

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	<p>The Chair presented the previous minutes, dated the 31st October 2022, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Approved</p>
2	PG Space in Guild	<p>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.</p> <p>The WCO suggested also including Commuter Students for access to the space.</p> <p>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.</p> <p>JT noted that the Guild's previous PG-only space in the building was poorly used, and was brought back into general use.</p> <p>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.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>The PGO suggested dividing the current space between a focused study space which could be silent, and a more casual space.</p> <p>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.</p> <p>The WCO noted their view that commuter students should also have access to the space.</p> <p>The IO noted their ambition for a space in the Guild building for International Students.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
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 16 th December. The Officer Team discussed sharing their diarised A/L with each other through calendar invites.	Noted
5	Leeds Conference - Coole Insights - 1st December.	<p>The Officer Tea discussed their attendance at an Officer's Conference in Leeds, run as part of their personal development courses.</p> <p>The PGO, IO, The President, EO and SO expressed an interest in going to the conference. SJ to look at train travel.</p> <p>The PGO requested an open return ticket.</p> <p>JT asked the Officer Team to complete a training request form.</p>	<p>Noted</p> <p>SJ</p> <p>Noted</p> <p>Noted</p>
6	December Graduations (W/C 5th 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 re-circulate.	SJ
7	Scrutiny Panel	<p>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.</p> <p>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.</p>	<p>Noted</p> <p>Noted</p>

		<p>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.</p> <p>JT asked the Officer Team to update the listed dates on the FTO Project List via Teams, for discussion with management team.</p>	<p>Noted</p> <p>Noted</p>
11	Schools/Colleges/ Dubai Update	<p>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.</p> <p>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.</p>	<p>Noted</p> <p>Noted</p>
12	Guild Communications & Social Media	<p>The Officer Team noted the following items for promotion via the Guild's Communication Channels:</p> <ul style="list-style-type: none"> • Cost of Living Information. <p>The Officer Team agreed to remove "Guild Communications & Social Media" from the FTOG agenda as a standing item.</p>	<p>Noted</p> <p>Noted</p>
13	Part Time Officers	<p>The WCO updated the Officer Team on plans for a new Disabled Students contribution group with the University.</p> <p>The WCO noted that the TNBSO was holding a vigil for international Trans day of remembrance on the 20th November.</p>	<p>Noted</p> <p>Noted</p>
14	AOB (Any Other Business)	<p>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.</p>	<p>Noted</p>

The Chair closed the meeting at 13:25.