

## FULL TIME OFFICER GROUP MINUTES

12:00pm,  
Roomy McRoomface

### Present

Ryan Ginger, Activities and Employability Officer (**AEO**)  
Joshua Williams, President (**Chair**)  
Amanda Sefton, Education Officer (**EO**)  
Millie Gibbins, Welfare & Community Officer (**WCO**)  
Tobiloba Adeyemi, Postgraduate Officer (**PGO**)

### Also in Attendance

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

### Apologies

Josh Dooler, Sports Officer Elect (**SO**)  
Joanne Park, International Officer (**IO**) (Deputy Chair)

The Chair opened the meeting at 12:00.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 09.09.19</b>	The minutes from the last meeting held on 9th September were approved as an accurate record of the meeting.	<b>Noted</b>
2	<b>Intercultural Bursary</b>	The AEO noted plans to introduce a bursary for groups looking to run cultural activities through JSV, including support with booking rooms and risk assessments. RG noted the need for a process for applications to be approved.  JT suggested following a similar format to the existing campaigns pot, and for applications to be approved by the AEO and IO, reporting back to FTOG. The officer team agreed the suggested process.	<b>Noted</b>  <b>Approved</b>
3	<b>VC 1-2-1's</b>	The President noted their upcoming 1:1 with the Vice – Chancellor, and asked the officer team to circulate possible agenda items.	<b>Action All</b>
4	<b>PTO Responsibility</b>	The Officer team discussed relative roles of PTOs and FTOs, and the working relationship of the Guild Officer Team. The officer team agreed to discuss the issue at the first GOG of the academic year.	<b>Noted</b>
5	<b>Culture Calendar</b>	The EO noted plans for a Jewish New Year event and other cultural events for the coming year. The Officer team agreed to implement a cultural events calendar.	<b>Noted</b>
6	<b>Enrichment Week Logos</b>	JT presented options for the enrichment week logo. The officer team feedback on options.	<b>Noted</b>
7	<b>LinkedIn Learning</b>	The PGO noted a new university project to introduce a LinkedIn Learning platform for staff and student training. The	<b>Noted</b>

		PGO suggested that a Guild staff member act as the website admin at the Guild for the new system. JT agreed to follow up.	JT
8	Diaries	<p><b>President</b> – University Relationships, Intro to University council, TAL building intro meeting, officer training, A2B welcome fair, SMS training lunch, care leavers talk, new Guild staff inductions, Worklink meetings, SMT, exchange meeting, public management meeting, catch-up w/ exec assistant.</p> <p><b>EO</b> – Applicant shortlisting, Welcome Week meeting, UoB app project board, LinkedIn training meeting, officer training, CEO 1:1, HEFI meeting, UMC hearing, senior rep coordinator intro, Interviews, timetable release day, moving in weekend in halls, Sunday commuter students welcome.</p> <p><b>SO</b> – A/L</p> <p><b>IO</b> – A/L</p> <p><b>PGO</b> – University Relationships, intro talk, catch-up with JSV, LinkedIn Learning meeting, Officer Training, GRB, E&amp;D committee, non-working days, PG starter pack giveaways.</p> <p><b>AEO</b> – Vale Fest Debrief, redbrick print run, 1:1 AS, 1:1 CEO, 1:1 JSV manager, Hall reps training, Student Groups student staff training day, welcome week committee meeting, exchange meeting, MDS college committee, UMC hearing.</p> <p><b>WCO</b> – Mental health first aid training, 1:1 community wardens manager, catch-up Jon Elmore, officer training, 1:1 CEO, SMS lunch, tour of University accommodation, Umbrella meeting, 1:1 Guild advice manager.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Manifesto Updates	<p>The EO noted a high number of sign-ups for the upcoming commuter student's day.</p> <p>The PGO noted that the University had agreed to run a trial of PG study space for the Guild to promote, and to look at permanent space if there proved to be demand.</p> <p>The PGO noted enquires from students about more low-key events for PGs, which were planned for the rest of term 1 after welcome week.</p> <p>The President noted a positive meeting with Lord Bassam of Brighton regarding the definition of care leaving students in HE, and the introduction of a national program for diversifying the curriculum.</p> <p>The AEO noted a positive visit to Cardiff SU, noting a wide range of venues and catering, a newly developed building and the collection of Student ID cards from the SU building in welcome week, cementing engagement early with 1<sup>st</sup> year students.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

10	<b>Guild Engagement/ Social Media</b>	The EO noted the release of student academic timetables this week.	<b>Noted</b>
11	<b>School/College/Dub ai Update</b>	No items noted.	<b>Noted</b>
12	<b>Part Time Officer Buddies</b>	The officer team discussed the role of PTOs on university committees and hearings. The officer team agreed to discuss in GOG.	<b>Noted</b>
13	<b>Officer Training &amp; Development</b>	No items noted.	<b>Noted</b>
14	<b>AOB</b>	<p>The President noted a proposed visit of the NUS national president, with plans to combine with a One City event.</p> <p>The President noted the upcoming student climate strike protests in Birmingham city centre. The officer team agreed to publish a statement in support of the action, directing students to attend the protests in Victoria Square.</p> <p>The PGO noted an enquiry about the formation of a PGR greener travel fund. JT suggested passing on to the University Sustainability Task Force.</p> <p>The PGO noted the introduction of a 2 year working visa for international students for newly starting International students, and a petition to introduce the same option for students already in the UK. The Officer team agreed to promote the petition when finalised.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

The meeting closed at 13:25.

Signed .....

Date .....