

# FULL TIME OFFICER GROUP MINUTES

## Present

Reece Patrick Roberts, President (**President**)

Adam Goldstone, Education Officer (**EO**)

Izzy Bygrave, Welfare and Community Officer (**WCO**)

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

Robyn Macpherson, Activities and Employability Officer (**AEO**) (from agenda item 4 onwards)

Simon Price, Sports Officer (**SO**)

## In Attendance

Jo Thomas, CEO (**JT**)

Elliott Packham, Executive Assistant (minute taker) (**EP**)

## Apologies

Jessica Small, Postgraduate Officer (**PGO**)

The Chair opened the meeting at 13:05

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 16<sup>th</sup> July 2018</b>	The minutes from the last meeting held on 16 <sup>th</sup> July 2018 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Matters arising</b>	All Officers are to contact their Part Time Officer Buddies.	<b>All</b>
3	<b>Diaries</b>	<p><b>President</b> – Director of Student Affairs meeting, NUS Lead and Change and NUS Housing Group.</p> <p><b>WCO</b> – Director of Student Affairs meeting, NUS Housing Group, University Interviews, Advice Centre Manager meeting, Student Accommodation meeting, PGR Support Networks meeting and Campus and Community Safety Group.</p> <p><b>AEO</b> – Director of Student Affairs meeting, NUS Lead and Change, Student Groups Coordinator introduction, Guild Hardship Fund training and meeting and Director of Engagement meetings.</p> <p><b>PGO</b> – NUS Lead and Change, Guild Hardship Fund and Panel meeting, Director of Education (School of Education) meeting.</p> <p><b>SO</b> – Director of Student Affairs meeting, NUS Lead and Change, Joint Safety Advisory Group induction, xpLoSLON meeting, Guild Hardship Fund training and meeting.</p> <p><b>EO</b> – Director of Student Affairs meeting, NUS Lead and Change, Registry meeting and Director of Education (School of Education) meeting.</p> <p><b>IO</b> – Director of Student Affairs meeting, Director of Support and Development 1-2-1, Representation meetings and Guild Hardship Fund training and panel.</p>	<b>Noted</b>
4	<b>Mandate Update</b>	<p>The AEO entered the meeting at 13:15</p> <p>Gender neutral toilets were discussed and the EO noted that they were awaiting a list of neutral toilets on campus.</p>	<b>Noted</b>
5	<b>Student Support Week</b>	The WCO noted that Student Support Week is being planned for week 1 of term 1. Officers discussed the Student Support Week.	<b>Noted</b>

<b>6</b>	<b>Mental Health Conference</b>	The WCO noted that the University have proposed a joint Mental Health Conference with the Guild. The President noted that the conference should have a strong student focus so it should take place during term time. The WCO noted that the date isn't finalised yet.	<b>Noted</b>  <b>Noted</b>
<b>7</b>	<b>Manifesto Update</b>	The SO noted that they are meeting Player Layer to discuss improvements.  AS is to speak to SE regarding the night bus.	<b>Noted</b>  <b>AS</b>
<b>8</b>	<b>Guild Engagement/ Social Media</b>	The SO and IO noted that they are having Facebook issues.	<b>Noted</b>
<b>9</b>	<b>School/College Update</b>	Officer discussed free printing being removed at EPS and the WCO noted that an allowance will be given instead.	<b>Noted</b>
<b>10</b>	<b>Part Time Officer Buddies</b>	There were no PTO updates.	<b>Noted</b>
<b>11</b>	<b>Officer Training and Development</b>	The AEO noted that they are attending RAG Conference in August.	<b>Noted</b>
<b>12</b>	<b>AOB</b>	The IO is to chair the next FTOG meeting.	

The meeting closed at 12:50.

Signed .....

Date .....