

FULL TIME OFFICER GROUP MINUTES

Present

Adam Goldstone, Education Officer (**EO**)
Izzy Bygrave, Welfare and Community Officer (**WCO**)
Joanne Park, International Officer (**IO**)
Robyn Macpherson, Activities and Employability Officer (**AEO**)
Simon Price, Sports Officer (**SO**)

In Attendance

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

Apologies

Jessica Small, Postgraduate Officer (**PGO**)
Reece Patrick Roberts, President (**President**)

The Chair opened the meeting at 11:05.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 3rd September 2018	The minutes from the last meeting held on 3 rd September 2018 were approved as an accurate record of the meeting.	Approved
2	Matters arising	There were no matters arising.	
3	Diaries	<p>President – University Council Induction, Staff Forum, International Working Group, University Relationships and SPRC meeting.</p> <p>AEO – Staff Forum, Media Law Training, Trustee Board, RA Hall Reps Social, Staff Forum, Colour Run meeting, SGX Elections meeting and Officer Away Day.</p> <p>PGO – Staff Forum, Media Law Training, Officer Away Day, Equality and Diversity Committee, GRB, Welcome Week planning and Student Services meeting.</p> <p>SO – Staff Forum, Media Law Training, Trustee Board, Officer Away Day, Brooks Bar catch up, LES Joint CQAAC/CEC, Colour Run meeting and BUCS West Midlands meeting.</p> <p>EO – Staff Forum, Media Law Training, NATY Revision and Assessment Support Week discussion, Trustee Board, Officer Away Day and Governance Group meeting.</p> <p>IO – Staff Forum, Media Law Training, Trustee Board, Officer Away Day, International Student Review, ISAS introduction, Equality and Diversity Committee, Birmingham International Academy Introduction, International Working Group and Street Kitchen meeting.</p> <p>WCO – Staff Forum, Media Law Training, Trustee Board, Officer Away Day, Learning and Development Group, Equality and Diversity Committee, Support Week planning, Campus and Community Safety Group and DSO meeting.</p>	Noted
5	Mandate Update	There were no mandate updates discussed.	Noted

6	Campaigns Pot Request – Support Week	The SO presented a Campaigns Pot Request for £58 to fund two free fitness classes as part of Support Week. The Officers approved the Campaigns Pot Request.	Approved
7	Campaigns Pot Request – International Student Tours	The IO presented a Campaigns Pot Request for £50 in order to offer an incentive to volunteers for facilitating events which focus on International Students. The Officers approved the Campaigns Pot Request.	Approved
8	UEB Agenda Items	Officers discussed UEB Agenda items and agreed the following: <ul style="list-style-type: none"> - NSS - Microwaves on Campus - Sports Centre - Support Week 	
9	Degree Weighting	The EO raised a discussion about degree weighting. Officers discussed their preferences and noted that student consultation would be required.	Noted
10	Officer Away Day	Officers discussed their away day and agreed to go to Alton Towers.	Noted
11	Manifesto Updates	The AEO noted that they have found some extra rooms for groups to use at the drama campus.	Noted
12	Guild Engagement/ Social Media	The following items are to be shared on social media this week: <ul style="list-style-type: none"> - Fresher's Fest - Societies Night - Support Week 	All
13	School/College Update	There were no School/Colleges updates discussed.	
14	Part Time Officer Buddies	There were no Part Time Officer updates.	
15	Officer Training and Development	There were no training or development updates.	Noted
16	AOB	<p>The EO presented a Campaigns Pot Request from a student for £1000 to fund mental health themed bar mats as part of a campaign around mental health.</p> <p>Officers discussed this proposal and agreed that more information was needed with regards to cost and quantities before a decision could be made. The WCO is to work with the Campaigns Coordinator and the student on this.</p> <p>The EO presented a Campaigns Pot Request from Women and Non Binary Association for £639.98 in order to fund activities for Black History Month.</p> <p>Officers approved this Campaigns Pot Proposal.</p>	<p>Noted</p> <p>WCO</p> <p>Approved</p>

The meeting closed at 12:20.

Signed

Date