

FULL TIME OFFICER GROUP MINUTES

Present

Eleanor Keiller, President (Chair)
Brandon Hattiloney, Representation and Resources Officer
Chris Wilkinson, Education Officer
Georgie Freeman, Sports Officer
Isabel Nicholds, Housing and Community Officer
Natalie Cox, Activities and Development Officer
Ross Strong, Welfare Officer

In Attendance

Jo Thomas, CEO
Carol Pratt, Student Groups Manager
Oli Killeen, Representation Coordinator
Elliott Packham, Executive Assistant

Apologies

Rose Bennett, Postgraduate Officer

The Chair opened the meeting at **12.05**.

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 22.08.16	The minutes from 30 th August were approved.	Approved
2	Matters arising	The WO is to speak to Student Voice regarding water fountains on campus The HCO is to speak to Always regarding free products	WO HCO
3	Diaries	President – Not On Workshop Test, Trustee Board, Welcome Week Committee, NUS DOB, World Affairs Training, #Onecity, Staff Forum, Elections 101 and Redbrick meeting. PGO – Preparation session for External Relations presentation, OQT filming, Westmere facilities meeting, PGR Operations Management Group, World Affairs training, Westmere Scholar training, Staff Forum and Planning Office meeting. EO – Not On Workshop Test, Trustee Board and annual leave. RRO – Finance Administrator Interviews, Not On Workshop Test, Trustee Board, Finance Committee, Meal Plan meeting, Officer Marketing catch up, Global Buddies scheme interviews, World Affairs Training, #Onecity Meeting and Staff Forum. SO – UBSport meeting, 1-2-1 with Director of Sport, International Rules meeting, Not On Workshop Test, Trustee Board, Finance Committee, UBSport Management Team	Noted

		<p>meeting, Open Day Sports meeting, OQT Video, Officer Marketing catch up, Sport Engagement meeting, World Affairs Training, #Onecity meeting, Staff Forum and Open Day Presentation run through.</p> <p>HCO – Not On Workshop Test, Trustee Board, Student Safety meeting, CEO 1-2-1, AAC, Winter Spectacular meeting, World Affairs training, #Onecity and Staff Forum</p> <p>ADO – Student Groups Coordinator shortlisting and interviews, Not On Workshop Test, Trustee Board, Carnival RAG meeting, Welcome Week Committee, World Affairs training, #Onecity, Staff Forum and Room Bookings catch up.</p> <p>WO – Not On Workshop Test, Trustee Board, Student Safety meeting, University E&D meeting, OQT Video Filming, World Affairs Training, #Onecity and Staff Forum</p>	
4	Mandate Update	The ADO noted that an event timeframe for a Society Music Event is being planned.	
5	Open Days	<p>The HCO opened a discussion around which Officers will conduct tours at the upcoming University Open Days. The following was agreed:</p> <p>10th September Tours: RRO 15th October Tours: President</p>	<p>Noted</p> <p>Noted</p>
6	NUS Demo	Officers agreed that the NUS should not have a stand at Freshers Fair.	Noted
7	Society Endorsement	<p>The RRO opened a discussion about Society Endorsement of Elections. It was noted that the use of MSL which was agreed in the previous meeting wasn't viable, so an alternative method of societies endorsing candidates was required. The following method was discussed agreed on by Officers via a vote:</p> <ul style="list-style-type: none"> - Society Committees can decide which candidates to endorse on behalf of their societies - Society Committees can decide to allow their whole society to vote on which candidates to endorse - Society Committees can opt out of endorsing any candidates <p>FTOG voted as follows: Agree: President, RRO, HCO and WO Abstain: EO and SO Against: ADO</p> <p>It was noted that the 2016/17 Officer team should evaluate how effective society endorsement has been and make a decision as to whether to carry it on in future years.</p> <p>The SO noted that sports teams should follow the same procedure.</p> <p>It was further noted that all Officers are to be involved in the decision making process for society endorsement going forward.</p>	<p>Noted</p> <p>Approved</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

8	Guild Engagement/ Social Media	There were no Guild engagement/social media items	Noted
9	Schools/Colleges Update	There were no schools and colleges updates.	
10	Part Time Officer Buddies	There were no Part Time Officer Updates	
11	Officer Training and Development	There were no training and development items	Noted
12	AOB	There were no items of AOB.	

The meeting closed at **13:10**

Signed

Date