

**Present**

Acacia Matthews, Guild President (**President**)  
 Tinajie (Alice) Liu, International Officer (**IO**)  
 Reeve Isaacs-Smith, Welfare & Community Officer (**WCO**) (**Chair**)  
 Benjamin Lockley, Postgraduate Officer (**PGO**)  
 Florence Craddock, Sports Officer (**SO**)

**Also in Attendance**

Jo Thomas, Chief Executive (**JT**)  
 Jen Toone, Senior HR Coordinator (**JTO**) (note taker)

**Apologies**

Vanessa Chigariro, Education Officer (**EO**)  
 Isobel Lawson, Activities & Employability Officer (**AEO**)

The Chair welcomed everyone and the meeting started at 12:10

No	Item for Discussion	Notes	Action
1	<b>Minutes 13.06.23</b>	<p>The Chair presented the minutes of the previous meeting, dated Tuesday 13th June 2023, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the previous meeting.</p> <p>JT – Updated officers on the previous action regarding the Officer payments approvals. The process changes will be approved by the Trustee Board and once implemented, training will be provided.</p>	<p><b>Noted</b></p> <p><b>Approved</b></p> <p><b>Noted</b></p>
2	<b>Officer reports - July Trustee Board</b>	JT Requested for the Officers to submit their Officer reports for the July Trustee Board Meeting as soon as possible and noted the AEO and EO were on leave.	<b>Noted</b>
3	<b>Officer Diaries</b>	<p>The Officer Team discussed their diaries for the week ahead and possible clashes.</p> <p><b>PGO</b> – Student Access Progress and Inclusion Meeting, PGT Away Day, Collaborative Provision Committee.</p> <p><b>SO</b> –UB Sport, Green Impact Audit meeting, Hockey Alumni day on Saturday.</p> <p><b>WCO</b> – NUS UK Members Meeting, HR Committee, University misconduct meeting with a student.</p> <p><b>IO</b> – Filming with C&amp;M, HR Committee, Induction BIA</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<b>President</b> – University’s 125 <sup>th</sup> Anniversary Workshop, HEFi Awards, Bucks Student Union meeting.	
<b>4</b>	<b>Projects</b>	<p>The WCO noted the great work on the AEO’s formal wear clothes swap.</p> <p>The SO noted the Hockey Alumni event on Saturday with music and events for new students and encouraged the Officers to attend.</p> <p>The WCO noted the Grant Hardship fund closes soon so encouraged Officers to continue to share this.</p> <p>The Officers discussed and updated the FTO Project tracker.</p> <p>PGO Left the meeting 12:25</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>5</b>	<b>Schools/Colleges/ Dubai Update</b>	Not discussed	<b>Noted</b>
<b>6</b>	<b>Part-Time Officers</b>	Not discussed	<b>Noted</b>
<b>7</b>	<b>AOB</b>	<p>The President noted a massive well done to the Venues and C&amp;M department on a fantastic Grad Ball and for all their hard work before and during the event.</p> <p>JT encouraged the officers to send Thank you cards to the staff involved.</p> <p>The WCO encouraged the Officers to do the same for the Sports Ball.</p> <p>JT gave an update on the Task and Finish Group for External Memberships and noted they had met twice to discuss the process. Moving forward, this will be circulated to the Officers and then to the Trustee Board for approval.</p> <p>It was proposed that a 2-step process is put in place through the website, step 1 where an external member will get a letter from a current student confirming their support and step 2 a DBS check. Once completed they will receive External Membership for 12 months.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>