



**Minutes of the Outreach and Education Committee who met on
Thursday 28 September 2018 at etc venues Marble Arch, Garfield House, 86
Edgware Rd, London W2 2EA**

Present: Kerry Thompson
Owen Green
Susan Anderson
Michelle Peckham
Alex Ball
Lynne Joyce
Rob Kessler
Marie Kokolski
Niga Nawroly
Allison Winton
Kate Wooding
Sarah King

**Chair, Honorary Secretary Education
Committee Secretary
Vice Chair
RMS President**

**RMS Chief Executive
RMS Events and Outreach Manager
RMS PA to Chief Executive**

1. Welcome and Preliminary Courtesies

Kerry Thompson welcomed everyone to the meeting and introduced herself as the new chair. She thanked Susan Anderson for all the hard work she'd done whilst Chair of this committee. She also welcomed Marie Kokolski, who is a new member of the committee. Apologies had been received from Susan Brooks, James Perkins, Ian Dobbie, Núria Gavara, Chris Hawes, Jacquelyn Bond, Maddy Parsons, Peter Evennett, Andrew Scott, Chris Hammond and Peter Sainsbury.

2. Minutes of the Meeting of 22 March 2018

The Minutes were approved and signed as a true and accurate record of the meeting.

3. Matters arising

The Learning Zone quotes from the NHM attendees will be incorporated in the appropriate place on the mmc2019 website.

ACTION: Kate to incorporate the LZ quotes from the NHM attendees in the appropriate place on the mmc2019 website.

Discussions on Quekett's involvement at mmc2019 are ongoing, as to whether they are in the Learning Zone or in a workshop.

Hitachi is offering a tabletop SEM for outreach with a service charge of approximately £10,000 per annum. Owen said that he has been discussing this with Hitachi too and whether the department of Earth Sciences could host, service and maintain the SEM there. Kerry agreed that there should be more discussions with Hitachi. Alex discussed hosting the SEM at the NHM and would look into this further.

ACTION: Owen Green, Alex Ball and James Perkins to liaise with Mike Dixon to establish a way forward and to report back to the committee.

4. Future Outreach Events Strategy Discussion

Kerry said that she does not have a strategy for future Outreach Events yet. She would like to be led by the committee and if there are any burning ideas for potential events please let her know.

Action: committee members to email Kerry with two or three suggestions to include in the Outreach Events Strategy.

Niga requested that more resources be available on the RMS website to access and use.

Kerry said that it is important that the RMS develops a child protection policy statement. Michelle said that Leeds university have a policy in place that was used for their science week which is explicit about what staff can and can't do.

ACTION: Michelle to get a copy of Leeds University’s Child Protection guidelines for the Executive to consider.

Kate said that she has been given a link to an educational website that might be of educational value as a resource. Could members of the committee look at it so see if it’s one that we can recommend.

ACTION: Kate to send link to committee members for their feedback.

Susan A suggested that the website ‘zooniverse’ be linked from the RMS website.

Kerry said that there needs to be a process to work out which resources are good and should be recommended for use.

ACTION: Committee members to go to their Sections and collate useful resources in their field for outreach activities for the Outreach Committee’s consideration.

5. Outreach activities

Attended Outreach Events

- Big Bang @ Great Western Science & Engineering Festival – 27 & 28 April – Marie Kokolski, Owen Green, Peter Sainsbury.
Marie gave an overview of the event. This was her first experience of an outreach event as an RMS representative. It was well attended. Friday was the day that the schools attended. Saturday was the day when families attended, and on Saturday people didn’t want to leave. Lots of MAK leaflets were picked up. Kate reported that more requests for the kits came out of the event. Peter Sainsbury is on the steering committee for next year so the RMS’ involvement will continue. Alex complimented David Spears on the organisation of Big Bang and for achieving such a successful event. Owen reported that every southwest organisation was represented. In 2019 this event will be held on the 26 - 27 April and will be much bigger. The RMS has been invited to be involved again.
- Lyme Regis Fossil Festival – 5 & 6 May – Owen Green
Alex was at this event with the NHM. It was not as big as it has been in the past and in 2019 it will again only take place over 2 days. The NHM is re-considering whether it is useful to attend in the future. If the NHM doesn’t go in 2019 then the RMS shouldn’t go.

Lynne asked how long ahead of the event do we need to decide about attending them. Kate replied that it depends when the invitation is issued and if there is a deadline for exhibiting. Often this is 6 months before. Susan A said that, in the past, the RMS strategy was to attend one of the larger event per year. For the smaller regional events the policy has been to approach the RMS members to see if they are available to represent on the RMS’ behalf. Allison added that if there is a gap in where the MAKs have gone to then the RMS will attend an event in that area to raise the profile of the RMS and of the MAKs.

Possible Future Outreach Events

- European Researchers Night – 28 September – Alex Ball, Kerry Thompson
Alex explained that this event has been on for the last few years, is promoted under the NHM banner but is a European wide event: there are 1.1 million attendees across Europe. It is the NHMs biggest event. Numbers are unpredictable, depending on how successful the advertising is. 10,000 attendees is the aim as any more is too many. In the past the crowd changes through the duration of the evening: starting with families with young children, then families with older children, then adults in their 20s.
- The RMS is not attending the IF – the Science and Ideas Festival in Oxford, 11-22 October 2018.
- The RMS is not attending the Big Biology Day – Staffordshire University – 13 October 2018. Kate said that any committee members that live near to the event are welcome to attend and represent the RMS if they wish to.
- The RMS not attending the ASE – Birmingham University – January 2019 as resources are being concentrated elsewhere.
- Big Bang Weston – 26 and 27 April 2019. The RMS will be attending.
- Primary Science Education Conference in Edinburgh, 6-8 June 2019 – Peter Sainsbury will be attending to represent the RMS.

