FULL TIME OFFICER GROUP MINUTES

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

In Attendance
Jo Thomas, CEO
Elliott Packham, Executive Assistant

Apologies
Isabel Nicholds, Housing and Community Officer

The Chair opened the meeting at **12.00.**

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	**Minutes from 05.12.16**	The ADO noted that they re-entered the meeting and this needed to be recorded in the minutes. The ADO further noted that the RRO should have an action to insert a line into the Elections Regulations to clarify when candidates could seek endorsement from societies. The minutes from 12th December were approved subject to the above amendments being made.	**Approved**
2	**Matters arising**	The RRO is to circulate Elections Complaints information. The ADO noted that if they were present at the previous meeting, they would have voted against the 7 day campaigning and voting period.	**RRO** **Noted**
3	**Diaries**	**President** – Registrar meeting, NSS Working Group and Castle Cars Disaffiliation Plan **PGO** – Dubai Project meeting **RRO** – Incident reports, Sustainability Task Group, Chef Interviews and Proofing MSL Build. **ADO** – Guild Awards Review, Skills Fair meeting, Give It A Go Fair Planning and Student Groups Manager induction **EO** – HEFCE Teaching Qualifications, NSS Working Group, Education Team Meeting, Big Conversation Blog and Staff Forum Filming. **WO** – EPS Director meeting **SO** – UBSport meeting, VC's medal recipient tea and 360 Project meeting.	**Noted**

4	**Mandate Update**	The President noted that Affordable Graduations is on the agenda for their meeting with the Registrar	**Noted**
5	**Elections – Support For Candidates With Disabilities**	The RRO presented an update to the existing policy regarding Support For Candidates with Disabilities. The RRO noted that this was used successfully during term 1 elections. The SO raised a question about how far in advance candidates would need to declare their need for support. The RRO will raise this question with the Representation Coordinator. **Officers approved the Support For Candidates with Disabilities Policy.**	**Noted** **Noted** **RRO** **Approved**
6	**Campaigns Pot Proposal – SO**	The SO presented a campaigns pot proposal to help fund activities as part of the This Girl Can Campaign. **The Officers approved for £85 to be spent from the Campaigns Pot.**	**Noted** **Approved**
7	**Guild Engagement/ Social Media**	There were no items to push out on social media this week.	**Noted**
8	**Schools/Colleges Update**	The WO noted that their EPS meeting keeps getting cancelled.	**Noted**
9	**Part Time Officer Buddies**	There were no Part Time Officer Buddy updates.	**Noted**
10	**Officer Training and Development**	The President noted that a Career Management Course was available for two Officers to attend. The SO and ADO will attend this course.	**Noted**
11	**AOB**	**NUS** The President presented an overview of the Independent Review Into The Allegation Of Institutional Racism In The NUS. The President will create a social media post regarding this. **Term 1 By-elections** The RRO noted that there was a very low turnout in Term 1 By-elections. The RRO further noted that these elections could have been publicised better, but were not in breach of the Guild Byelaws. Officers discussed running a second by-election. Officers agreed to co-opt the RA roles whilst running a by-election for all other positions. **Inspirational Speaker** The RRO proposed for a speaker to come to the Guild in the run up to Elections to encourage people to stand. Officers approved the Inspirational Speaker. The RRO is to discuss dates with the ADO.	**President** **Noted** **Approved** **Noted** **Approved** **RRO/ADO**

Signed ……………………………………………………   **Date ………………………………**