

FULL TIME OFFICER GROUP MINUTES

Present

Jess Levy, Representation and Resources Officer (Vice-Chair)
Adam Goldstone, Education Officer Elect
Helena Bailey, Sports Officer
Henny Green, Welfare Officer
Kris Ali, Housing and Community Officer
Rose Bennett, Postgraduate Officer
Shannon Farmer, Activities and Development Officer

In Attendance

Jo Thomas, CEO
Kassie Chana, Advice Centre Manager (for agenda item 6 only)
Elliott Packham, Executive Assistant (minute taker)

Apologies

Ellie Keiller, President

The Chair opened the meeting at **15.10**.

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 08.08.2017	The minutes from the meeting held on 8 th August 2017 were approved as an accurate record of the meeting.	Noted
2	Matters arising	The HCO noted that the building work going on around Drinks 2 Go has received planning permission.	Noted
3	Diaries	<p>President – A/L</p> <p>EO – Attendance Monitoring Review Group, Rep/Groups Working Group, Panopto Project Board and Cardiff SU Officer visit</p> <p>RRO – Global Buddies catch up, SGX and volunteer shortlisting</p> <p>ADO – Rep/Groups Working Group, Cardiff SU Officer visit, JSV team meeting and SGX</p> <p>HCO – Safe Students meeting, Cardiff SU Officer visit, RA Christmas Ball planning and Global Buddies training</p> <p>WO – Sexual Harassment Steering Group, Cardiff SU Officer Visit, LGBTQ Centre visit, Reclaim The Night meeting and Widening Participation Strategy Group meeting</p> <p>PGO – Mental Health and Wellbeing meeting, PGTA meeting with University HR, Cardiff SU Officer visit and Reclaim The Night meeting</p> <p>SO – Mental Health and Wellbeing meeting, UBSport Management team meeting, Cardiff SU Officer visit and SGX</p>	
4	Mandate Update	There were no mandate updates discussed.	Noted
5	Student Minds Campaigns Pot	The WO noted that last year's Officer Team approved £2060 for Student Minds Society. The WO further noted that	

		<p>because the expenditure contained within the request would be during the 2017/18 financial year, the money would have to come from this year's campaigns pot budget.</p> <p>Officers discussed whether the money could be sourced from elsewhere.</p> <p>The WO is to discuss budgets and alternative funding sources with the Finance Manager and report back to FTOG.</p>	<p>Noted</p> <p>Noted</p> <p>WO</p>
6	Guild Advice	<p>KC entered the meeting and presented the Guild Advice update for the Officer's approval.</p> <p>KC noted that Advice has received very few employment and immigration enquiries. KC further noted that enquiries in relation to wellbeing and international student support have increased.</p> <p>KC noted that Advice would therefore be looking to change its five main support areas; by removing employment and immigration and added international support and wellbeing.</p> <p>The PGO noted that other issues such as hate crime and Not On related incidents might not obviously fall under wellbeing. Officers are to suggest any alternative titles to KC by the end of the day.</p> <p>Officers approved the Guild Advice Update.</p> <p>KC left the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>All</p> <p>Approved</p>
7	New Guild Room Name	<p>The ADO noted that the newly refurbished room on the second floor needed to be named.</p> <p>Following suggestions from students, Officers agreed a shortlist to be voted on by students via Facebook:</p> <ul style="list-style-type: none"> - Victoria Wood - Tim Curry - Mike Skinner - Roomy McRoomface 	Noted
8	Guild Engagement/ Social Media	<p>The following items are to be promoted in social media this week:</p> <ul style="list-style-type: none"> - Fresher's Fest <p>The EO noted that next years A Level results day communication should also include other courses such as BTECs.</p>	<p>Noted</p> <p>Noted</p>
9	Schools/ Colleges Update	There were no Schools/Colleges updates.	
10	PTOs - Buddies	There were no Part Time Officer updates	Noted
11	Officer Training and Development	There were no training and development updates	Noted

12	AOB	The HCO is to create a list of suggested nights during Fresher's Week that the Officers should attend.	HCO
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The meeting closed at **16:10**

Signed

Date

DRAFT