

**Present**

Harry Brooks, Activities & Employability Officer (**Chair**)  
 Tianjie (Alice) Liu, International Officer (**IO**)  
 Benjamin Lockley, Postgraduate Officer (**PGO**)  
 Joseph Hill, Education Officer (**EO**)  
 Amira Campbell, Guild President (**President**)

**Also in Attendance**

Jo Thomas, Chief Executive (**JT**)  
 Scott Dawson, Voice & Representation Manager (**SD**) (For items 2 and 3)  
 Amber Challinor, HR Coordinator (**AC**) (note taker)

**Apologies**

Dean Turner, Welfare & Community Officer (**WCO**)  
 Cat Hardiman, Sports Officer (**SO**)

The Chair welcomed everyone and the meeting started at 12:00.

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (03.06.24)</b>	<p>The Chair presented the minutes of the previous meeting, dated the 3<sup>rd</sup> June 2024, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
2	<b>Officer Training Development</b>	<p>SD presented the new training calendar for the incoming officers to the Officer Team for their comments or questions.</p> <p>SD noted that the training calendar now includes part time officers as well as full time officers.</p> <p>SD noted that intentional gaps in the training calendar allowed for the outgoing officers to complete handover work with the incoming officers.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
3	<b>Officer Feedback on University meetings</b>	<p>SD noted that a calendar of university meetings that each officer attends throughout the year had been created.</p> <p>SD asked the Officer Team to feed back on the document for accuracy and email SD or JL to make them aware of any edits to be made. SD noted that this needed to be done within the next two weeks.</p> <p>The PGO asked if the Officer Team should begin emailing university secretaries to make them aware of the contact for the incoming</p>	<p><b>Noted</b></p> <p><b>Officer Team</b></p> <p><b>Officer Team</b></p>

		<p>officer. SD noted that this would be helpful and to also copy him in on the email.</p> <p>The IO noted that it may be helpful for the Officer Team to put an out of office on during their last week with the new officer contact.</p>	<b>Officer Team</b>
<b>4</b>	<b>UJS Training</b>	<p>The AEO noted the proposal to purchase Antisemitism training run by UJS for Student Group committee members and asked if the Officer Team would support this,</p> <p>The Officer Team discussed the proposal, and the possibility of also offering Islamophobia training to committee members.</p> <p>The Officer Team agreed that they would need to review the costs and delivery model of the training.</p> <p>The AEO to follow up on this item with Student Group Manager.</p> <p>JT to follow up on this item with the People and Admin Manager.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>AEO</b></p> <p><b>JT</b></p>
<b>5</b>	<b>Grad Ball Sliders</b>	<p>The AEO noted that they had spoken with the Venues Development manager about the safety of guests walking from the new Gradball location to the after party at the Guild.</p> <p>The AEO noted that sliders could be purchased to give out to guests but that this would require additional budget.</p> <p>The Officer Team agreed not to purchase sliders, but that it would be communicated to guests that the new location is further away from the Guild and that guests should plan accordingly and wear appropriate footwear.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
	<b>Meeting with the encampment</b>	The President discussed their upcoming meeting with the members of the Palestine encampment with the Officer Team.	<b>Noted</b>
<b>6</b>	<b>Cleaning staff for Grad Ball</b>	The Officer Team agreed to discuss this item at Team 12.	<b>Noted</b>
<b>7</b>	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p><b>EO</b> – Audit &amp; Risk Committee, chairing the Ten Talks lectures, and attending University Senate</p> <p><b>IO</b> – Audit &amp; Risk Committee, HR Committee, Joined up Conversations</p> <p><b>PGO</b> – Attending a number of meetings and working on their handover for the incoming PGO.</p> <p><b>President</b> – Attending a HEFI meeting in London, speaking at a UKCISA event in Kent and being a panel member on Student Voice interviews.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<b>AEO</b> – Activities Committee sub-group, Redbrick proofing week and Scrutiny Panel	
<b>8</b>	<b>Officer Projects</b>	Nothing to discuss.	<b>Noted</b>
<b>9</b>	<b>Schools/Colleges/ Dubai Update</b>	Nothing to discuss	<b>Noted</b>
<b>10</b>	<b>Part-Time Officers</b>	Nothing to discuss.	<b>Noted</b>
<b>11</b>	<b>AOB</b>	Nothing to discuss.	<b>Noted</b> <b>Noted</b>

The meeting finished at 13:00