

Full Time Officer Group Minutes

Present

Adam Goldstone, Education Officer
Helena Bailey, Sports Officer
Henny Green, Welfare Officer (Chair)
Jessica Levy, Representation and Resources Officer
Kris Ali, Housing and Community Officer
Rose Bennett, Postgraduate Officer

In attendance

Jo Thomas, CEO
Rachel Jones, HR Coordinator (note taker)

Apologies

Ellie Keiller, President
Shannon Farmer, Activities and Development Officer

The Chair everyone and the meeting commenced at 11:05.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 14.05.18	Officers approved the minutes from the meeting held on 14 th May 2018 as an accurate record of the meeting.	
2	Matters arising	There were no matters arising from the minutes.	
3	Diaries	<p>WO – Sexual Harassment Steering Group, Reception Interviews, Umbrella Pop Up Sexual Health Clinic and annual leave.</p> <p>EO – Registry Management Team meeting, CEO 1-2-1, University Quality Assurance Committee, Director of Registry meeting and TOIL.</p> <p>SO – Director of Sport meeting, Sexual Harassment Steering Group meeting, Welcome Week meeting, Club Development meeting, CEO 1-2-1, Destressival Activities and COBRA meeting.</p> <p>RRO – Green Impact sign off, Sustainability Task Group, Sexual Harassment Steering Group, CoSS Education Committee and Teaching and Learning Building Project Board.</p> <p>HCO – RA Coordinator shortlisting, Bourneville Police Station Tour, Green Heart Festival Task Group and Community Warden Scheme Interviews.</p> <p>PGO – Registrar's meeting, College Education Committee, University Quality Assurance Committee, International Working Group and COSS PTES event.</p> <p>President – Annual leave, CEO 1-2-1, Green Heart Task Group, Welcome Week meeting, University Police Partnership, SMT, Audit and Risk Committee, International Working Group and new Officer Team induction.</p> <p>ADO – Annual leave, Complaints Procedure meeting, Audit and Risk Committee and JSV meeting.</p>	

4	Mandate Update	There were no mandate updates discussed.	
5	RA Proposals	The HCO raised a discussion about RA Proposals, the SO and WO are to be involved in the proposals.	Noted
6	Engineering Project Task Group	The EO raised a question about who would attend the Engineering Project Task Group next year. JT noted that there are gaps in the Estates list and these will be looked at for a future meeting.	JT
7	Manifesto Update	There were no manifesto updates.	Noted
8	Guild Engagement and Social Media	The following items are to be promoted on social media this week: <ul style="list-style-type: none"> - Sports Day - Destressival Classes - Guide Dog Day - Tennis Courts Open - PG Ball Tickets 	All
9	School/Colleges Update	The PGO is to speak to the Campaigns Coordinator about the Graduate Research Board.	Noted
10	Part Time Officer Buddies	All are to remind their buddies about handover.	All
11	Officer Training and Development	There were no training or development updates discussed.	
12	AOB	There were no item of AOB discussed.	

The Chair closed the meeting at 11:45.

Signed

Date