

Present

Amira Campbell, Guild President (**President**) (**Chair**)
 Harry Brooks, Activities & Employability Officer (**AEO**)
 Benjamin Lockley, Postgraduate Officer (**PGO**)
 Joseph Hill, Education Officer (**EO**)
 Dean Turner, Welfare & Community Officer (**WCO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Amber Challinor, HR Coordinator (**AC**) (note taker)

Apologies

Tianjie (Alice) Liu, International Officer (**IO**)
 Cat Hardiman, Sports Officer (**SO**)

The Chair welcomed everyone and the meeting started at 12:00.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (10.06.24)	<p>The Chair presented the minutes of the previous meeting, dated the 10th June 2024, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Noted</p>
2	Open Day Welcome Talk	<p>The AEO noted that they had spoken to the university who had asked who will be doing the welcome talks for the June open days.</p> <p>The President noted that they will be giving the welcome talks at both June open days and that there would be 3 talks per day.</p> <p>The President asked the AEO to make the university aware of this.</p>	<p>Noted</p> <p>Noted</p> <p>AEO</p>
3	Student Membership of University Council	<p>The President noted that a paper had been submitted to FTOG which asks for Officer approval for the incoming IO to be the second Officer member of University Council.</p> <p>JT noted that this would keep the Officer membership the same as this year and previous years.</p> <p>The Officer Team gave their support for the recommendation of the incoming IO to be part of University Council.</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p>
4	Graduation Dates	<p>AC noted that the university graduation dates had been circulated to the Officer Team and asked for everyone to let AC know via email which dates they are available for.</p>	Officer Team

		The President asked the Officer Team if everyone could submit their dates by next Monday.	Noted
5	Officer Action Plans	<p>The Officer Team discussed whether they would like to send action plans for trustee board or to create a new Officer view's document as a summary.</p> <p>The Officer Team agreed that they would create an Officer view's document and send this to HR by Thursday.</p> <p>The President noted that they would send a template for this to the Officer Team.</p> <p>The PGO noted that at their first trustee board, not all the Officer's submitted their action plans. The PGO noted that there was no follow up on why this was the case and noted the importance of expectation setting around this.</p>	<p>Noted</p> <p>Officer Team</p> <p>President</p> <p>Noted</p>
6	UEB Meeting	<p>The Officer Team discussed the agenda of the upcoming UEB meeting.</p> <p>The Officer Team noted that the breakout rooms should be structured appropriately.</p> <p>The Officer Team noted that the incoming Officers would attend the meeting in a shadow capacity as it would take place during their first day.</p> <p>The AEO noted that they would be on annual leave and gave their apologies for the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
	PTO office	<p>The Officer Team discussed the merits of various proposals for a new PTO office.</p> <p>The PGO suggested that the meeting room in the current Officer's office could serve as the PTO office and the server room could be converted into a meeting room.</p> <p>JT agreed to explore this option and let the Officer Team know their findings.</p>	<p>Noted</p> <p>Noted</p> <p>JT</p>
7	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>EO – Catching up with learner analytics project, Survey action group, VCIR for Maths</p> <p>PGO - Collaborative provision committee, Survey action group, Welcome week coordination group</p> <p>President – VC 121, Disabled students meeting with John Ellsmore, MDS College education committee</p> <p>AEO – Annual leave, Activities committee audit, Medsoc audit</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		WCO – Not on researcher interviews, Final session with Jamie, Junk Busters	
8	Officer Projects	Nothing to discuss.	Noted
9	Schools/Colleges/ Dubai Update	The President noted that the visit from the Dubai Campus' SU President was very positive.	Noted
10	Part-Time Officers	The Officer Team discussed a possible dinner between the FTO's and PTO's. JT to let the Officer Team know the budget available for this.	JT
11	AOB	The AEO discussed the society audits and the Guild's audit policy. JT to discuss the policy with the Student Groups Manager. The President noted that an enquiry had been received about the availability of FTOG minutes on the Guild website. AC confirmed that all minutes are up to date and available to view.	JT Noted

The meeting finished at 13:00