

Present

Joseph Hill, Education Officer **(EO) (Chair)**
 Amira Campbell, Guild President **(President)**
 Catherine Hardiman, Sports Officer **(SO)**
 Tinajie (Alice) Liu, International Officer **(IO)**
 Dean Turner, Welfare & Community Officer **(WCO)**
 Harry Brooks, Activities & Employability Officer **(AEO)**
 Benjamin Lockley, Postgraduate Officer **(PGO)**

Also in Attendance

Jo Thomas, Chief Executive **(JT)**
 Emily Badger, Director of Operations **(EB)** (Agenda Items 1-3 only)
 Sam Jones, Executive Assistant **(SJ)** (Note taker)

Apologies

The Chair welcomed everyone and the meeting started at 13:00

No	Item for Discussion	Notes	Action
1	Minutes 29.09.23	<p>The Chair presented the minutes of two previous meeting, dated 29th August 2023, 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	Welcome Week Update	<p>EB updated the Officer Team on the final arrangements for the operational delivery of Welcome Week 2023. EB noted that the Officer Team were welcome to attend the final Welcome Week Coordination Group meeting, however these would be focusing on solving final operational issues.</p> <p>EB noted the Guild's plans for arrival weekend, noting plans for the Officer Team to be present in the Guild and at accommodation sites over the weekend as 1st year students arrived and attending evening Hall Reps events.</p> <p>EB noted the Guild's normal practice of arranging two 'Day Champions', one from the Officer Team and one from the Senior Management Team, to remain in the building on radio and be able to make immediate operational decisions as necessary.</p> <p>JT suggested that the Officer's rota to share their attendance. SJ to plan for a Weekend Rota for the 16th and 17th of September.</p> <p>The IO noted that the University were not arranging any transport services from Birmingham Airport this year, and not arranging for any student assistants to attend Heathrow Airport to welcome</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		student's arriving from abroad. JT noted that the main focus for arrivals weekend would be Student Accommodation site, supporting the Guild's Welcome team.	Noted
3	WW Invites for UoB Staff	JT suggested inviting senior University staff to attend the Guild's events for Welcome Week. The President agreed to invite the Vice Chancellor to attend the Societies Fair on Thursday 21 st September. The Officer Team discussed several staff to invite to the Guild's events.	Noted
4	E&E Committee	The AEO asked if any other Officers were able fill their position as Vice-Chair on E&E Committee. The Officer Team discussed the attendance of officers at Committees.	Noted
5	External Memberships	The AEO noted a query from a society as to whether individual societies would be able to cover the costs of DBS checks for their prospective External Members. The Officer Team discussed the Guild's Financial Procedures Manual and the potential costs to societies of matching the DBS costs for all members. AEO to discuss with the Finance Team	AEO
6	ValeFest Update	<p>The AEO updated the Officer Team on ValeFest's potential plans for holding a small one-day event in the Selly Oak area before students went on an Easter Break. The AEO noted potential issues with the Guild's ValeFest event. The Officer Team discussed the potential benefits of having the Valefest event to match the University's new enrichment period in May 2023.</p> <p>The President noted a recent meeting with Campus Services, where funding for Vale Fest had been raised. The Officer Team discussed options for securing additional funding streams for ValeFest. The President, AEO and JT agreed to discuss.</p> <p>The EO and PGO left the meeting at 13:55.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
7	Trustee Board Prep	The Officer Team discussed preparing to present their Action Plans at the upcoming Trustee Board meeting.	Noted
8	Officer Diaries	<p>The Officer Team discussed some key meetings in their diaries for the week ahead:</p> <p>IO – Trustee Board Meeting, Coole insights 1:1, Activities Committee, A/L,</p> <p>SO – Trustee Board, Sports grants Memberships, UB Sport meetings Activities Committee Meeting, Engagement Action Group meeting, Warwick & Birmingham Rowing meeting, BIA Coffee Morning.</p> <p>AEO – Trustee Board, External Memberships meeting, grants meetings, H&S Committee meeting, Activities Policy Working Group, MDS CQAAC Meeting, BIA Coffee Morning, Welcome Week Assistants Inductions, Team Charter Training Session.</p> <p>WCO – Trustee Board, Campus & Community Safety Group, Coole Insights 1:1, BIA meeting, Team Charter Session.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>President – Careers Network Hairdressers meeting, Compact Review Meeting, Council Induction Session, BIA Coffee Afternoon, Team Charter Session.</p> <p>The WCO left the meeting at 13:00</p> <p>The AEO noted a potential clash with the Team Charter Day and finalising activities grants before welcome week.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Officer Projects	<p>The IO updated the Officer Team on the new graphics and branding for the Language Café events series.</p> <p>The SO updated the Officer Team on the final drafting of the criteria for the new Sports Hardship fund.</p> <p>The President updated the Officer Team on discussions with the University on the possibility of sub-letting the Guild's Hairdressers space one day per week for a Black hair specific stylist to cater to black students on campus. The President noted their aim for the Guild's existing hairdresser to benefit from a new positive arrangement. The President noted their frustration in securing the new arrangements through the University's bureaucracy.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
10	Schools/Colleges/ Dubai Update	No items noted.	Noted
11	Part-Time Officers	The Officer Team discussed potential PTO-FTO buddy relationships. The President noted ongoing arrangements for PTO photos.	Noted
12	AOB	The AEO noted that the Venues Team were no longer arranging a Desi DJ in Welcome Week.	Noted

The meeting finished at 13:30.