

Present

Tinajie (Alice) Liu, International Officer **(IO) (Chair)**
 Reeve Isaacs-Smith, Welfare & Community Officer **(WCO)**
 Benjamin Lockley, Postgraduate Officer **(PGO)**
 Isobel Lawson, Activities & Employability Officer **(AEO)**
 Acacia Matthews, Guild President **(President)**
 Vanessa Chigarro, Education Officer **(EO)**
 Florence Craddock, Sports Officer **(SO)**

Also in Attendance

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

Apologies

None.

| No | Item for Discussion | Notes | Action |
|----|---|---|--|
| 1 | Minutes from 15.11.22 & 21.11.22 | <p>The Chair presented the minutes of two previous meetings, dated 15th November and 21st November 2022.</p> <p>The Officer Team approved both set of minutes as accurate records of the meetings.</p> | <p>Noted</p> <p>Approved</p> |
| 2 | Dubai Student Forum | The IO updated the Officer team on the outputs from a recent Dubai Student Forum meeting, noting that another meeting was arranged for the following week. The IO noted plans for the Officer Team to meet individually with their Dubai counterparts in the new year, and introduce officers by email. | Noted |
| 3 | University Meeting List | SJ presented the Officer's University Meeting tracker. The Officer team updated the list. SJ to update and re-circulate. The President suggested publishing the document once finalised. | Noted |
| 4 | Officer 360 Process | JT updated the Officer Team on their planned '360 reviews', and the rationale behind he planned work. JT noted that each Officer would send out a survey to 15 – 20 members of staff who they worked most closely with, and the data from which would be collated into a report. JT suggested that the Officer team agree which Guild and University staff or student representatives to include in their survey cohorts. The Officer agreed to share their planned lists and send out their surveys in the new year. | Noted |
| 5 | Sustainability Town Hall | The SO updated the Officer Team on plans for a Guild open forum meeting on sustainability, mirroring recent similar meetings at the University which had been well received. The SO noted that multiple student groups across campus were campaigning on | |

| | | | |
|-----------|---------------------------------------|---|---|
| | | sustainability and green issues, but could be brought together to organise and campaign jointly ahead of Go Green week in March 2023. The EO suggested educating student on what a 'Town Hall' meeting involved, ahead of the Guild organising a range of meetings in the new year. | Noted |
| 6 | Officer Diaries | <p>The Officer Team discussed their diaries for the week ahead and possible clashes.</p> <p>IO –International Committee, Interviews for Provost, China Institute Board Members meeting.</p> <p>PGO – Democracy review update, Renter Union update, PG Christmas Party.</p> <p>WCO – Not On 1:1, Student Wellbeing Catch-Up.</p> <p>EO – A/L, Engineering College Head 1:1, CEO 1:1, University 1:1's, Hidden Course Costs meeting.</p> <p>SO – Club Development Board, Finance Committee, LES CEC.</p> <p>AEO – Student meeting, Incidents Meeting Catch-Up.</p> <p>President – Commercial Strategy Ops Group, Senior Police Partnership meeting, Duty of Care in HE meeting, CEO Objectives meeting.</p> | <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> |
| 7 | Remits/ Projects | Not discussed. | Noted |
| 8 | Schools/Colleges/ Dubai Update | The IO noted that the most recent COSS CEC meeting had been cancelled due to a lack of agenda items. | Noted |
| 9 | Part Time Officers | Not Discussed. | Noted |
| 10 | AOB (Any Other Business) | <p>The PGO noted plans to arrange for PG welcome boxes to be shared with arriving postgraduate students in January.</p> <p>The Chair wished all of the Officer Team a Happy Christmas.</p> | <p>Noted</p> <p>Noted</p> |

The Chair closed the meeting at 13:00.