

## FULL TIME OFFICER GROUP MINUTES

### Present

Reece Roberts, President (**President**)  
 Adam Goldstone, Education Officer (**EO**)  
 Izzy Bygrave, Welfare and Community Officer (**WCO**)  
 Jess Small, Postgraduate Officer (**PGO**)  
 Jo Park, International Officer (**IO**)  
 Simon Price, Sports Officer (**SO**)

### In Attendance

Jo Thomas, CEO (**JT**)  
 Elliott Packham, Executive Assistant (minute taker) (**EP**)

### Apologies

Robyn Macpherson, Activities and Employability Officer (**AEO**)

The Chair opened the meeting at 11:30.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 10<sup>th</sup> July 2018</b>	The minutes from the meeting held on 10 <sup>th</sup> July 2018 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Matters arising</b>	The EO noted that they have emailed the Directors of Education to set up an introductory meeting with the Officers.  #OneCity was discussed.	<b>Noted</b>  <b>Noted</b>
3	<b>Diaries</b>	<p><b>President</b> – Student Conduct Training, NUS Engagement Manager meeting, Intro to Parliament, Campaigns and Higher Education Forum, Capital Projects Steering Group, Dubai Campus meeting, International Working Group and Welcome Week meeting.</p> <p><b>WCO</b> – Student Conduct Training, NUS Engagement Manager meeting, Intro to Parliament, Campaigns and Higher Education Forum, MDS College Education Committee, Housing catch up, University Mental Health and Wellbeing Interviews and Student Support at Welcome Week meeting.</p> <p><b>AEO</b> – A/L</p> <p><b>PGO</b> – Student Conduct Training, NUS Engagement Manager meeting, Intro to Parliament, Campaigns and Higher Education Forum, PGR Community Engagement meeting, Graduate Research Board and PebblePad Project Board meeting.</p> <p><b>SO</b> – Student Conduct Training, NUS Engagement Manager meeting, Intro to Parliament, Campaigns and Higher Education Forum, Director of Sport and Guild CEO meeting, Welcome Week meeting, Club Development meeting, Student Support at Welcome Week meeting.</p> <p><b>EO</b> – Student Conduct Training, NUS Engagement Manager meeting, Intro to Parliament, Campaigns and Higher Education Forum, Lecture Capture Project Board and PebblePad Project Board meeting.</p>	<b>Noted</b>

		<b>IO</b> – Student Conduct Training, NUS Engagement Manager meeting, Intro to Parliament, Campaigns and Higher Education Forum, International Working Group, Pre Sessional Students meeting and Student Support at Welcome Week meeting.	
<b>4</b>	<b>Mandate Update</b>	The PGO noted that the PG Research Space mandate can be removed from the tracker.	<b>EP</b>
<b>5</b>	<b>Campaigns Pot – Welcome Week Volunteers</b>	The PGO presented a campaigns pot proposal for £200 in order to fund volunteers for postgraduate events during Welcome Week.  The PGO noted that they would reward volunteers with Amazon vouchers.  <b>Officers approved for up to £400 to be spent on rewarding volunteers.</b>	<b>Noted</b>  <b>Noted</b>  <b>Approved</b>
<b>6</b>	<b>Buddy Scheme</b>	The President noted that the PTO buddies will be allocated as follows:  WCO – DSOs PGO – MPSO, WOs EO – EMSO President – LGBTQOs AEO – TSO SO – CSO IO – ARAFO	<b>Noted</b>
<b>7</b>	<b>Guild Engagement/ Social Media</b>	Officers discussed how to introduce themselves online. JT is to speak to SW regarding coordinated introductions.	<b>JT</b>
<b>8</b>	<b>School/College Update</b>	There were no Schools or Colleges updates.	<b>Noted</b>
<b>9</b>	<b>Part Time Officer Buddies</b>	There were no PTO updates.	<b>Noted</b>
<b>10</b>	<b>Officer Training and Development</b>	There were no Training or Development updates.	<b>Noted</b>
<b>11</b>	<b>AOB</b>	The PGO noted that they no longer need to be present at the International Working Group.  The WCO is to chair the next FTOG.	<b>EP</b>  <b>Noted</b>

The meeting closed at 12:50.

Signed .....

Date .....