

# OUTREACH WORKING GROUP

## Minutes | 2.00pm Tuesday 19 November 2019

Attendees: Louise King (LK, co-chair), Jane Niederer (JN, co-chair), Aimi Hewitt (AH),  
Emma Murphy (EM)

Location: G38, Botnar Research Centre

<b>Agenda Item 1</b>	<b>Welcome and apologies</b>
	LK welcomed the working group. Stephen Jones (SJ), Clare Dunstan (CD), Shelagh Lovell (SL), Jo Cook (JC), Miriam O’Hanlon (MO) and Lucy Davies (LD) sent their apologies. Hannah McGiven (HM) is a new member and will start attending meetings in the New Year.
<b>Agenda Item 2</b>	<b>Previous meeting minutes</b>
	The previous meeting minutes were approved.
<b>Agenda Item 3</b>	
IF Oxford: Science and Ideas Festival	Everyone agreed that the NDS stall at IF Oxford was a success. All the activities were very popular and our new activity, Glo Germ Hand Hygiene, was also a hit, especially with parents.
<b>Agenda Item 4</b>	
“Tomorrow” Swindon’s Science Festival	LK informed the group that the NDS stall at Swindon’s Science Festival has been booked and paid for. The festival will be held on Friday 21 and Saturday 22 February (half term week) in the Museum of the Great Western Railway at Swindon Outlet. Volunteers so far will be LK, JN, AH, EM and Katie Gordon Quayle. LK to put the feelers out for volunteers.
<b>Agenda Item 5</b>	
Outreach programme 2020	We are looking to expand our outreach/public engagement programme in 2020. Ideas include running sessions (such as the SITU chocolate trial) and taking part in career talks at secondary schools, researchers pairing with A Level students working on art or drama projects and collaborating with theatres. The discussion will be continued at the next meeting. LK informed the group that the NDS Work Experience Programme application process is now open and will close on 28 February. JN, AH and EM said they would be happy to help LK choose 12 successful applicants. A discussion followed about the selection criteria. LK also informed that group that she has added more information (2019 student feedback and an example of the sessions included in the programme this year) on the work experience webpage and will begin working on the 2020 timetable.

Agenda Item 4	Actions for Outreach Working Group	Decision / Outcome
	<ol style="list-style-type: none"> <li>1. LK to ask Professor Hamdy if he is free to visit our stall at IF Oxford.</li> <li>2. LK to ask Jo Snoeck if she would send an email to the members of the Management Executive Board (MEB) about visiting the stall at IF Oxford and ask if anyone has any expired sutures and dressings we can use for the banana activity.</li> <li>3. LK to find out if the IF Oxford organisers are also providing badges/stickers.</li> <li>4. JC to find handwashing/hygiene information for Glow Germ activity.</li> <li>5. LK to find out more information about the Science Swindon festival.</li> <li>6. LK to find more volunteers for Swindon's Science Festival – NEW</li> </ol>	<ol style="list-style-type: none"> <li>1. Professor Hamdy was unfortunately not free to visit our stall at IF Oxford.</li> <li>2. LK sent an email to all NDS staff about visiting the stall at IF Oxford and sent an email to the members of the MEB about expired sutures and dressings.</li> <li>3. IF Oxford were not providing badges/stickers, so LK ordered some NDS ones.</li> <li>4. JC found the handwashing/hygiene info on the OUH Intranet.</li> <li>5. Please see agenda item 4.</li> </ol>
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Agenda Item 5	Actions for other committees or Management Board	Decision / Outcome
	No action points.	

Agenda Item 6	AOB
	None.

Agenda Item 7	Date of next meeting
	Arrange for January 2020.