

**Present**

Harry Brooks, Activities & Employability Officer (**AEO**) (**Chair**)  
 Cat Hardiman, Sports Officer (**SO**)  
 Dean Turner, Welfare & Community Officer (**WCO**)  
 Joseph Hill, Education Officer (**EO**)  
 Tinajie (Alice) Liu, International Officer (**IO**)  
 Benjamin Lockley, Postgraduate Officer (**PGO**)

**Also in Attendance**

Jo Thomas, Chief Executive (**JT**)  
 James Lindsay, Director of Community & Representation (**JL**)  
 Amber Challinor, HR Coordinator (**AC**) (Note taker)

**Apologies**

Amira Campbell, Guild President

The Chair welcomed everyone and the meeting started at 12:05.

No	Item for Discussion	Notes	Action
1	<b>Minutes 16.10.23 &amp; 23.10.23</b>	<p>The Chair presented the minutes of the previous meetings, dated the 16<sup>th</sup> and 23<sup>rd</sup> October 2023.</p> <p>The Officer Team approved the minutes as an accurate record of proceedings.</p>	<p><b>Noted</b></p> <p><b>Approved</b></p>
2	<b>Officer Support Framework</b>	<p>The Officer Team discussed their core staff buddies with JL and gave feedback on their meetings so far.</p> <p>The SO noted that they were unsure who their buddies are. JL agreed that they would recirculate the buddy list to the Officer Team.</p> <p>JL presented the Officer Support Framework to the Officer Team for their feedback. JL noted that the aim was to ensure that the internal support programme aligns with the external support programme from Coole Insights.</p> <p>JL explained the 360 review process to the Officer Team.</p> <p>JL and the Officer Team discussed the upcoming Officer away day.</p> <p>JL asked the Officer Team to provide any feedback they had on the support framework and to consider who will be involved in their 360 review process.</p>	<p><b>Noted</b></p> <p><b>JL</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Officer Team</b></p>

3	<b>Summer Term University Planning</b>	<p>The EO noted that there are two planning groups for the ‘UOB Xtra’ events programme; a decision-making steering group and an operational delivery group, and asked which members of the Officer Team would like to be involved with these.</p> <p>The AEO noted that they would like to attend the steering group and the EO noted that they would attend the delivery group. The EO noted that any of the Officer Team could attend the meetings when necessary.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
4	<b>UEB Papers Catch-Up</b>	<p>The AEO noted that today was the deadline to submit agenda items.</p> <p>The Officer Team and JT discussed the agenda for UEB and who would be giving which presentations.</p> <p>JL noted that they would send the presentation that the WCO had given last year to the current WCO for reference.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>JL</b></p>
5	<b>Trans Policy in Sport</b>	<p>The SO noted that they had met with Chris to discuss the creation of a trans policy in sport to guide inclusion and safety.</p> <p>The SO noted that such a policy could only be created for recreational sports as teams that compete at BUCS are subject to the guidance from the respective national body for that sport.</p> <p>JL queried if the plan was for the Guild to share a trans policy with UB sport.</p> <p>The SO noted that the plan is to collaborate with UB Sport, but that discussions are still in the early stages.</p> <p>JT advised the SO to ensure that any policy created is a Guild policy so as to enable it to go through the democratic process.</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>
6	<b>Officer Diaries</b>	<p>The Officer Team discussed some key meetings in their diaries for the week ahead:</p> <p><b>President</b> – Vice-Chancellor’s 1:1, Black Voices Promotion, Russell Group SU’s Forum.</p> <p><b>IO</b> – International / Postgraduate Halloween Party, Meeting with IST (IO to send JL invited), Dubai Student Forum.</p> <p><b>PGO</b> – PG Mental Health &amp; Wellbeing Group, University Quality Assurance Committee, Guild Education Committee.</p> <p><b>EO</b> – Education Committee, University Quality Assurance Committee, Assessment Support Week.</p> <p><b>WCO</b> – DROG, Community Pantry Breakfast, Drug Harm Reduction discussions with the University.</p> <p><b>AEO</b> – Medsoc grant allocations, Student volunteering week planning, Activities Policy Working Group.</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>SO</b> – Agenda setting for WM BUCS meeting, meeting new UB Sport EDI ambassador, Guild Wellbeing Group.	<b>Noted</b>
<b>7</b>	<b>Officer Projects</b>	<p>The IO noted that year abroad applications have started and that they will be organising a stall in the Guild to encourage students to apply.</p> <p>The AEO noted that there will be hot water in the room with the microwaves and the Facilities Manager will install this.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>8</b>	<b>Schools/Colleges/ Dubai Update</b>	The IO discussed their meeting with the new student leaders of the Dubai campus.	<b>Noted</b>
<b>9</b>	<b>Part-Time Officers</b>	<p>The IO noted that they met with the Ethical and Environmental Officer and they discussed the provision for international students over the Christmas vacation period.</p> <p>JT noted that there is a page on the Guild website dedicated to support over Christmas and that the Guild was liaising with the University regarding this.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>10</b>	<b>AOB</b>	<p>The WCO noted that they would be participating in ‘Movember’ in support of men’s mental health, and the Officer Team discussed their involvement.</p> <p>The AEO noted that there had been a new photo wall of the societies put up outside the Student Activities office.</p> <p>The EO noted that they had spoken to the Communications department about the end of year-round-up and officer wins social media posts.</p> <p>JL discussed the upcoming Scrutiny Panel and noted that support is available for the Officer Team should they need it.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

The meeting finished at 12:45.