Other upcoming outreach events to consider

Susan A proposed that the RMS attend the Nottingham Festival of Science and Ideas in February 2019. This festival is different because it goes out into the community rather than having the community come to it. Susan A will put together a proposal for support from the RMS.

Kerry asked that if members have any other outreach activities that the RMS should be part of to send details of them to her.

ACTION: Susan A to put together a proposal to support the RMS involvement in the Nottingham Festival of Science and Ideas, February 2019.

6. Secondary School Microscope

James Perkins is preparing activities that can be done by secondary schools.

ACTION: James Perkins to send the activities to the Outreach Committee.

Quekett gave feedback regarding the secondary school microscope which was tabled at the meeting.

7. Microscope Activity Kit

From feedback that has been gathered the Primary School MAKs have reached 85,325 children. As not all primary schools provide full feedback the actual figure is likely to be over 100,000 children that have had access to the MAKs.

Susan A said that now is a good time to audit those organisations who have a MAK e.g.: PSTT. We know how many MAKs are out in the community and how many students have used them, but there has been an issue with getting consistent feedback from those schools and students. There is the potential for new activities. We can use the audit as an opportunity to re-visit those who have had the MAKs and emphasise the importance of feedback and to get the MAKs back in to refresh the activities.

Kerry presented an activity on fossils that had been developed by Marie who had a MAK at the school her child went to. Kerry asked the Committee how they feel about the new activity. She asked if she should circulate it. The committee agreed.

ACTION: Kerry to ask Marie for permission to circulate the fossil activity to the Committee members for their input and comment.

Kate reported that bookings for the MAKs will be closed for the next 6 months as they are now booking into Spring and Summer 2020. The administration related to sending and receiving the 50 MAKs is time consuming.

8. Partnership Agreements

The Scottish Microscopy Group (SMG) requested a MAK and have been loaned one for a year. A partnership agreement was written and was tabled for feedback at the meeting.

Kerry said that it is important to formalise the partnership agreement before the MAK is sent out. This agreement would include feedback requirements and there would be a feedback template form provided. The understanding would be that the person who signs the partnership agreement would then be reasonable for the MAK and for providing feedback.

ACTION: Kerry / Kate to create a feedback template form and forward it to committee for comment.

9. RMS Diploma

Kate reported that five students have completed the RMS Diploma so far. There are currently six candidates enrolled in the RMS Diploma. Four students have dropped out. Susan B is to follow up with those four students to find out what the issues are.

ACTION: Susan B to follow up with the candidates and find out more.

Susan A reported that she has been approached by Peter O'Toole who has a candidate wanting to do a project around facilities management. Susan A suggested that Peter and Fredrik Walberg (RMS Diplomate) get together and submit an RMS Diploma Study Proposal Form outlining the project and then put it forward to the committee to approve. The committee agreed it was a good idea to expand the Diploma to the area of Facilities Management and supported Susan A's suggestion.

ACTION: Susan A to advise Peter O'Toole to go ahead and encourage the RMS Diploma Application.

10. Training Focussed Interest Group (Training FIG)

Alex reported that there was good attendance for the last meeting which was held at the NHM. Minutes from the Training FIG are attached with these minutes.

11. Learning Zone at mmc2019

Kerry reported that plans for the mmc2019 Learning Zone are progressing.

Owen mentioned that Leslie Stump would like committee members to request what microscopes are needed for the Learning Zone at mmc2019. This should be determined well ahead of the event to ensure that all equipment needed is there.

It was decided that the previous mmc2017 equipment list be circulated to the committee and be reviewed as to what would be required for mmc2019. It would also include a list of zones and what was where last time.

ACTION: Kate to email committee members requesting what microscopes are needed for the Learning Zone mmc2019.

Susan A suggested that it would be useful to use the same sample within a range of microscopes in the Learning Zone to show how it appears in different equipment.

Alex mentioned that he has suitable samples and can circulate a list of what he has. It was agreed that would be useful.

ACTION: Alex to circulate the list of samples to the committee.

12. Summer studentships

Susan A reported that applications for the Summer studentships has grown considerably. It would be good to have a set of criteria established as to how to award them. It was proposed that these decisions should be made by a committee. Currently Chris Hawes and Susan A award them. Susan A proposed that the education sub-group now deal with summer studentships.

ACTION: Education Sub-Group to draft criteria and to award Summer Studentships.

13. Any Other Business

- Susan A has lots of sand samples that she is willing to share for outreach activities.
- Rob talked about an event coming up at Oxford Brookes University called 'Have microscope will travel' by John Runions on Wednesday 5 December at 6 until 7pm. More details can be found on the Oxford Brookes University Website.
- Alex talked about a demo on flow cytometry on Thursday 18 October by Huw Thomas at the NHM during the day in London. Alex has more details if required.

14. Date of Next Meeting

To be decided via Doodle poll.