

Full-Time Officer Group (FTOG)

Online Meeting (Zoom)

Present

Vanessa Chigariro, Education Officer (EO) (Chair)
Florence Craddock, Sports Officer (SO)
Reeve Isaacs-Smith, Welfare & Community Officer (WCO)
Benjamin Lockley, Postgraduate Officer (PGO)
Tinajie (Alice) Liu, International Officer (IO) (Left at 13:00)

Also in Attendance

Jo Thomas, Chief Executive (JT)
Sam Jones, Executive Assistant (SJ) (note taker)

Apologies

Acacia Matthews, Guild President (**President**) Isobel Lawson, Activities & Employability Officer (**AEO**)

No	Item for Discussion	Notes	Action
1	Minutes from 31.10.2022	The Chair presented the previous minutes, dated the 31 st October 2022, for the Officer Team's approval.	Noted
		The Officer Team approved the minutes as an accurate record of the meeting.	Approved
2	PG Space in Guild	The PGO updated the Officer Team on plans for a PG specific study space in the Guild building, noting that the existing Guild Study space on the 1st floor of the building could be re-designated as a Postgraduate Specific study space.	Noted
		The WCO suggested also including Commuter Students for access to the space.	Noted
		JT noted that the current breakdown of the usage of the space by course was not known. The PGO noted plans by the facilities team to estimate usage of the space by the login data from the PC's in the space. JT noted that some computers and the printer in the space had been supplied by Academic Services, while some had been supplied by Library Services. JT noted that most of the furniture in the space was left to the Guild from the previous Costa Coffee franchise.	Noted
		JT noted that the Guild's previous PG-only space in the building was poorly used, and was brought back into general use.	Noted
		JT updated the Officer Team on ongoing work on the Guild's building masterplan, which had been developed prior to the COVID-19 lockdown, and was being restarted. JT suggested reviewing the plans in the round.	Noted

		The PGO suggested dividing the current space between a focused study space which could be silent, and a more casual space.	Noted
		JT suggested conducting more customer research to understand the need for students in the building, possibly through some focus groups, before re-designating the space.	Noted
		The WCO noted their view that commuter students should also have access to the space.	Noted
		The IO noted their ambition for a space in the Guild building for International Students.	Noted
3	Officer Team Building Afternoon	The Officer Team proposed going out for dinner on Monday 5 th December, following their away day, rather than a team building afternoon.	Noted
4	Officer Christmas A/L	The Officer Team discussed their TOIL and A/L plans ahead of the beginning of the Christmas break on the 16th December. The Officer Team discussed sharing their diarised A/L with each other through calendar invites.	Noted
5	Leeds Conference - Coole Insights - 1st December.	The Officer Tea discussed their attendance at an Officer's Conference in Leeds, run as part of their personal development courses.	Noted
		The PGO, IO, The President, EO and SO expressed an interest in going to the conference. SJ to look at train travel.	SJ
		The PGO requested an open return ticket.	Noted
		JT asked the Officer Team to complete a training request form.	Noted
6	December Graduations (W/C 5 th December)	SJ presented the timetable for the Officer Teams attendance at December Postgraduate Graduations at the University. The Officer Team discussed which slots they would like to take on. SJ to recirculate.	SJ
7	Scrutiny Panel	JT asked for Feedback from the Officer Team on the most recent meeting of the Guild's Scrutiny Panel. The WCO noted that 30 minutes per Officer may be required, rather than 20 minutes. The PGO noted that the questions from the panel had been very light-touch, and could have been more challenging. The EO noted their preference for the panel to go into greater detail in future. The SO noted that the panel's questions had been based only on the Officer's submitted forms, which made the Officers less accountable to their original manifesto commitments. The EO noted that the Officer Team could have received a briefing on what to expect at the panel, as well as example reports on what information to submit. The WCO noted that timeline and outcomes of scrutiny panel had not been made clear to the Officer Team in advance.	Noted

		The Officer Team noted their preference for future scrutiny panel meetings to take place in person.	Noted
8	Review of LES	The Officer Team discussed the upcoming review of the Life and Environmental Science academic structures, noting that the Guild had not been made aware of the review in advance and not had time to read through the plans.	Noted
		The Officer Team discussed the University's plans to review the college structure, noting concerns about the impact on student teaching and assessment. JT noted their concern that the Guild Officers had not been informed about the review in advance. The Officer Team agreed to discuss the issue urgently with the University.	Noted
9	Officer Key Meetings	President – TOIL, Officer Elections Planning, External Speaker Process meeting, Cost of Living working group, University Relationships, NUS delegate training.	Noted
		IO – Library Services meeting on Language Café, Venues Team interviews, HR Committee, COSS Education Committee meeting, EPS Student Induction,	Noted
		EO – University Senate, Student Rep System Advisory Board, TEF meetings.	Noted
		SO – VCIR Training Session, Club Development Executive Group meeting,	Noted
		WCO – Suzy Lampugh Trust National Personal Safety Day 2022, HR Committee meeting, Student Wellbeing Services Management Team meeting	Noted Noted
		PGO - SRSAB, Mature Student Social, Student Rep Social.	Noted
		AEO – A/L.	Noted
		The IO left the meeting at 13:00.	
		The EO noted feedback from an EPS college meeting last week. The EO and PGO noted positive conversations at a recent UQAAC meeting, which had included positive proposed changes to the next year's academic calendar.	Noted
		The WCO updated the Officer Team on positive meetings last week on the Community Pantry.	Noted
		The SO updated the Officer Team on positive progress on student gym memberships following a meeting last week, noting plans for new payment options for students.	Noted
10	Remits/ Projects	The EO updated the Officer Team on a planned Student Rep social this week. The PGO suggested booking space in the building more advance for future socials.	Noted

14	AOB (Any Other Business)	The WCO updated the Officer Team on planned disclosure training for the Officer Team, to help them support students who might disclose serious personal information.	Noted
		The WCO noted that the TNBSO was holding a vigil for international Trans day of remembrance on the 20 th November.	Noted Noted
13	Part Time Officers	The WCO updated the Officer Team on plans for a new Disabled Students contribution group with the University.	
		The Officer Team agreed to remove "Guild Communications & Social Media" from the FTOG agenda as a standing item.	Noted
12	Guild Communications & Social Media	The Officer Team noted the following items for promotion via the Guild's Communication Channels: • Cost of Living Information.	Noted
		The EO noted plans for a template report for Officer's to share at CEC meetings as a 'standing paper' to present, and discuss at the following FTOG meeting.	Noted
11	Schools/Colleges/ Dubai Update	The EO and PGO updated the Officer Team on recent developments at College Education Committee meetings. The SO and WCO suggested looking into briefings for the rest of Officer Team ahead of CEC meetings.	Noted
		JT asked the Officer Team to update the listed dates on the FTO Project List via Teams, for discussion with management team.	Noted Noted
		The WCO updated on plans for a new sober social event at the Guild, a mental health event for students, and a clothing swap in the Guild building on the coming Sunday afternoon.	

The Chair closed the meeting at 13:25.