

FULL TIME OFFICER GROUP MINUTES

14:30pm, Mandela Room

Present

Joshua Williams, President (**Chair**)
 Ryan Ginger, Activities and Employability Officer (**AEO**)
 Millie Gibbins, Welfare & Community Officer (**WCO**)
 Tobiloba Adeyemi, Postgraduate Officer (**PGO**)
 Josh Dooler, Sports Officer Elect (**SO**)
 Joanne Park, International Officer (**IO**) (Deputy Chair)
 Amanda Sefton, Education Officer (**EO**)

Also in Attendance

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

Apologies

The Chair opened the meeting at 14:35.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 07.10.19	The minutes from the last meeting held on 7th October were approved as an accurate record of the meeting.	Approved
2	Molecular Sciences Building	The President noted ongoing concerns about the Molecular Sciences building, lacking in lecture theatre space. The officer team agreed to arrange a meeting with the project manager to discuss concerns. SJ to arrange.	Noted Action SJ
3	Black History Month	The PGO gave an update on progress with Black History Month. Comms had been arranged, with a quiz, discussion panel and film screening planned. The President noted plans to also promote society events through central comms and help groups to increase engagement. The PGO noted that this fed into the work of the BME priority campaign. PGO to circulate timetable to officers.	Noted Noted Action PGO
4	My UoB App	The EO shared draft designs of the My UoB app. The Officer team fed back on the design of the app, noting the top 4 priorities for the app home screen: <ul style="list-style-type: none"> • Canvass access • Timetable • Emails/Office 365 • Study Space capacity 	Noted Noted
5	Diaries	President – Guild/UEB, UBSW meeting, Interviews One City forum, Society Meeting, Staff Inductions, DCRG, SMT, Byelaw meeting, Catch-up SVM, Office Hours, LGBT+ meeting, TOIL.	Noted

		<p>EO – Guild/UEB, Reps Catch Up, 1:2 Kathy Armour, Catch up Academic Registrar, Audit and Risk Committee, Timetabling Project Board, Interviews, SAEC, BAME Priority Campaigns meeting, Extenuating Circumstances meeting, NATY meeting, Catch Up Academic Affairs, Catch Up Director of Operations, Catch up Guild Advice manager, Speak Week, Catch up LGBTQSO, Catch Up Commuter Student's Officer.</p> <p>SO – Guild/UEB, UBS briefing, Management meeting, Chem Eng meeting, Not On campaign meeting, 1:2 Zena, Guild Advice intro, Speak Week.</p> <p>IO – Guild/UEB, IST meeting, Brexit Meeting, COSS discussion event, BALADS meeting, International Student comms meeting, Audit and Risk committee, UoBEX mixer, Officer Representation CMC, 1:1 Henny Green, Mentors team meeting, Job Evaluation Panel, Speak Week, Catch Up w/Policy Coordinator.</p> <p>PGO – Guild/UEB, EPS CEC, 1:2 w/Kathy Armour, Society meeting, LinkedIn learning meeting, PGTea and Cake, Speak Week.</p> <p>AEO – Guild/UEB, Incidents, Fab and Fresh Guidelines, 1:1 AS, PG and International Employability meeting, Gender Neutral Toilets meeting, CEO 1:1, Catch Up SGM, Personal Skills Award Board meeting, Catch Up JSV manager, Guild/University Roombookings meeting, Democracy Review meeting, Interviews, Speak week, Groups catch-up, Groups policy work.</p> <p>WCO – Guild/UEB, Guild/Student Services meeting, Fab and Fresh guidelines/ 1:1 Community Welfare manager, Interviews, Toil, A/L.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Manifesto Updates	<p>The WCO noted progress on having permanently available sexual health testing kits in the Guild.</p> <p>The EO noted that the University had agreed to set up a student code of conduct review group, in light of recent complaints around sexual assault.</p> <p>The AEO noted upcoming blog posts highlighting positive achievements made by societies.</p> <p>The WCO noted that next week was housing week, with a fair arranged to help students better know their rights as private tenants. WCO to circulate time/date of fair.</p> <p>The President noted that a Security forum had been arranged for November to allow students to raise concerns about safety in the local area with University authorities and Police.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Action WCO</p> <p>Noted</p>

7	Guild Engagement/ Social Media	<p>The Officer team noted the following items for Guild promotion:</p> <ul style="list-style-type: none"> • Support Week • Tab Article Statement – WCO • BHM events and programme • 'Rent Rights' event • Autumn elections • Student Rep elections 	Noted
8	School/College/ Dubai Update	<p>The PGO noted issues in EPS with the retention of PGR staff, a new system for monitoring student attendance at lectures via barcode, and ongoing issues with timetabling clashes.</p> <p>The AEO noted discussions about EPS student societies, and their insurance status.</p>	Noted Noted
9	Part Time Officer Buddies	<p>The EO noted a 'trans day of remembrance' event organised by the TSO, and asked all officers to attend if they were able.</p> <p>The SO noted that the DSO was working on a rainbow shoe laces giveaway to tie in with UB sports events.</p> <p>The WCO noted discussions about supporting DAMSA through the University Student Services team. SO to discuss options with DSO.</p>	Noted Noted Action SO
10	Officer Training & Development	<p>The Officer team noted the value of the recent disclosure training session, and suggested including an 'out of office' message on their email and social media accounts, as suggested in the session. The officer team suggested rolling out the training to student group's committee members and part-time officers.</p>	Noted
11	AOB	<p>The WCO updated the officer team on the recent Tab article, criticising the University for its handling of a sexual assault complaint. The WCO and CEO had met with the University to discuss ongoing issues with the 'you report, we support' online tool.</p> <p>The WCO noted that the University had agreed to review the tool along with the boundaries of jurisdiction between the Guild, the University and accommodation providers.</p> <p>The President noted positive engagement with student reps on attending the One City conference.</p> <p>The President noted ongoing issues with students expecting payment from Worklink due to the New Core IT system. Students had expected compensation, but many had faced difficulties due to not being on the list or having now graduated, contrary to what had been agreed.</p> <p>The President further noted issues for PGR students expecting to</p>	Noted Noted Noted Noted

		<p>receive bursary/stipend payments that had not come through, and had affected those students ability to cover their living costs. The PGO noted that the number of PG students coming forward with problems was increasing.</p> <p>The President noted that due to ongoing issues with Worklink payments, many more student workers had become involved in trade union activity, which would require Guild involvement and response.</p> <p>The EO suggested preparing a range of statements in preparation for different outcomes to the Brexit deadline on the 31st October.</p> <p>JT reminded officers to share vacancies in the autumn elections, and encourage good candidates to run.</p>	<p>Noted</p> <p>Noted</p> <p>Action All</p> <p>Noted</p>
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The meeting closed at 16:00.

Signed

Date

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