

FULL TIME OFFICER GROUP MINUTES

Present

Ellie Keiller, President (Chair) **(President)**
Shannon Farmer, Activities & Development Officer **(ADO)**
Jess Levy, Representation & Resources Officer **(RRO)**
Adam Goldstone, Education Officer **(EO)**
Helena Bailey, Sports Officer **(SO)** (for agenda items 8 – 11 only)
Kris Ali, Housing & Community Officer **(HCO)**
Rose Bennett, Postgraduate Officer **(PGO)**
Henny Green, Welfare Officer **(WO)**

In Attendance

Emily Badger, Director of Operations **(EB)**
Elliott Packham, Executive Assistant (minute taker) **(EP)**

Apologies

The Chair opened the meeting at 11.05.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 12th February 2018	<p>Officers noted that the following amendments should be made to the minutes from the meeting held on 12th February 2018:</p> <ul style="list-style-type: none"> - 'Sports vs Societies Night' is to be renamed to 'Sports meets Societies Night.' - The Officers meeting to discuss voter registration are the WO, SO and HCO - The line in AOB is to be removed. <p>Officers approved the minutes from 12th February as an accurate record of the meeting pending the amendments above being made.</p>	<p>EP</p> <p>Approved</p>
2	Matters arising	<p>EB is to ask MC how often sanitary bins are collected in the Guild.</p> <p>The President noted that Manifesto updates will be a standing item at future FTOG meetings.</p>	<p>EB</p> <p>Noted</p>
3	Diaries	<p>President – Voter registration campaign meeting, UEB, Budget Review Group, GPDG, VC 1-2-1, Strategy Working Group, Nominations Committee, Director of Student Affairs meeting and TEF Subject Pilot.</p> <p>HCO – Voter Registration Campaign meeting, UEB, Housing Video, Redbrick meeting, Welfare and Community Officer meeting, Director of HAS meeting and litter picking.</p> <p>RRO – Elections Returning Officer meeting, UEB, Budget Review Group, GPDG, Sexual Harrassment Steering Group, Strategy Working Group, Incident Reporting meeting, CEO 1-2-1, Elections Results Night meeting.</p>	

		<p>EO – UEB, GPDG, Lecture Capture Project Board, TEF Steering Group, Director of Registry meeting, Study Spaces meeting, PVC Education meeting and Families together for Refugees.</p> <p>ADO – UEB, GPDG, CEO 1-2-1, CAL Education Committee, Student Groups Interviews, Student Equality and Diversity Committee and GTV Elections meeting.</p> <p>WO – UEB, GPDG, Inclusive Curriculum meeting, Strategy Working Group, Umbrella Sexual Health Pop Up Clinic, De-Stressfest Working Group and Student Equality and Diversity Committee.</p> <p>PGO – UEB, PGR Operations Management meeting, GPDG, Strategy Working Group, Assessment and Feedback student workshop, Director of Registry meeting, PVC Education meeting, De-stressfest Working Group, Student Equality and Diversity Committee and Families together for Refugees.</p> <p>SO – UEB, GPDG, Sexual Harassment Steering Group, Sports Ball 2018 meeting, CEO 1-2-1, CEO/Director of Sport 1-2-1 meeting, Branding Focus Group and De-Stressfest Working Group.</p> <p>The WO is to invite the PGO to the De-Stressfest Working Group.</p>	<p>Noted</p> <p>WO</p>
4	Mandate Update	<p>The RRO noted that sustainable straws are now being used in Joe's Bar.</p> <p>Officers noted that the following mandates have now been completed:</p> <ul style="list-style-type: none"> - Panopto roll out - Study Space - Clearer Silent Study Signs - PG Research Space - Better WIFI <p>Your Ideas is to be reviewed after Elections.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
5	Manifesto Updates	Officers discussed their manifestos and noted that this will be a standing item in future meetings.	
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"> - Elections - Sock It Week - Wednesday BUCS fixtures - Sports meets Societies Night - OTAs 	All
7	School/College Update	There were no training and development updates.	Noted
8	Part Time Officer Buddies	There were no Part Time Officer updates	Noted
9	Officer Training and Development	There were no training and development updates.	
10	AOB	The RRO noted that a session to discuss the Guild's Beliefs and Commitments is booked in on 7 th March.	Noted

The meeting closed at 12:30.

Signed

Date