

## **FULL TIME OFFICER GROUP MINUTES**

## **Present**

Ellie Keiller, President (Chair) (President)
Adam Goldstone, Education Officer (EO)
Shannon Farmer, Activities & Development Officer (ADO)
Helena Bailey, Sports Officer (SO)
Rose Bennett, Postgraduate Officer (PGO)
Henny Green, Welfare Officer (WO)
Kris Ali, Housing & Community Officer (HCO)
Jess Levy, Representation & Resources Officer (RRO)

## In Attendance

Jo Thomas, CEO (JT)

Elliott Packham, Executive Assistant (minute taker) (EP)

The Chair opened the meeting at 12:05.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 19 <sup>th</sup> March 2018	The minutes from the meeting held on 19th March 2018 were approved as an accurate record of the meeting.	Approved
2	Matters arising	There were no matters arising from the minutes.	
3	Diaries	President – Staff forum, Guild/Dubai meeting, UEB pre meeting, Registrar's meeting, OLRC Catering Viability, Green Heart Task Group, Voter Registration Meeting and Elections debrief.  HCO – Staff forum, Bournbrook Patrol, Director of Support and Development 1-2-1, Community Wardens Team meeting, UBSafe meeting, Street Watch meeting, Accommodation meeting and Elections debrief.  ADO – Staff forum, JSV Team meeting, Guild Awards evaluation meeting, Space Group Committee, Housing Video filming and Elections debrief.  WO – Staff forum, HEFCE Presentation, College Education Committee, CEO 1-2-1 and Elections Debrief.  PGO – Staff forum, Reps catch up, SRSAB, PG Survey promotion, CEO 1-2-1, Beliefs and Commitments work and Education team meeting.  SO – Staff forum, UBSport Management Team meeting, Focus Group catch up, Destresstival, BUCS Active Project Group, Representation meeting, CEO and Director of Sport meeting and Elections debrief.  EO – Staff forum, Student Digital Engagement, Lecture Capture Project Board, SRSAB, Officer Training meeting and Academic Registrar meeting.  RRO – Staff forum, College Education Committee, CEO 1-2-1, Budget Review Group catch up, Beliefs and Commitments	
		Sustainability section and President Elect meeting.	Noted
4	Mandate Update	- The RRO noted that paper straws are now available in Joe's Bar.	

and a blog post has been released on the Living Wage.  The WO noted that STI testing is being planned in Guild Advice and toilet door signs are being worked on.  The SO noted that UBSport have been awarded funding from BUCS to improve mental health support for sports teams.  The HCO noted that an open air cinema event is being planned and that the RA Scheme restructure is ongoing.  Mental Health and Suicide in University  WO  UEB Officers discussed the '3 minutes to save a life' initiative.  WO  UEB Officers discussed the UEA as an example, speak to the Campaigns Coordinator and update at the next APDG.  WO  UEB Officers discussed the UEB meeting agenda.  The HCO is to write a Facebook post about the increase to meal plan.  The following items are to be promoted on social media this week:  PTES  Volunteer Awards  Voter Registration Deadline  Gradball Video Script  The ADO is to speak to Venues regarding on the door ticket sales for the Gradball after party.  School/College Update  Part Time Officer Buddies  There were no Part Time Officer updates.  There were no training and development updates.				
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The meeting closed at 13:10.				All
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