

FULL TIME OFFICER GROUP MINUTES

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

Present

Tobiloba Adeyemi, President **(President) (Chair)**
 Rob Hegarty, Sports Officer **(SO)**
 Jules Singh, Education Officer **(EO)**
 Wei-Lun Chen, International Officer **(IO)**
 Amie Raphael, Activities and Employability Officer **(AEO)**
 Rebecca Cutler, Postgraduate Officer **(PGO)**
 Charlotte Minter, Welfare & Community Officer **(WCO)** (Left at 12:35)

Also in Attendance

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

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 23.11.20	The minutes from Monday 23 rd November were approved as an accurate record of the meeting.	Approved
2	Christmas Activities	The WCO updated the Officer Team on plans for activities for students over the Christmas period. The IO presented the activity calendar, with information for students on the Guild website. The IO noted that the University were supporting with promotion of the Guild's Christmas activity.	Noted
3	Lecture Subtitling	<p>The WCO updated the Officer Team on a project to increase availability of sub-titles in lecture recordings by the DSO. The WCO noted that while students continued to increasingly access teaching remotely, subtitles and/or live captions were essential for students with accessibility needs.</p> <p>The WCO noted that automatic Live captioning was available on some platforms, however for reliable operation, lecturers would need to provide sub-titles. The EO suggested raising at college committee level. The PGO noted the significant workload for lecturers who may struggle to provide sub-titles to all their content without central support.</p> <p>JT noted that feedback on sub-titling and accessibility may appear in the free-text comments from Speak Week and the Guild's pulse survey.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Safe Running Scheme	The SO updated the Officer Team on plans for a 'safe running scheme' together with UB Sport, to support students to exercise safely in the Selly Oak area while access to exercise facilities and team sports remained limited.	Noted

		<p>The SO noted plans for safe running routes together with a student group, who were looking to source head torches, personal alarms and hi-vis clothing for student runners in the area.</p> <p>The SO noted plans to support running groups to support safer exercise, as under the Tier 3 regulations exercise outdoors was permitted in groups of six people.</p> <p>The Officer team discussed costs for equipment. The SO suggested accessing the Guild campaigns pot.</p> <p>The WCO left at 12:35.</p> <p>The PGO discussed possible communications around behaviour in the community to reduce the need for students exercising to take extra precautions.</p> <p>The AEO noted complications with handing out physical equipment due to restrictions on collections from the Guild. JT noted that handing out items we affected by the Tier system.</p> <p>The AEO noted difficulties in promoting the name of a group which used the University name but was not affiliated to the University or to the Guild.</p> <p>The Officer Team discussed utilising funds which had been unused from the Selly Express scheme. JT noted that the Guild did not have direct access to the funds from the Selly Express scheme, as these had not been invoiced to the University since the service had been stopped.</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>
5	Out with the Community Wardens	<p>The PGO updated the Officer Team on a recent leafleting session with the Community Wardens. The PGO noted additional opportunities for Officers to participate in Selly Oak door-knocking activity. PGO to circulate information.</p>	PGO
6	Referendum Stance	<p>The EO noted that the Guild's 'preferendum' on a position on possible campus strike action was opening for voting this week. The Officer Team discussed their approach to individual stances on the preferendum vote.</p> <p>The AEO suggested that Officer's promote the vote for students to make a decision and avoid taking a personal stance. The PGO noted that the Guild would be bound by the decision of the student body made in the preferendum, however they favoured allowing Officers to take a personal stance on the options presented.</p> <p>The President noted that the decision by preferendum would inform the Guild's final position at the All Student Meeting. The President noted that Officer's taking personal stances would confuse student's making a decision.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		JT noted that the outcome from the preferendum may be mixed. The President noted that in the case of an unclear outcome, the final decision would be made at the All Student Meeting. JT noted that the preferendum did not currently have a turnout threshold.	Noted
7	Furlough Rota/GEMT Updates	<p>The President noted HR Committees' decision to furlough the Guild staff team for one week during the Christmas period, with the Guild building closed over the holiday period.</p> <p>JT updated the Officer team on progress on Joe's bar catering being integrated into the 'Just Eat' online delivery system, however this would now be implemented after student's returned in the new year.</p> <p>The Officer team discussed their diaries over the Christmas period, and which Officers would be furloughed during the two weeks identified.</p> <p>JT noted that the organisation had taken the decision to flexibly furlough the staff team over the period from 14th December - 8th January due to a reduced workload over the extended Christmas break.</p> <p>The Officer team discussed support for various roles and email inboxes while individuals were furloughed.</p> <p>Officer's working rota:</p> <p><u>14th -18th December</u></p> <ul style="list-style-type: none"> • President • AEO • PGO • WCO <p><u>4th – 8th January</u></p> <ul style="list-style-type: none"> • Sport • Education • International 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
8	Diaries	<p>The Officer team discussed their key meetings for the week ahead:</p> <p>WCO – n/a.</p> <p>EO – Education Committee de-brief, CQUAC, SAEC pre-meeting, All Student Meeting, Assessment meeting, delivery group, UQAC briefing, UQAC, Away Day, Escape Room.</p> <p>AEO – Society meeting, Exchange meeting, External memberships catch-up, Team Building, Escape Room, Catch-up SG manager.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>IO – Meeting with EPS Global director, SAEC meeting, UQAC meeting, All Student Meeting, away day, escape room.</p> <p>SO – Sexual Harassment Steering Group, Meat-Free referendum meeting, Guild IT project meeting, UB Sport SMT meeting, All Student Meeting, Catering catch-up, Honesty Hour, Finance Committee meeting, UB Sport SMT meeting, Away Day, Escape Room.</p> <p>PGO – PGMSA catch-up, Education Committee de-brief, SAEC, All Student Meeting, CQAC, December PSEC, Away Day, escape room.</p> <p>President – Hate Crime steering group meeting, DBFO oversight meeting, Forum for Global Challenges meeting, Finance Committee, Away Day, escape room.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Priority Campaigns/ Officer Wins	<p>AEO – Student Groups merger policy.</p> <p>WCO- n/a</p> <p>EO- Project progress, Movember fundraising.</p> <p>IO- International Careers Scheme launch.</p> <p>President- Productive VC 1:1 meeting.</p> <p>PGO – Speak Week PG response rate.</p> <p>SO- Reopening of University Gym.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
10	University Relationships	No Items noted.	Noted
11	Guild Communications/ Social Media	<p>The Officer Team noted the following items for promotion via social media:</p> <ul style="list-style-type: none"> • Officer radio show • All Student Meeting 	Noted
12	Schools/Colleges/ Dubai Update	No Items noted.	Noted
13	Part Time Officers	The SO noted they were meeting with the EEO to discuss Green Impact work.	Noted
14	Officer Training and Development	<p>SJ updated the Officer Team on plans for the upcoming Officer away day.</p> <p>SJ noted that several Officer action plans had been circulated in a different format. Officer's to updated and circulate.</p>	<p>Noted</p> <p>Noted</p>

15	AOB	The President noted an upcoming meeting of Scrutiny Panel. Officers to prepare their reports.	Noted
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The meeting closed at 13:10.

Signed

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