

FULL TIME OFFICER GROUP MINUTES

11:30am, Mandela

Present

Joshua Williams, President (**Chair**)
Joanne Park, International Officer (**IO**)
Amanda Sefton, Education Officer (**EO**)
Tobiloba Adeyemi, Postgraduate Officer Elect (**PGO**)
Josh Dooler, Sports Officer Elect (**SO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
Sam Jones, Interim Executive Assistant (Note Taker) (**SJ**)

Apologies

Millie Gibbins, Welfare & Community Officer (**WCO**)
Ryan Ginger, Activities and Employability Officer (**AEO**)

The Chair opened the meeting at 11:30.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 29.07.19	The minutes from the last meeting held on 29 th July were approved as an accurate record of the meeting.	Approved
2	Estates Project Boards	<p>JT gave an intro to the current UoB Estates project boards, and the role of Guild officers.</p> <p>JT noted that the new plans for the redevelopment of University Station were a network rail project rather than a UoB one, and currently there would not be a Guild officer on the project board.</p> <p>The EO noted the concerns of commuter students as to disruption of transport via the station, and the need for the University to clearly communicate the effect of building work.</p> <p>The President noted a Birmingham City Council consultation into the project, and suggested the commuter student's officer be encouraged to respond.</p> <p>The Officer Team divided the project board's role between them.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
3	Diaries	<p>President – Exec assistant catch up, graduation ceremony, capital projects meeting, Bournbrook community meeting, new staff inductions, 1-1 w/ VC, Chancellor's dinner.</p> <p>EO – PG Conference meeting, student reps catch up, office hours, plagiarism meeting, branding session, student timetabling, NATY meeting, commuter students day planning, officer training,</p>	Noted

		<p>HEFI meeting.</p> <p>SO – UB sport briefing, Officer Training, Sports Ball meeting, Bath SU visit, CEO 1-1, BIA visit, PG interview.</p> <p>IO – Student Engagement Strategy, CEO 1-1, Student Engagement catch up, Officer Training sessions, 1-1 PVC International, BIA overseas meeting, Coffee morning, branding meeting, pathway project board, visit to BIA, branding session.</p> <p>PGO – PG conference catch up, student reps catch up, Officer Training, JSV catch up, Events and Engagement working group, Branding session.</p> <p>AEO – SGX Agenda meeting, Venues catch up, Officer Training, NATY meeting, catch up with facilities manager, events and engagement working group, coffee morning, branding session, deb hall meeting, visit to BIA.</p> <p>WCO – Advice team meeting, freshers fest meeting, student engagement strategy meeting, officer training, NATY meeting, sports welfare meeting, housing campaign meeting, coffee morning, branding session, Not On meeting, sexual health campaign planning, BIA visit, rent right campaign meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Manifesto Updates	<p>The EO noted that the Universities definition of 'Friend' in the context of appeals panels had been updated, which should now allow welfare tutors to attending hearings. Still working on including Guild Advice staff.</p> <p>The President updated the team on plans for a care leavers open day on the 28th October, with Solihull & Birmingham local authorities already on board for promotion, and others being contacted.</p> <p>The IO noted that plans for a bus trip to Ikea during welcome week for incoming international students had progressed well, with capacity for 210 students over the week to make use of the transport. This service would be subsidised by the University.</p> <p>JT noted that the Guild should ideally fund and organise the trips internally.</p> <p>JT requested that officers circulate their completed action tracker documents by the end of the week.</p> <p>The President suggested more regularly communicating officer wins to students via social media, such as at the end of each term, rather than at the end of the year only. JT agreed to raise with C&M.</p> <p>The SO noted plans for student video interviews, and suggested other officers reach out to possible students for Vlogs.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Action All</p> <p>JT</p> <p>Noted</p>

5	Guild Engagement/ Social Media	<p>The Officer team noted the following items for Guild promotion:</p> <ul style="list-style-type: none"> • Scottish Highers results day – Tuesday 6th August. • A-Level results day – Thursday 15th August. • University clearing period. <p>The President suggested that all officers take part in a video for results days.</p>	Noted Noted
6	School/College/ Dubai Update	The President noted that the EO would also be taking part in the visit to UoB Dubai in September.	Noted
7	Part Time Officer Buddies	<p>The EO noted that collaboration with the commuter's student's officer was progressing well on Commuters Student's day.</p> <p>The SO noted that the disabled student's officer's manifesto referred significantly to sport, and suggested that they should work together as buddies this year. The team agreed that the SO and DSO would be buddies, while the President and LGBT+ officer would be buddies.</p>	Noted Noted
8	Officer Training & Development	<p>JT noted that officer training was still ongoing, with sessions from NUS, UJS and university departments in the coming weeks.</p> <p>The EO noted plans to visit Sussex SU.</p> <p>The SO noted plans to visit Bath SU.</p>	Noted Noted Noted
9	AOB	<p>The President noted that student voice were planning to combine scrutiny panel and officer question time into one meeting, to reduce duplication and raise the profile of the meetings.</p> <p>The President noted that left over from lost property at the end of the year, there was £361 in cash and approximately £20 in foreign currency. In line with Guild policy, the officer team should decide how to use the money.</p> <p>JT noted that previous teams had chosen to donate the money to various charities.</p> <p>The team agreed to circulate suggestions for appropriate charities to donate the money to, for discussion at the next FTOG meeting.</p> <p>The President noted that would be sending apologies for the upcoming two FTOG meetings, and suggested the team appoint the IO as deputy chair of FTOG.</p> <p>The team agreed to appoint the IO as deputy chair of FTOG.</p>	Noted Noted Noted Action All Noted Approved.

The meeting closed at 12.50

Signed

Date