

Present

Mikey Brown, President (**President**) (Chair)
 George Christian, Sports Officer (**SO**)
 Wei-Lun Chen, International Officer (**IO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Elliott Packham, HR Coordinator (**EP**) (note taker)
 Houmaa Chaudhry, Senior Representation Coordinator (**HC**), Agenda Items 1, 2 & 3 only

Apologies

Josephine Conway, Activities and Employability Officer (**AEO**)
 Danielle Murinas, Postgraduate Officer (**PGO**)
 Jules Singh, Education Officer (**EO**)
 Aaliyah Simms, Welfare & Community Officer (**WCO**)

No	Item for Discussion	Notes	Action
1	Minutes from 23.05.2022	The minutes from Monday 23rd May 2022 were approved as an accurate record of the meeting.	Approved
2	Officer Training	<p>HC presented an update on the Officer Training programme.</p> <p>HC noted that there are some times where Officers will be available before or after training sessions.</p> <p>JT noted that there will be the opportunity for Officers to have lunch on campus with the incoming team during the first week.</p> <p>The IO raised a question about whether new Student Trustees could attend the governance sessions. JT and HC agreed that they should attend if appointed.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
3	Officer Handover Planning	<p>The SO noted that Officers are preparing their handover documents. The SO noted that handover documents should be completed by 4th July 2022.</p> <p>The SO noted some areas of the handover document have been divided amongst different members of the Officer Team.</p>	<p>Noted</p> <p>Noted</p>
4	Officer Key Meetings	<p>The Officer Team discussed their key meetings for the coming week:</p> <p>President – President handover, NUS Cost of Living phone call.</p> <p>SO – Director of Engagement meeting, Club Development meeting, New Balance Workshop meeting and BUCS Awards Judging Panel</p>	

