

FULL TIME OFFICER GROUP MINUTES

Present

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

In Attendance

Jo Thomas, CEO
Kassie Chana, Advice Centre Manager (for agenda item 5 only)
Elliott Packham, Executive Assistant (minute taker)

The Chair opened the meeting at **12:05**

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 11.09.2017	The minutes from the meeting held on 11 th September 2017 were approved as an accurate record of the meeting.	Noted
2	Matters arising	<p>President is to circulate the PTO options which will be discussed in FTOG next week.</p> <p>Officers discussed the Home Students Association; JT is to ask SS for the old TOR.</p> <p>The HCO is to write a blog on the bin strikes.</p> <p>The EO noted that they will also write a blog this week.</p>	<p>President</p> <p>JT</p> <p>HCO</p> <p>EO</p>
3	Diaries	<p>President – Living Wage discussion, DAMSA Training Session, Vice Chancellor 1-2-1, GOG, Corporate Inductions, Gym Memberships meeting, Free Periods planning and Macmillan Coffee Morning.</p> <p>EO – DAMSA Training Session, GOG, Macmillan Coffee Morning, CEO 1-2-1, SRSAB and Student Academic Engagement Committee.</p> <p>RRO – DAMSA Training Session, GOG, Macmillan Coffee Morning, Venues Manager Induction, Living Wage discussion, College Education Committee and Global Buddies event.</p> <p>ADO – DAMSA Training Session, GOG, Macmillan Coffee Morning, Societies Night meeting, Introduction to Volunteering, Student Groups Megaforum, CEO 1-2-1 and DARO meeting.</p> <p>HCO – DAMSA Training Session, GOG, Macmillan Coffee Morning, BME Conversation Corner, Insight Assistant interviews, Landlords meeting, Global Buddies event and RA</p>	

		<p>events meeting.</p> <p>WO – DAMSA Training Session, GOG, Macmillan Coffee Morning, Director of Student Services meeting, Sexual Harassment Steering Group, CEO 1-2-1, Student Academic Engagement Committee and SHAG Week planning</p> <p>PGO – DAMSA Training Session, GOG, Macmillan Coffee Morning, SRSAB, Student Academic Engagement Committee and CEO 1-2-1</p> <p>SO – DAMSA Training Session, GOG, Gym Memberships meeting, Macmillan Coffee Morning, Club Development meeting, Sexual Harassment Steering Group, Xplosion meeting and Not On in UBSport meeting.</p>	
4	Mandate Update	The EO noted that a video has been filmed which explains Panopto to students.	Noted
5	World Mental Health Day	<p>KC entered the meeting at 12:50 and explained the concept of the 'Super Heroes' Mental Health Campaign on 10th October to the Officers.</p> <p>The WO is to email KC with any further feedback from the Officer Team, including which Super Heroes they would like to be. KC left the meeting at 13:00</p>	<p>Noted</p> <p>WO</p>
6	Your Ideas Submissions	<p>The RRO noted that the following ideas have been submitted for the first round of 'Your Ideas.' Officers discussed each idea as follows:</p> <p>Accessible Sports: Question needs rewording to be clear PG Library Spaces: No change Chips and Gravy: No change Board Games: No change Animals on Campus: No change Gym Membership: No change PG Space in the Guild: Wording to be amended Microwaves in the Library: No change Chemist on Campus: To be reallocated to the Welfare and Community Zone Charging Points: To be reallocated to the Guild Development Zone Sleeping Pods: To be reallocated to the Welfare and Community Zone</p>	<p>RRO/SO</p> <p>PGO</p> <p>RRO</p> <p>RRO</p> <p>RRO</p>
7	Campaigns Pot Proposal – Help the Homeless	<p>The President presented a Campaigns Pot Proposal from Womens Association for £13.</p> <p>The President noted that the campaign is a collection for sanitary towel and tampons for homeless women which will be donated to Sifa Fireside (homeless drop-in centre). The President further noted that the campaign requested for a pink collection bin to be placed in the Guild reception.</p> <p>Officers discussed and approved this proposal, although noted that the bin cannot be placed in the reception area. The President is to speak to the proposer.</p>	<p>Noted</p> <p>Approved President</p>
8	GOG	The President noted that GOG is taking place this Thursday and requested that all Officers message their PTO buddies to remind them of this.	All

9	VC Reviews	Officers discussed the VC Reviews.	Discussed
10	Student Minds	The WO noted that the University have set up a peer support group which will involve the Student Minds Society.	Noted
11	Guild Engagement/ Social Media	The following items are to be promoted on Social Media: <ul style="list-style-type: none"> - This Brum Girl Can Event - EO Blog - HCO Blog - Careers Fair - Live Music at the Guild on Friday 	All
12	Schools/ Colleges Update	There were no Schools or Colleges updates.	
13	PTOs - Buddies	There were no PTO updates.	
14	Officer Training and Development	There were not items of training and development discussed.	
15	AOB	<p>The RRO noted that all Officers should send their summaries to C&M for OQT as soon as possible.</p> <p>The WO noted that there were no sanitary bins in the gender neutral toilets. The WO is to speak to MC about this.</p> <p>Officers discussed agenda items for UEB and agreed upon the following: <ul style="list-style-type: none"> - Welcome Week Review - Officer Review </p> <p>The PGO is to ask the PVC Education about the International Review.</p> <p>Officers discussed the possibility of running a campaign for Equal Pay Day in November.</p>	All WO Noted PGO Noted

The meeting closed at **13:15**

Signed

Date