

Present

Amira Campbell, Guild President (**President**)
 Tinajie (Alice) Liu, International Officer (**IO**)
 Dean Turner, Welfare & Community Officer (**WCO**) **Chair**
 Catherine Hardiman, Sports Officer (**SO**)
 Harry Brooks, Activities & Employability Officer (**AEO**)
 Joseph Hill, Education Officer (**EO**)

Also in Attendance

Adam Sheridan, Director of Engagement (**AS**)
 James Lindsay, Director of Community & Representation (**JL**)
 Lisa Clark, People & Admin Manager (**LC**) (note taker)
 Amber Challinor, HR Coordinator (**AC**) (note taker)

Apologies

Benjamin Lockley, Postgraduate Officer (**PGO**)
 Scott Dawson, Voice & Representation Manager (**SD**)

The Chair welcomed everyone and the meeting started at 12:05

No	Item for Discussion	Notes	Action
1	Minutes 15.08.23	Officers noted that the minutes of the previous meeting had not yet been seen by the officers. Officers agreed that these minutes would be approved at the next meeting.	Noted Noted
2	BIA Coffee Morning	The IO noted that they had met with one of the directors of the BIA and discussed that pre-Covid, all Guild Officers were invited to the BIA (Birmingham International Academy) coffee mornings. The IO proposed that all Officers could attend a coffee morning and discussed asking the Executive Assistant to find time before Welcome Week for the Officers to attend. The Officers noted their agreement with this.	Noted IO Noted
3	Cultural Shock Video	The IO discussed the upcoming Cultural Shock video that they are filming, which is designed to help international students acclimatise to the customs of the UK when they first move. The IO noted some of the topics for the videos and asked for suggestions from the Officers. The Officers responded with suggestions of typical British mannerisms and topics of conversation.	Noted Noted

		The IO noted the times for the video and asked if any officers would be available to help plan and the President indicated that they were available.	Noted
4	Support for University Committees	<p>It was noted that SD was not present, JL offered to take this agenda item on their behalf.</p> <p>JL explained that when Officers are invited to committees, they will have a named contact to talk to prior to the committee for assistance with planning and preparation for the committee meeting.</p> <p>JL asked the Officers to keep him updated with any new external meetings they are going to attend and he will arrange the support contact.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
5	External Membership Update	<p>The AEO noted that applications were now open online for External Members.</p> <p>The AEO asked if there should be the option for applicants to appeal a rejection directly, rather than going through the Guild complaints process.</p> <p>AS explained the process for appeals and noted that as an appeal is a complaint against the Guild, it is appropriate for appeals to go through the complaint's procedure.</p> <p>AS explained that the appeals process has been written based on recommendations from the Trustee Board and that the paper will be presented at the next Trustee Board meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Welcome Week Ideas- Open air Cinema film choice ideas & Games/ Welcome Week Content	<p>The AEO asked the Officers for film suggestions for the open-air cinema and game ideas for Selly Park event.</p> <p>The Officer team responded with their suggestions.</p> <p>The President noted that all Officers should be reasonably free during Welcome Week and would be able to be present at the fairs. They noted that it would be beneficial for the Officer team to attend Welcome Week events where possible. They also noted the CEO or SD are available for any queries in relation to the Welcome Week schedule.</p> <p>The IO requested that other Officers attend the international students' events with them so that international students have an opportunity to meet more of the Officer team. The Officers agreed.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
7	Team 10	<p>The President proposed the first date for the Team 10 meeting and noted that they would send invites out.</p> <p>The SO and IO gave apologies as they were likely to be unavailable on the proposed date.</p>	<p>President</p> <p>Noted</p>
8	Reception Area Working Group	<p>The AEO discussed the working group and noted that the group meet 6 times.</p> <p>The President indicated that they might join the working group.</p>	<p>Noted</p> <p>Noted</p>

9	UCU-Unison Referendum	<p>The President noted that they had a meeting with the PGO regarding recent strike action. There is debate over whether to formally include Unison action in the Guild's strike support policy as the Guild recently offered informal support during strike action.</p> <p>It was noted that the current support policy has a 3-year mandate and lapses in October.</p> <p>It was suggested that a decision could be made either through GOG or by holding an ASV. The Officer Team agreed that a referendum would be the preferred method.</p> <p>It was agreed to put this item on the agenda for next week and bring this item to GOG for discussion.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>AC</p>
10	Pritchatts Park Development	<p>The President requested the Officers to send their availability to attend this this by the end of the day.</p>	Officers
11	One City / West Midlands SABS	<p>The President noted that they would set a date with the President of Aston SU for a meet up and asked if the Officer team agreed that the Guild could host this. The Officers indicated their agreement.</p> <p>A discussion was had surrounding community organising and why it is beneficial and becoming popular with SU's.</p> <p>The President discussed bringing in an external facilitator to the event.</p> <p>JL noted that external facilitators can be expensive, especially for smaller SU's who will be attending.</p> <p>The AEO noted that they may not attend this event as it is not in their remit.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
12	Walk Around	<p>The Officer Team discussed a walk around the Guild staff teams to get to know teams and speak to staff members.</p>	Noted
13	University Staff Invitation to Guild	<p>The President discussed a proposal to invite University staff stakeholders to the Guild for an evening dinner or coffee morning.</p> <p>The President encouraged the Officer team to put names on the spreadsheet of who they would like to invite to the Guild.</p> <p>The EO suggested that a coffee morning would lead to a better turn out.</p> <p>It was noted that a space in the Guild would be beneficial.</p> <p>This item was agreed to be reoccurring on the FTOG agenda.</p>	<p>Noted</p> <p>Officer Team</p> <p>Noted</p> <p>Noted</p> <p>AC</p>
14	Correcting each other	<p>The Officer Team discussed how to go about correcting each other in meetings in a friendly and professional manner and noted the importance of speaking up if a mistake is made.</p>	Noted
15	Officer Diaries	<p>The Officer Team discussed some key meetings in their diaries for the week ahead:</p>	

		<p>President – NUS Campaign day, Filming, Keele SU visit</p> <p>IO – HR Committee, Cultural Shock video, Democracy Review</p> <p>EO – Student Voice Introduction, Keele SU visit, Democracy Review</p> <p>SO – Filming for UB Sports, Keele SU visit, Activities Committee</p> <p>AEO – Welcome Week Filming MDX, Activities Committee sub-committee</p> <p>WCO – HR Committee, NUS, Keele SU visit</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
16	Officer Projects	<p>The SO noted that they were securing the Rory mascot for Sports Night events.</p> <p>The President discussed their work with Aston University surrounding the Chamberlain Awards.</p>	<p>Noted</p> <p>Noted</p>
17	Schools/Colleges/ Dubai Update	No items to discuss	Noted
18	Part-Time Officers	The Officer team noted that they were looking forward to meeting the PTO's at GOG.	Noted
19	AOB	<p>The President discussed a weekly comms catch up after FTOG on Mondays and noted that 1 or 2 members of the Officer team should attend each week.</p> <p>The Chair closed the meeting at 13:30</p>	Noted