

FULL TIME OFFICER GROUP MINUTES

Present

Ellie Keiller, President (Chair)
Brandon Hattiloney, Representation and Resources Officer
Chris Wilkinson, Education Officer
Isabel Nicholds, Housing and Community Officer
Georgie Freeman, Sports Officer
Rose Bennett, Postgraduate Officer
Natalie Cox, Activities and Development Officer
Ross Strong, Welfare Officer

In Attendance

Jo Thomas, CEO
Elliott Packham, Executive Assistant

The Chair opened the meeting at **13.00**.

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 09.01.17	The FTOG minutes from 9 th January 2017 were approved	Approved
2	Matters arising	The RRO is to circulate the Elections complaints information The ADO is to provide a list of rooms which the Guild would want to book at the University to the CEO.	RRO ADO
3	Diaries	<p>President – Trustee Board away day, meeting and meal, SPRC, ARAFO meeting, CEO and General Managers event, GOG, microwaves on campus meeting, Suli Breaks and Live Music at the Guild Night</p> <p>ADO – Trustee Board away day, meeting and meal, GOG, Suli Breaks, Live Music at the Guild Night, Student Reps meeting, Elections Outreach, Guild Awards meeting, CEO 1-2-1, E&E Committee, Assessment Group meeting, Redbrick proofing and Student Groups Megaforum</p> <p>EO – Trustee Board away day, meeting and meal, GOG, Suli Breaks, Live Music at the Guild Night, HE Skills Session, Timetabling Trial Workshop, Not On workshop for Reps, Lecture Shout Outs, Paul Jackson meeting, Chris' Corner and OTA's meeting.</p> <p>HCO – Trustee Board away day, meeting and meal, GOG, Suli Breaks, Live Music at the Guild Night, Not On Steering Group, RA Coordinator Induction, RA meeting, Not On Consent Workshop and Housing and Community Manager meeting.</p> <p>PGO – Trustee Board away day, meeting and meal, GOG, Suli Breaks, Live Music at the Guild Night, PGT Focus Group, Assessment Group meeting, GSMB, Reception Shift and Reasonable Adjustments meeting.</p> <p>RRO – Trustee Board away day, meeting and meal, GOG, Suli</p>	Noted

		<p>Breaks, Live Music at the Guild Night, Student Voice Team meeting, Legal Services meeting, E&E Committee, Assessment Group meeting, VoteFest meeting, Street Kitchen pre-completion meeting, Safe Campus Travel and Transport meeting and Go Green Week planning</p> <p>SO – Trustee Board away day, meeting and meal, GOG, Suli Breaks, Live Music at the Guild Night, Inclusivity project meeting, Great Run meeting, CEO and Director of Sport 1-2-2, Elections Outreach, Kit tender meeting and DSO meeting.</p> <p>WO – Trustee Board away day, meeting and meal, GOG, Suli Breaks, Live Music at the Guild Night, LGBT History Month Planning Committee, Reasonable Adjustments meeting, Assessment Group meeting, DPVC Student Experience meeting, Online Induction Steering Group and Advice meeting</p>	
4	Mandate Update	<p>All Officers are to email their Mandate Progress to the RRO.</p> <p>The SO is to give the contact details of the Sustainable Transport Officer to the President.</p> <p>Officers discussed and allocated an Officer to the new mandates.</p>	<p>All</p> <p>SO</p> <p>Noted</p>
5	Campaigns Pot Proposal: B-Eat Society	B-Eat Society requested £800 from the Campaigns Pot to help fund their 'Sock It Week' campaign. The WO is to contact the group asking for more information about the campaign.	WO
6	Guild Engagement/ Social Media	<p>The following items are to be promoted on social media this week:</p> <ul style="list-style-type: none"> - Give It A Go - This Girl Can Fight - January Blues Event - Suli Breaks 	All
7	Schools/Colleges Update	<p>The WO Officer noted that they attended their EPC CEC and CQAC. Officers discussed the Capital Development Group and the President is to ask for an Officer to sit on it at the next Registrars meeting.</p> <p>The PGO noted that they attended a VC Review of the Birmingham Law School.</p>	<p>Noted</p> <p>President</p> <p>Noted</p>
8	Part Time Officer Buddies	<p>The WO noted that the LGBTQ Officer has nearly finalised their 'LGBTQ 101' Handbook. The WO is to speak to the Director of Operations regarding getting C&M to brand the document.</p> <p>The president noted that the AOB items for GOG would be:</p> <ul style="list-style-type: none"> - Holocaust Memorial Day on 27th January - Survey results - International Students Campaign 	Noted
9	Officer Training and Development	There were no Training and Development updates	Noted
10	AOB	<p>Elections</p> <p>The ADO is to forward an email sent by the RRO regarding Society Endoresment to all Officers except the President and PGO.</p>	ADO

	<p>The RRO noted that they would explain society endorsement in the next Student Groups Megaforum and will hold a drop in for Groups to ask questions.</p> <p>The President and PGO left the meeting at 13:35 whilst the RRO explained the Elections Complaints Information to the other Officers.</p> <p>The President and PGO re-entered the meeting at 13:38.</p> <p>The RRO noted that Student Voice will be providing material for banners, the details of which are to be confirmed.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
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The meeting closed at **14:30**.

Signed

Date

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