

UNIVERSITY OF WARWICK		
GTA Working & Advisory Group		
PUBLIC MINUTES OF THE MEETING HELD 13:00 Thursday 04 April 2026, Microsoft Teams		
Present	Sara Hattersley	Chair
	Michele Underwood	Research Development Manager, Doctoral College
	Echo Zhuo	Student Experience
	Abbie Birchill	People Team
	Maryam Masood	Faculty of Science academic reps WMG
	Nicolas Hopcroft	Faculty of Science academic reps WMS
	Claire Bastie	Faculty of Science academic reps WMS
	Camilla McClean	Faculty of Social Science academic reps WBS
	Laura Lammasniemni	Faculty of Social Science academic reps Law
	Karoline Schnieder	Faculty of Social Science administrative rep PAIS
	Angel Varghese	UCU PGR rep (Arts)
Secretary	Louise Sutcliffe	Doctoral College
Ref	Item	
010	Apologies for absence Liam Cremona, Michael Cavaliere, Naomi Pullin, Oliver Turner, Rhiannon Martyn Welcome and introductions from all members The Chair welcomed all members to the meeting. As time did not permit introductions at the previous meeting, members were invited to introduce themselves, outlining their roles and how they work in the context of Graduate Teaching Assistants (GTAs).	
011	Declarations of Interest No new declarations were made.	
012	Minutes from the meeting held 4 March 2026 The minutes of the meeting held on 4 March 2026 were reviewed. It was agreed that one amendment was required to Minute 004, to include the comment made by Rhiannon regarding the GTA Associate role, specifically that the intended role holder is registered on a full-time course. Subject to this amendment, the minutes were approved.	
013	Matters arising from meeting held on 04 March 2026 a) GTA WAG: Priorities for 2026 and beyond Padlet- completed	
Items for discussion		
014	Chairs update following work on Padlet The Chair provided a PowerPoint presentation GTAWAG- April2026 meeting intro.pptx and verbal update, thanking members for their engagement and contributions to the Padlet. Four substantive areas of potential focus were identified from the Padlet, representing emerging priorities. It was noted that not all objectives linked to these themes are achievable within the current academic year. The period from Summer to Autumn 2026 will be used to gather an evidence base, engage in dialogue, share and present ideas, and synthesise learning to inform next steps. The emerging priorities were confirmed as: 1. Warwick PGR Teacher Survey 2. Roles and Responsibilities 3. A Warwick GTA 4. Development and Professional Learning	

	Priority 4 will be considered at a later meeting, recognising that Academic Development Centre (ADC) is undergoing transformation alongside IATL and WHIEA. GTA was identified as a high priority still with all these changes, and group agreed that Priority 4 could be revisited at the June meeting. The group agreed to focus on Priorities 1–3 at this meeting. Also to work on Priority 2 (Roles and Responsibilities) alongside Mike Ward and his GTA Associate role. Priority proposal documents will be used as a starting point, with the Teams space supporting work between meetings. Members commented that clarifying roles and responsibilities would support development and professional learning, and that addressing this area first would enable progress across the other priorities. Positive feedback from the group and plan going forward.
015	Proposal 1- Survey The group received the Proposal 1 document (015-GTA300426) and supporting documents GTA PGR Teacher survey report (2021) and WPTC survey, key points and discussions were as follows: • It was agreed that the proposed Warwick PGR Teaching Survey would align closely with work on roles and responsibilities, supporting understanding of current practice versus intended practice. • Approval was sought in principle to run a survey. Key considerations include survey content, target participants, and timescales. • Members discussed whether the survey should target GTAs only or all PGRs, and whether it should focus on specific cohorts or seek broad participation. • Concerns were raised about summer term engagement, with members noting this may not be the optimal time to launch a survey. • It was suggested that survey preparation could take place over the summer, with launch in the Autumn term as an alternative approach. • With PRES currently open and due to close soon, members questioned whether running an additional survey was appropriate. • The need to clarify what the survey would measure against was highlighted, including consideration of sector best practice and how Warwick compares with other institutions. • Reference was made to differences in teaching experience and opportunities across roles and grades (e.g. Grades 4 and 5), and the value of establishing a baseline using comparable questions across departments (e.g. via the GTA Developer Network). • Members emphasised that supervisors may hold different perspectives from supervisees, and that not all PGRs have access to, or wish to undertake, teaching. • It was noted that engagement with previous Warwick surveys had been low, and support from central MIC was suggested to improve response rates. • Members agreed on the importance of being clear about what has changed since the last survey, the purpose of the new survey, and the intended outcomes. • The findings and recommendations from the previous WPTC survey should be reviewed to inform survey design. • Action: Maryam expressed interest in being involved in this priority area.
016	Proposal 2- Roles and Responsibilities The group received the Proposal 2 document (016-GTA300426) and supporting document GTA Teaching Role, key points and discussions were as follows: • It was noted that departments hold their own local GTA documentation, alongside centrally issued guidance. • Members discussed the interpretation of roles and responsibilities, recognising that these vary across departments.

	- Particular reference was made to differences in expectations and responsibilities across FA5 roles, with an emphasis on the importance of clear reasoning and consistency. - The Roles and responsibilities Padlet was introduced as a tool to capture departmental perspectives, functioning as a form of “post-it note” feedback to represent local interpretations. Action: Members to indicate on the Padlet whether their comments relate to FA4 or FA5, using a different colour to distinguish posts.
017	Proposal 3- Warwick GTA Due to time constraints, it was agreed that Priority 3 (Warwick GTA), alongside Priority 4, would be deferred and brought to the next meeting for discussion. Action: Item to be taken forward to the next GTA Working Group meeting.
Other	
018	Any other business - It was noted that the next meeting will be held in person; further details, including date and location, are to be confirmed. - Members were encouraged to express interest in being involved in specific proposals via the Teams channel. - The Chair, on behalf of the group, recorded thanks to Alex Fraser, who is leaving, for her valuable contributions to the group.
Next meeting: Wednesday 10 June 2026 10:00 (In person tbc)	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
[2025-2026]			
009 Any other business	Members invited to contribute to the Padlet (GTA WAG: priorities for 2026 and beyond) with thoughts, preferences and ideas for the priorities of the group	Chair-2 April 2026	Completed
015- Proposal 1- Survey	Maryam expressed interest in being involved in this priority area. Others asked to register interest on Team page.	Secretary- 10 June 2026	Ongoing
016- Proposal 2- Roles and Responsibilities	Members to indicate on the Padlet whether their comments relate to FA4 or FA5, using a different colour to distinguish posts.	Chair- 10 June 2026	Ongoing
017 Proposal 3- Warwick GTA	Proposal 3- Warwick GTA Item to be taken forward to the next GTA Working Group meeting.	Secretary- 10 June 2026	Ongoing