

FULL TIME OFFICER GROUP MINUTES

12:00pm, Mandela

Present

Amanda Sefton, Education Officer **(EO)**
 Millie Gibbins, Welfare & Community Officer **(WCO)**
 Ryan Ginger, Activities and Employability Officer **(AEO) (Chair)**

Also in Attendance

Jo Thomas, Chief Executive **(JT)**
 Sam Jones, Interim Executive Assistant (Note Taker) **(SJ)**

Apologies

Josh Dooler, Sports Officer Elect **(SO)**
 Joshua Williams, President
 Joanne Park, International Officer **(IO)**
 Tobiloba Adeyemi, Postgraduate Officer Elect **(PGO)**

The Chair opened the meeting at 12:00.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 05.07.19	The minutes from the last meeting held on 29 th July were approved as an accurate record of the meeting.	Approved
2	Welcome Week	<p>The AEO noted ongoing discussions about continuing the use of Conversation Corners, as run in previous years, as turnout had been very high at some to the point of unmanageable, and some had been very poorly attended.</p> <p>The WCO noted that turnout had been consistently poor at the Parents and Carers conversation corner, and suggested that the E&E officer may be interested to take the lead this year to reboot.</p> <p>RG agreed to raise with the E&E officer the possibility of leading on Parent's and Carers conversation corner.</p> <p>JT noted that welcome week college inductions had begun to go into diaries, and officers should pass any requests to Student Voice to coordinate.</p> <p>JT ran through the officer team's roles and responsibilities for Welcome Week delivery. Officers are to avoid arranging meetings during welcome week.</p> <p>RG noted that there would be three society's fairs for the 2nd year, in order cope with the number of groups requesting a stall,</p>	<p>Noted</p> <p>Noted</p> <p>RG</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

3	Diaries	<p>President – A/L, student charter workshop, meeting with Kathy Armour and Stephen McAuliffe, Intro with Brigid Jones, CEO 1-1, PGTea and Cake, meeting with advice manager, DARO presentation lunch.</p> <p>EO – Office hours, SGX pre-meet, student charter meeting, 1-2 w/ Mark Hollingsworth, UJS training, DARO presentation lunch, CEO 1-1, SGX, SSC catch up, blogs session, NATY meeting, 1-1 w/ Joe Lockett, priority campaigns session.</p> <p>SO – Visit to Nottingham, club development catch up, DSO catch up, volunteering meeting, SGX, blogs sessions, shortlisting, PGTea and Cake, priority campaigns training.</p> <p>IO – A/L, international welcome celebration planning, PGTea and Cake, SVM catch up, incoming students feedback planning, Aston Int officer meeting.</p> <p>PGO – UJS training, meeting with Mark Hall, catch up with JSV, UEC meeting, SSC catch up, blogs session, PGTea and Cake.</p> <p>AEO – SGX pre-meeting, UJS training, careers network meeting, Stephen McAuliffe catch up, incidents meeting, TSO catch up, misconduct hearing, SGX, PGTea and Cake, CSO catch up, office hours, DARO presentation lunch, priority campaigns session.</p> <p>WCO – Meeting with university welfare services, filming for welcome week, UJS training, catch up w/ Jon Ellesmore, DARO lunch, Student Integration meeting, meeting with Brigid Jones, advice strategy catch up, PGTea and Cake, priority campaigns.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Manifesto Updates	JT thanked officers for populating their action plans for the trustee board.	Noted
5	Guild Engagement/ Social Media	<p>The Officer team noted the following items for Guild promotion:</p> <ul style="list-style-type: none"> • A-Level results day – Thursday 15th August. • WhatsApp warnings – WCO • Information about re-sits. 	<p>Noted</p> <p>Noted</p>
6	School/College/ Dubai Update	<p>The EO noted issues with the supplementary exam period, where students had been affected by poor timetabling; one student reporting 3 exams in 24 hours.</p> <p>The EO noted ongoing discussions about graduation dates remaining the same next year, i.e. not moving with the NATY, and the pressure this would put on marking times for departments.</p>	<p>Noted</p> <p>Noted</p>

7	Part Time Officer Buddies	<p>The WCO noted a need to have a more structured format for PTO support and collaboration, which so far had been difficult with no one point of contact for each PTO/FTO. The team agreed to review at the next meeting.</p> <p>The EO noted that the commuter students open day was coming together well, and with the University helping to fund catering and promotion.</p> <p>The AEO noted that holding in Joes Bar/Underground would be positive promotion to a large number of students early in the year.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
8	Officer Training & Development	<p>JT noted that mapping had been completed for sessions missed by each officer from officer training. Trainers had now been asked to arrange mop up training/meetings with officers, but if there was any outstanding training missed, officers should bring back to FTOG.</p>	<p>Noted</p>
9	AOB	<p>The AEO noted a company, Babylon Health, which had requested a stall at freshers fair and enquired about a commercial partnership with the Guild.</p> <p>The WCO noted welfare concerns about the Guild promoting alternative services for accessing GP services, which may not be as reliable or as accessible as traditional GP services in Birmingham, and reviews of the service had been negative.</p> <p>The EO noted that Aston SU and BCU SU had already established partnerships with the company.</p> <p>RG noted that he would be happy to work with the company in come capacity.</p> <p>The WCO noted the presidents concerns around the provision of adequate mental health support through a remote 'app based' company. The team agreed to discuss further outside the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

The meeting closed at 13.10

Signed

Date