

FULL TIME OFFICER GROUP MINUTES

Present

Reece Patrick Roberts, President **(President)**
Adam Goldstone, Education Officer **(EO)**
Izzy Bygrave, Welfare and Community Officer **(WCO)**
Jessica Small, Postgraduate Officer **(PGO)**
Robyn Macpherson, Activities and Employability Officer **(AEO)**
Simon Price, Sports Officer **(SO)**

In Attendance

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

Apologies

Joanne Park, International Officer **(IO)**

The Chair opened the meeting at 12:05.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 13th August 2018	The minutes from the last meeting held on 13 th August 2018 were approved as an accurate record of the meeting.	Approved
2	Matters arising	The EO is to ask the TSO about renaming 'gender neutral toilets.' Semesterisation was discussed and the EO is to raise this with the PVC Education. The PGO noted that a meeting with Unison has been scheduled for 4 th September and Officers discussed potential topics.	EO EO Noted
3	Diaries	President – International Working Group, Elections Working Group, Byelaw Review Group, University Estates meeting and annual leave. AEO – Student Groups meeting, Room Bookings meeting, ESports meeting, Sexual Health Campaign planning and annual leave. PGO – CAPP and Guild SSC Themes meeting, Director of Engagement 1-2-1, PRES meeting, International and Postgraduate catch up, Student Voice Manager catch up and CoSS College Education Committee meeting. SO – UBSport Management Team meeting, Welcome Week video filming, Support Week planning, ESports meeting, CEO 1-2-1 and Football Development Officer meeting. EO – CAPP Annual Report meeting, Lecture Capture Project Board, Cleaning Assistant Interviews, CEO catch up, Student Voice Manager catch up and TOIL. IO – Annual leave WCO – Advice Manager meeting, Support Week meeting, CEO catch up and representation meeting.	Noted
4	Mandate Update	The President noted that Accessible Elections is in the Elections Plan.	Noted
5	Waiting Room	The SO explained the concept of 'Waiting Room' a website which signposts people to local mental health services.	Noted

		Officers discussed the Waiting Room website and this will be further discussed in Team 10.	Noted
6	Manifesto Update	There were no manifesto updates discussed.	Noted
7	Guild Engagement/ Social Media	The following items are to be shared on social media: - Mental Health Conference announcement - PGO Welcome Week volunteers	All
8	School/College Update	There were no Schools or Colleges updates.	Noted
9	Part Time Officer Buddies	The PGO noted the possibility of introducing a Parents/Carers Officer. EP is to ask Voice about the PTO training day.	Noted EP
10	Officer Training and Development	There were no training updates discussed.	Noted
11	AOB	Officers agreed that there wasn't a need to put photographs of them in the membership area.	Noted

The meeting closed at 12:50.

Signed

Date