

# FULL TIME OFFICER GROUP MINUTES

12:00 – 13:00  
 Online Meeting (via Zoom)

## Present

Wei-Lun Chen, International Officer (**IO**) (**Chair**)  
 Jules Singh, Education Officer (**EO**)  
 Rob Hegarty, Sports Officer (**SO**)  
 Tobiloba Adeyemi, President (**President**)  
 Amie Raphael, Activities and Employability Officer (**AEO**)

## Also in Attendance

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

## Apologies

Charlotte Minter, Welfare & Community Officer (**WCO**)  
 Rebecca Cutler, Postgraduate Officer (**PGO**)

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Previous Minutes (22.03.21)</b>	The minutes from Monday 22 <sup>nd</sup> March 2021 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Return to the Building</b>	<p>JT updated the Officer Team on plans for reopening the Guild building Monday - Friday from Monday 12<sup>th</sup> April, following the relaxation of government COVID-19 guidance and in preparation for the return of students to campus on Monday 19<sup>th</sup> April. JT noted that from 9<sup>th</sup> April Guild staff would be preparing for Joes Bar reopening for outdoor service.</p> <p>JT noted plans for the majority of staff to work from the building two days per week from 12<sup>th</sup> April, with most managers in the building from Monday 12<sup>th</sup> April.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
3	<b>Graduations</b>	<p>The EO updated the Officer team on the University's revised plans for graduations for summer 2021. The EO noted later expected results releases from June onwards, which may affect timelines for students to celebrate their graduations in the summer. The EO noted firm University plans to hold the summer graduation ceremonies in July.</p> <p>The AEO noted disruptions to accommodation arising from later graduations for third year students. JT noted that the University had not consulted adequately on planning for graduations. The President suggested raising the graduations timelines in the next Joined Up Conversations Meeting.</p> <p>The Officer Team discussed the cost of graduation fees. The EO noted previous discussions with the University on covering</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

		robing fees. The AEO noted disparities between the 2020 and 2021 graduating cohorts if fees were subsidised this year.	<b>Noted</b>
<b>4</b>	<b>Core Staff Furlough</b>	<p>JT updated the Officer team on revised plans for the furloughing of the Guild Core Staff team. JT noted initial plans for the furloughing of the majority of the Core staff team over the Easter Break, as had been implemented over Christmas 2020.</p> <p>JT noted revised plans for furloughing staff, in light of the announcement of the Government's plan for easing lockdown restrictions and higher workloads expected for planning student events for the summer period. JT agreed to circulate a provisional list of staff furlough dates.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>5</b>	<b>Officer Committees</b>	The Officer Team discussed their current University Committee commitments. SJ to circulate committee tracker.	<b>SJ</b>
<b>6</b>	<b>Diaries</b>	<p><b>President</b> – Team 10, Officers/C&amp;M/Voice Catch-up, 1:1 EO, Compact pre-meeting, Compact meeting, A/L.</p> <p><b>WCO</b> – n/a.</p> <p><b>EO</b> – Team 10, Officers/C&amp;M/Voice Catch-up, College Misconduct Committee hearing, 1:1 President, NUS Conference Briefing, Assessment Support Week delivery group, EPS CEC meeting, Interview Shortlisting, 1:1 SVRM.</p> <p><b>AEO</b> – Team 10, Officers/C&amp;M/Voice Catch-up, Guild Awards planning, NUS Conference briefing, Careers network meeting, Guild Awards planning, PhD Knowledge Exchange meeting.</p> <p><b>PGO</b> – n/a.</p> <p><b>IO</b> – Team 10, Officers/C&amp;M/Voice Catch-up, Catch-Up Student Services, FOSIS meeting, Events &amp; Activities meeting, Hall Reps Coordinator shortlisting.</p> <p><b>SO</b> – Team 10, UB Sport SMT meeting, President 1:1, Officers/C&amp;M/Voice Catch-up, CEO 1:1, Brumsurf Processes meeting, Video filming, Sports re-opening communications, refunds planning.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>7</b>	<b>Officer Wins/ Priority Campaigns</b>	<p><b>AEO</b> – Guild Awards Winners Panel (56% increase in nominations).</p> <p><b>EO</b> – n/a.</p> <p><b>WCO</b> – n/a.</p> <p><b>SO</b> – Successful 'Thinking of Running' Sports Committee session.</p> <p><b>PGO</b> – n/a.</p> <p><b>IO</b> – One World recipes.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<b>President</b> – Successful Black Voices events series.	<b>Noted</b>
<b>8</b>	<b>Guild Communications, Social Media</b>	<p>The Officer team discussed the following items for promotion via Guild social media channels:</p> <ul style="list-style-type: none"> <li>• Rep Awards nominations.</li> <li>• Guild Awards winners.</li> </ul>	<b>Noted</b> <b>Noted</b>
<b>9</b>	<b>Schools/Colleges/ Dubai Update</b>	<p>The EO noted questions on decolonisation for CEC committee meetings.</p> <p>The IO noted ongoing disruption at the UoB Dubai campus with online exams and travel restrictions into the UAE. The IO noted the requirement for students to travel back to Dubai during the pandemic for their exams as online exams had not been made available. The President suggested raising in the next University Education Committee (UEC) meeting.</p> <p>The EO noted ongoing issues with lecture captioning, which academics on many courses were not completing consistently.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b>
<b>10</b>	<b>Part Time Officers</b>	No Items noted.	<b>Noted</b>
<b>11</b>	<b>Any Other Business (AOB)</b>	<p>The Officer Team discussed the outcomes of a recent team meeting.</p> <p>The Officer discussed the Guild's representation on the University Council. JT noted that the previously the University had been flexible on which 2<sup>nd</sup> Officer was a member of the University Council in addition to the President. JT noted that this had included the International Officer and Postgraduate Officer over recent years.</p> <p>The President noted the value of the 2<sup>nd</sup> place being taken by a 2<sup>nd</sup> term Officer. JT noted the University Committee commitments for each role. The Officer team agreed to put forward the IO for University Council membership next year.</p> <p>The President updated the Officer Team on developments on campus trade union relationships. The President noted plans for a new framework for engagement between the Guild and trade unions moving forwards.</p> <p>The AEO reminded Officers to prepare for Guild Awards filming.</p> <p>The Officer team discussed items for the upcoming Team 10 meeting.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>

The meeting closed at 13:00.

Signed .....

Date .....