

School of Mathematical Sciences PhD Forum

Notes and Actions from Meeting held on 21.10.2022

Present:

Staff: Alex Fink (AF) Chair, Ian Morris (IM)

Reps: Nicholas Anderson (NA), Tim Davis (TD), Maria Pintado Serrano (MPS)

Students: Adam Onus (AO), Danilo Riccio (DR), Sam Brevitt (SB), James Kiln (JK)

Secretary: Katie Hale (KH)

Apologies:

Megan Liddle (ML), Zain Kapadia (ZK)

Item Raised	Actions and Reports	Who	Progress
1. Attendance at PhD Forums	To encourage attendance at the PhD Forums, reps asked if any snacks could be provided. AF to look into this.	AF	
2. Laptops	JK asked when laptops for new students would be issued. KH confirmed they are being built and will be ready soon. Will find out dates.	KH	Complete
3. Facilities	Several facilities issues raised. Many of these had also been raised in a H&S Committee meeting earlier this same week.		
	Hand dryers in some toilets are not working.	Facilities	reported to estates.
	Air conditioning: PhD office cold, smells linger in common room.	Facilities	reported to estates.
	Lighting: light goes off in seminar room.	Facilities	reported to estates.
	Coffee machine: coffee splatters when coming out of the spout. Was suggested it may need a limescale treatment or service.	Facilities	Will be looked into
	Elevator: one PhD rep reported that he has been in lift that has broken down several times and that it stops between floors. He requested to know what happens if someone is in the elevator when the fire alarm goes off. Alex F is doing a fire marshal training so said he would ask in this too.	Facilities	Lift issues reported prior to this meeting. Question re lifts during fire alarm raised with Fire Safety Manager
	First aid boxes: Plasters and supplies missing from some.	Facilities / Sarah Condron	all first aid boxes should now be complete with plasters.
4. PhD Office	PhD reps have observed office use and have identified regular users of the PhD office. They may have proposals for assigning desks to students once Jo Young has returned from her secondment.	Reps	completed

5. Opening Hours	It was reported that the Faculty are rolling out extended opening hours in phases. If/when extended opening is due to be rolled out to SMS, this will be communicated by School Management to all staff and PhD students.	School Manager	
5. PGR Day	Date of PGR Day 2023 will be confirmed shortly. Likely to be mid-May.	KH	completed
6. Research Restructure	AF raised the likelihood of a restructure of research groups within the School. Further information will be shared by the School.		
Date of next meeting	23 rd March 2023, 2-3pm		