

Present

Vanessa Chigariro, Education Officer **(EO) (Chair)**
 Acacia Matthews, Guild President **(President)**
 Florence Craddock, Sports Officer **(SO)**
 Isobel Lawson, Activities & Employability Officer **(AEO)**
 Tinajie (Alice) Liu, International Officer **(IO)**
 Reeve Isaacs-Smith, Welfare & Community Officer **(WCO)**
 Benjamin Lockley, Postgraduate Officer **(PGO)**

Also in Attendance

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

Apologies

No	Item for Discussion	Notes	Action
1	Minutes from 05.09.2022	<p>The Chair presented the previous minutes, dated the 5th September 2022, for the Officer Team's approval</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Approved</p>
2	Officer Welcome Week Timetable	<p>SJ updated the Officer Team on plans for Officer Team meetings and events during Welcome Week 2022, to be tracked via a spreadsheet.</p> <p>The Officer Team discussed their plans for Welcome Week 2022. The Officer Team agreed to continue updating and expanding the Welcome Week Timetable.</p>	<p>Noted</p> <p>Noted</p>
3	Director Recruitment	<p>JT updated the Officer plans for recruitment of a new member of the Guild's SMT, planned for the coming weeks and moving into October/November 2022. JT updated the Officer Team on the planned recruitment timeline for the post, and the involvement of the Officer Team in the process.</p> <p>JT noted that meeting with the external recruitment consultants had been arranged for the Officer Team later in the week. The EO noted a clash for the planned meeting</p> <p>The President asked if the timeline dates could be included in their agenda.</p> <p>The EO asked about the recruitment panel. JT noted that the Officer Team would be involved in the final recruitment panel.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

4	Accommodation Property Tour	SJ update the Officer Team on arrangements for them to visit the University's new accommodation site at Pritchett's Park as part of a tour with Campus Services.	Noted
5	Democracy Review Lead Officers	<p>The Officer Team discussed the planned Democracy Review for the year ahead, agreeing to move ahead with the process. The Officer Team discussed a new Officer-Team sub-group to oversee the project, and how to involve the Part-Time Officers in the process.</p> <p>The President suggested bringing in the Part-Time Officers into element of the review when the PTO roles and Liberation Associations were discussed.</p> <p>The Officer Team agreed to have include three Full-Time Officers on a new working group to oversee the progress of the Democracy Review. The Officer Team agreed for the President, PGO and SO to be members. JT agreed to review a draft Terms of Reference for the group.</p>	<p>Noted</p> <p>Noted</p> <p>JT</p>
6	International Welcome Celebration	<p>The IO updated the Officer Team on plans for a new International Welcome Celebration event, to be hosted in the Great Hall in the Aston Webb building together with the International Student Association (ISA) on the Wednesday of Welcome Week (21st September). The IO noted that they would be making a speech at the event, to welcome students to campus.</p> <p>The Officer Team agreed to promote the event. The Officer Team discussed methods to promote the Guild's other events for WW at the event. The President suggested having QR codes which linked to the Guild's events webpage for the week.</p> <p>The Officer discussed promoting a shortened list of events from WW to share. The SO agreed to compile.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
7	WW Day Champions	<p>JT explained the role of Day Champions during Welcome Week, with one member of SMT and one member of the Officer Team on call each day of the week.</p> <p>The Officer Team discussed their availability to act as Day Champions during welcome week.</p>	<p>Noted</p> <p>Noted</p>
8	Royal Funeral Arrangements	<p>The Officer Team discussed the organisation's response to the planned funeral of the late Queen Elizabeth 2nd on Monday 19th September, which had been declared a bank holiday.</p> <p>The WCO updated the Officer Team on the University's plans for some events to go ahead on Monday 19th September on campus, however all compulsory events would be re-arranged and all teaching activity would be cancelled.</p> <p>JT noted that the Guild's planned events would largely be going ahead in a more restrained fashion. JT noted that the Guild's final arrangements would be announced shortly and discussed in Team 10.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>The WCO updated the Officer Team on a planned memorial service organised by the University on the 19th September. The Officer Team agreed to attend if they were available to do so. The President and IO noted that they were away in London for a conference.</p> <p>JT updated the Officer Team on the University's response to the funeral arrangements.</p> <p>The Officer Team discussed the Guild's planned events for the day, noting that University Student Staff were being paid double rates of pay for public holidays. JT noted that the Guild had existing policy on bank holiday processes, which would be shared in Team 10.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Officer Key Meetings	<p>President – UCU Strike Planning, Staff House update meeting, EDI Committee, Advance HE Conference, Directors recruitment planning, University Council introduction, Student Staff introduction, VC 1:1.</p> <p>IO – EDI Taskforce, UCU Strike Planning, Welcome Week Coordination Group, Advance HE training, Heathrow collections.</p> <p>SO – UCU Strike Planning, CEO 1:1, International & PG Coordinator Interviews, Selly Oak Sports Day, UB Sport Planning meetings.</p> <p>AEO – Student Groups Team meeting, Student Staff, WW filming meeting, UCU Strike Meeting, WW Coordination Group meeting, Staff 1:1's, Social Media and Scripts planning, MedSoc Mixer, MedSoc drop-in session, Clothes-Swap meeting, Health & Safety Committee, Black History Month Planning, Director Recruitment, Venues Student Staff introductions.</p> <p>WCO – EDI Taskforce meeting, Welfare & Liberation Committee preparations, Community Pantry planning meetings, Welcome & Moving-in weekend, UCU Strike Planning.</p> <p>EO – Director of Student Services Catch-Up, CAL meeting, SRSAB, Graduate Attributes programme meeting, Recording Panel.</p> <p>PGO – Meeting with Director of Student Services, SRSAB, Graduate Students Board, PG Mental Health meeting, President 1:1.</p> <p>The IO and WCO left the meeting at 13:00</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
10	Remits / Projects	<p>The President asked the Officer Team to share items to discuss with the Vice-Chancellor in their next 1:1 meeting.</p> <p>The President noted that the University's revised consent course module was almost complete and would shortly be shared with the Officer Team.</p>	<p>Noted</p> <p>Noted</p>

11	Schools/Colleges/ Dubai Update	The EO updated the Officer Team on their upcoming meetings with the head of each University college.	Noted
12	Guild Communications & Social Media	<p>The Office Team discussed the following options to share via the Guild's social media and comms channels:</p> <ul style="list-style-type: none"> • Welcome Week Tickets. • International Welcome Celebration Event. • Royal Funeral information. <p>The Officer discussed the new Officer display in the commercial area, noting that a different photo had been used than planned. SJ to review.</p>	<p>Noted</p> <p>JT</p>
13	Part Time Officers	The EO updated on their work with the EMO on events for Black History Month, including movie nights and other events.	Noted
14	AOB (Any Other Business)	<p>The AEO noted that from society committee member who had performed at the recent open day would be receiving vouchers for use in Joes Bar.</p> <p>The AEO asked about Officer Uniforms, and if they would be ready by the start of Welcome Week.</p> <p>The AEO noted positive responses to the idea of Liberation group societies nights.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

The Chair closed the meeting at 13:10.