office had given the department five free branded 'Medical Sciences' t-shirts and these were worn at IF Oxford. These t-shirts match the branded 'Medical Sciences' pull-up banners, which we can borrow for events. We could purchase more of these t-shirts or different NDS ones. We felt that the full department name may not be necessary, however, it is important for the public to see 'Surgical Sciences', alongside 'Oxford University'.</p>
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Agenda Item 6	
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Outreach events 2019	<p>LK proposed making a plan/strategy for outreach activities in 2019 and circulated a list of the key festivals that take place in and around Oxford, which included some national festivals. She also presented an outreach opportunity at Freeland Primary School.</p> <ul style="list-style-type: none"> • British Science Week – the group agreed to run an activity at the Freeland Primary School event in March 2019. • Big Bang Fair – the application process is now closed, however, LK will find out if it is still possible to take part. • Cheltenham Science Festival – the application process is now closed, however, LK will find out if it is still possible to take part. • Hay Festival – EM took part in 2017 – it was good fun and high profile. It was suggested that Alastair Lamb, James FitzGerald or David Cranston could speak at the festival next year. JN will ask David Cranston if he would like to take part. • IF Oxford Science and Ideas Festival – NDS took part this year and it would be good to be involved again next year. • Royal Science Summer Science Festival – it was agreed we could apply for 2020. <p>JN suggested running a competition with local schools to design a NDS Christmas card for 2019. We would sell the Christmas cards and the profits would go back into the Outreach Working Group. The group agreed this was a great idea.</p>
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Agenda Item 7	Actions for Outreach Working Group	Decision / Outcome
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	<ol style="list-style-type: none"> 1. LK to book our place at the Freeland Primary School event for British Science Week 2. LK to contact Big Bang Fair and Cheltenham Science Festival about possibility of running an activity 3. JC to ask James FitzGerald about using his models at outreach events 4. JN to ask David Cranston if he would be happy to represent NDS at the Hay Festival 5. EM to enquire about 3D printed models 6. JK to contact OxSTaR about being involved in the NDS Work Experience Programme 	<ol style="list-style-type: none"> 1.
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Agenda Item 8	Actions for other committees or Management Board	Decision / Outcome
	No action points.	
Agenda Item 9	AOB	
	No other business raised.	
Agenda Item 10	Date of next meeting	
	Arrange for January 2019.	