

**Present**

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

**Also in Attendance**

Adam Sheridan, Director of Engagement (**AS**)  
 Jennifer Toone, Senior HR Coordinator (**JT**) (note taker)

**Apologies**

Benjamin Lockley, Postgraduate Officer (**PGO**)  
 Tinajie (Alice) Liu, International Officer (**IO**)

The Chair welcomed everyone and the meeting started at 12:04.

| No | Item for Discussion         | Notes  | Action  |
|----|-----------------------------|--|---|
| 1  | <b>Minutes 17.07.23</b>     | <p>The Chair presented the minutes of the previous meeting, dated Monday 17<sup>th</sup> July 2023, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the previous meeting.</p>   | <p><b>Noted</b></p> <p><b>Approved</b></p>                  |
| 2  | <b>FTOG Chair's Rota</b>    | The President noted they have created a google sheet for the chair rota they will send the link round as this will make it easier to keep updated with annual leave.   | <b>Noted</b>  |
| 3  | <b>Officer Funding Pots</b> | The President noted they have spoken to Head of finance and is still awaiting. They will chase this week but if not can bring to the next meeting.   | <b>Noted</b>  |
| 4  | <b>External Memberships</b> | <p>The officers discussed the recent statement made by the Guild and discussed any feedback received.</p> <p>The SO noted it would be good to ensure they are aware that under 18s are allowed to join and therefore is for safeguarding.</p> <p>AS noted they can update the proposers and updated the officer that AS and PGO had met with them to discuss the approved paper and ran through any questions.</p> | <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> |
| 5  | <b>FTO Email Inbox</b>      | EO noted they now have a shared inbox and if everyone could see it. They queried if there were any lost emails between being set up and them receiving. AS noted they could check that with the IT team.   | <b>Noted</b>  |

|           |   |   |  |
|-----------|---|---|--|
|           |   | AS discussed ways they can use a shared inbox with the use of flags and categories. The Officers that discussed once they start receiving emails they can further discuss in weekly meetings.   | <b>Noted</b>   |
| <b>6</b>  | <b>Officer Diaries</b>                    | <p>The Officer Team discussed their diaries for the week ahead and possible clashes.</p> <p><b>SO</b> – FTOG, Sustainability Group meeting, Lead &amp; Change, Annual Leave.</p> <p><b>EO</b> – On to One with Chris, Officer Support, Timetabling Meeting. PowerPoint presentation for Rep away day, Lead &amp; Change and Staff Savvy Training.</p> <p><b>President</b> – Appointing new Chancellor, Culture Training, Lead &amp; Change, Staff Savvy Training, Rozena Briefing.</p> <p><b>WCO</b> – Lead &amp; Change, Staff Savvy Training, SOS Drugs &amp; Alcohol meeting, WM Sexual Violence forum, FTOG.</p> <p><b>AEO</b> – One to One with AS, One to One with a student Group who run Vale Fest, Officer Training.</p> <p>The President noted a clash with FTOG next week. AS to discuss with JL if there will a break in the cool insights training but may need to find alternative time for FTOG.</p> | <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>AS</b></p> |
| <b>7</b>  | <b>Projects</b>                           | <p>SO updated officers on sports hardship fund and ensuring they have all the criteria together to allocate amounts. AS advised to speak to JL.</p> <p>The President updated the officers on their project to support students moving into Student accommodation and discussed a potential handbook that could be produced to help guide students and encourage them to meet fellow students.</p>   | <p><b>Noted</b></p> <p><b>Noted</b></p>  |
| <b>8</b>  | <b>Schools/Colleges/<br/>Dubai Update</b> | No Items discussed.   | <b>Noted</b>   |
| <b>9</b>  | <b>Part-Time Officers</b>                 | The SO agreed to catch up with the Ethnical & Environmental Officer before the Sustainability.  | <b>SO</b>  |
| <b>10</b> | <b>AOB</b>                                | <p>The WCO asked if there was any data on the officers' new phones. AS confirmed there is a monthly limit but to be used for work only.</p> <p>The AEO noted that they needed an officer to become an additional member of the Activities committee sub group. The WCO offered to join Activities Committee sub group.</p>  | <p><b>Noted</b></p> <p><b>Noted</b></p>  |

The Chair closed the meeting at 13:20.