

FULL TIME OFFICER GROUP MINUTES

12:00am, Harvey Milk Room

Present

Joshua Williams, President **(Chair)**
 Ryan Ginger, Activities and Employability Officer **(AEO)**
 Millie Gibbins, Welfare & Community Officer **(WCO)**
 Tobiloba Adeyemi, Postgraduate Officer **(PGO)**
 Josh Dooler, Sports Officer Elect **(SO)**
 Joanne Park, International Officer **(IO)** (Deputy Chair)
 Amanda Sefton, Education Officer **(EO)**

Also in Attendance

Sam Jones, Interim Executive Assistant (Note Taker) **(SJ)**
 Jo Thomas, Chief Executive **(JT)**

Apologies

The Chair opened the meeting at 12:05.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 14.10.19	The minutes from the last meeting held on 14th October were approved as an accurate record of the meeting.	Approved
2	Guild Outpost/Strategic Plan	<p>The PGO gave an update on plans for a new space for the Guild, noting discussions with the University regarding additional spaces for the Guild around campus. The PGO noted possible space in the Medical school which may be useful to engage medical students during the MedSoc transition.</p> <p>JT noted the additional resources required to staff and administer new spaces outside the building, noting that if services were to be opened at another site, staff would have to be moved from the Guild to balance resources.</p> <p>JT noted that the Guild had been offered space previously, which would be difficult to maintain in the current financial climate.</p> <p>The SO noted the benefit of expanded space across campus to promote the Guild in line with the upcoming re-brand.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
3	Democracy Review	<p>The President updated the team on plans for the Democracy Review. At a meeting of the Democracy sub-group last week, a new structure had been proposed to reduce the number of Part-time officer roles, maintain the current liberation officer roles and removing the commuter student's officer, anti-racism, anti-fascism officer and mature student's officer roles.</p> <p>The EO noted concerns around the removal of the commuter</p>	Noted

		<p>student's officer role, as this was currently a very successful and busy role.</p> <p>JW noted plans to consult with the current PTO team this week, ahead of the Trustee Board on Monday.</p> <p>The Officer team discussed options to include reference to 'commuter' and 'mature' students in the role descriptions of existing officers.</p> <p>The Officer team agreed to move forward with the proposed changes to the officer roles, subject to discussion with the rest of the officer team and approval at the Trustee Board.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Agreed</p>
4	Diaries	<p>President – CEO 1:1, Student Staff recruitment, Guild Masterplan presentation, Elections training, Vote for your life phone call, Management Accounts, Elections: candidate support and diversity session, Black Voices panel, One City meeting, Digital strategy meeting, new staff inductions, BHM craft, LGBT peer support meeting, branding consultation, Harm reduction meeting, BAME attainment gap task and finish group, MedSoc project group, AMG briefing, Union meeting, Solihull local authority meeting, catch up exec assistant.</p> <p>EO – Student Staff recruitment, Guild Masterplan presentation, UQAC briefing, UEC briefing, NATY comms plan meeting, UQAC, Black voices panel, Digital strategy meeting, UEC, Branding consultation, Elections and Reps meeting, BAME attainment gap meeting, catch-up SVM, Diversifying the curriculum, Unions meeting, BSL meeting, 1:1 Commuter Students officer, SGX.</p> <p>SO – Student Staff recruitment, Guild Masterplan presentation, Club Dev catch up, Black voices panel, Digital Strategy meeting, UB Sport meeting, Branding consultation, SGX, Unions meeting.</p> <p>IO – Student Staff recruitment, Guild Masterplan presentation, UEC Briefing, Careers Network meeting, Elections – international comms meeting, wellbeing meeting, Global Café, Black voices panel, International visit day, CQAAC, digital strategy meeting, International student task and finish group (UoB), UEC, Study Abroad Fair, AMG briefing, One World Festival planning.</p> <p>PGO – Student Staff recruitment, Guild Masterplan presentation, UQAC briefing, BHM craft session, UEC, UEC de-brief, UQAC briefing, Elections PG comms meeting, PG officers skype call, UQAC, Black voices panel, digital strategy meeting, branding consultation, BAME attainment gap meeting, Unions meeting, returners to education meeting.</p> <p>AEO – Student Staff recruitment, Guild Masterplan presentation, JSV team meeting, Weekly Incident reports, Black Voices panel, Digital Strategy meeting, Brumsurf catch up, Basic</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>Safeguarding training, Redbrick proofing, Branding consultation meeting, Harm Reduction meeting, Groups Policy work meeting, MedSoc project group, SGX, Employability Strategy Development meeting, DARO catch up.</p> <p>WCO – Student Staff recruitment, Guild Masterplan presentation, housing campaign meeting, Damp and Disrepair campaign planning, Housing strategy meeting, Black voices panel, CEO 1:1, Digital Strategy meeting, Mentors team meeting, 1:1 CM, Branding consultation, Harm Reduction meeting, wellbeing team meeting (UoB), AMG briefing, Peer support scheme meeting, Unions meeting, TOIL.</p>	<p>Noted</p> <p>Noted</p>
5	Manifesto Updates	No Items noted.	Noted
6	Guild Engagement/ Social Media	<p>The Officer team noted the following items for Guild promotion:</p> <ul style="list-style-type: none"> • Housing Week • Care Leaver open day (UoB) • Black Lives panel • Society nights new dates 	Noted
7	School/College/ Dubai Update	No Items noted.	Noted
8	Part Time Officer Buddies	No Items noted.	Noted
9	Officer Training & Development	No Items noted.	Noted
10	AOB	<p>The EO suggested arranging a pre-meeting for officers ahead of the Trustee Board meeting. SJ to check diaries.</p> <p>The President noted a media request from the BBC concerning Brexit. The officer team agreed that the president was free to participate in a personal capacity.</p> <p>The EO noted concerns about the recent riots in South America, and citing concerns about UoB students in the region on a year abroad. The EO asked officers to pass on any reports from students in difficulty in South America, which would be passed onto the University to investigate.</p>	<p>SJ</p> <p>Noted</p> <p>Noted</p>

The meeting closed at 12:45.

Signed

Date