

FULL TIME OFFICER GROUP MINUTES

12:00am, Online Meeting via Zoom.

Present

Amanda Sefton, Education Officer (**EO**)
 Millie Gibbins, Welfare & Community Officer (**WCO**) (Chair)
 Joanne Park, International Officer (**IO**)
 Ryan Ginger, Activities and Employability Officer (**AEO**)
 Josh Dooler, Sports Officer (**SO**)
 Tobiloba Adeyemi, Postgraduate Officer (**PGO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Sam Jones, Executive Assistant (**SJ**) (note taker)

Apologies

Joshua Williams, President (**President**)

The Chair opened the meeting at 12:00

No.	Item for Discussion	Notes	Action
1	Minutes from 29.06.20	The minutes from the last meeting held on 29 th June 2020 were approved as an accurate record of the meeting.	Approved
2	AOB	<p>The Officer Team discussed their preparations for their handover to the Incoming Officer Team. Officers to complete by the end of the week.</p> <p>The AEO noted plans for a Student Group training session on inclusivity. The Officer Team discussed their delivery of the upcoming session.</p> <p>The SO noted criticism of a Sports Team on social media. The Officer Team discussed next steps to support the Sports Team.</p> <p>The Officer Team discussed plans for their leaving party. The Officer Team agreed to plan a quiz for all staff.</p>	<p>Noted All</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
3	Accommodation Update	The WCO updated the Officer team on changes to the University's Accommodation arrangements due to the COVID-19 outbreak, including transitioning catered halls to self-catered, closing shared spaces, limiting capacity in dining halls and significant changes to the 'Meal Plan' scheme. The WCO noted difficulties for requiring students to 'self-cater' in halls which did not have full sized kitchens. The WCO noted possibilities for supporting students to cook more as a flat.	Noted
4	Virtual Neighbourhood	No Items noted.	Noted

5	Diaries	The SO noted an upcoming Interview session with candidates to become the University's Director of Sport. The EO noted an upcoming introduction with Library Services. SJ to check time & date.	Noted SJ
6	Manifesto Updates & Priority Campaigns.	The AEO noted the involvement of the Officer Team in the upcoming Campaigns training session. The EO noted Officer involvement in the 'Influencing the University' training session. Officer's to complete and circulate.	Noted All
7	Guild Engagement/ Social Media	The Officer Team discussed plans for 'Officer Wins' end of year content.	Noted
8	School/College/ Dubai Update	The AEO noted ongoing work on reforming the constitution of Economics Society. The AEO noted a proposal for the University Economics department to fund memberships for all Economics students. The PGO noted that the Incoming Officer Team had distributed College Committee memberships amongst themselves.	Noted Noted
9	Part Time Officer Update	No items noted.	Noted
10	Officer Training & Development	No Items noted.	Noted

The meeting closed at 12:45.

Signed

Date