

Full-Time Officer Group (FTOG)

Hybrid (Mandela Room/Online)

Present

Amira Campbell, Guild President (**President**) (Chair)
 Joseph Hill, Education Officer (**EO**)
 Catherine Hardiman, Sports Officer (**SO**)
 Tinajie (Alice) Liu, International Officer (**IO**)
 Dean Turner, Welfare & Community Officer (**WCO**)
 Harry Brooks, Activities & Employability Officer (**AEO**)
 Benjamin Lockley, Postgraduate Officer (**PGO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 James Lindsay, Director of Community & Representation (**JL**) (Agenda Item 2 only)
 Sam Jones, Executive Assistant (**SJ**) (Note taker)

Apologies

None.

The Chair welcomed everyone and the meeting started at 12:00

No	Item for Discussion	Notes	Action
1	Minutes 11.09.23	<p>The Chair presented the minutes of two previous meeting, dated 11th September 2023, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Approved</p>
2	WonkHE Briefings	<p>JL joined the meeting at 12:00.</p> <p>JL updated the Officer Team on arrangements for officer briefings on local, national and HE sector policy from WonkHE, planned monthly via Student Voice. JL suggested that Officers look to prepare topics for discussion in advance and email WonkHE.</p> <p>JL left the meeting at 12:15.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
3	Summer Term Enrichment Period	<p>The EO noted a new University Project which they had been invited to join on Enrichment work in the University over the summer period of 2024. The EO noted that the project was being opened up to a wider project group. The PGO fed back on their involvement of the project last year. The EO suggested that they and the AEO ask to be involved in high-level discussions in the University meetings.</p> <p>The IO noted concerns that the University planned to monitor International Student attendance at enrichment events over the summer period, whereas student had previous been told that they were required to stay in Birmingham until the end of the academic year. EO and AEO to feed back.</p>	<p>Noted</p> <p>EO/AEO</p>

4	Welcome Week Review	<p>The AEO asked for officer feedback on Welcome Week events, the previous week. JT noted that a debrief session with the Welcome Week Coordination Group was planned for the next week.</p> <p>The Officer team discussed highlights and successes from the week, noting the success and high turnout of targeted events for International, Commuter and Postgraduate Students. The President suggested including Welcome Week planning earlier in Officer Training in future years.</p> <p>The PGO noted the concerns raised around communications for Welcome Week the previous week had not been addressed. JT noted the value of initiating detailed planning for Welcome Week earlier.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
5	External Memberships Update	<p>The Officer Team discussed the roll-out of the new process for approving and reviewing External Memberships. The Officer Team noted recent positive feedback on recent changes to the application process. The AEO noted that societies had been discouraged from using society funds to cover the costs of DBS checks for prospective External Members, as discussed at previous meetings.</p> <p>JT noted other SU's which had caps on the percentage of External Members in an individual society.</p>	<p>Noted</p> <p>Noted</p>
6	Venues Going Cashless	<p>The AEO noted plans for Joe's Bar and Guild club nights to go cashless, only accepting card or contactless payments. JT suggested seeking information on the current data on the percentage of payments at Joe's Bar in cash.</p> <p>The President noted an issue that Google Pay and Apple Pay via smartphones was not currently enabled at the Guild and at Club Nights, which affected students who did not carry a physical card or only used a virtual card on their phone.</p>	<p>Noted</p> <p>Noted</p>
7	Communications Policy	<p>The PGO noted concerns that the Guild had promoted an event hosted by the Pro-Life society via social media. The PGO noted that while the Pro-Life society was an affiliated Guild society, the Guild's values and beliefs and commitments did not align with the society and the Guild should not look to promote the societies events.</p> <p>The President noted a lack of consistency in the Guild's communications in being very cautious in not promoting any content related to alcohol. The EO noted the need for a clear editorial policy which was consistent and followed by all social media accounts across the organisation.</p> <p>The President left the meeting at 12:40.</p> <p>The PGO noted that societies in the Guild building were having their posters taken down regularly, however were not being given poster board space in the building to promote their events, and were not being given constructive feedback on how to promote their events. The PGO noted concerns about inconsistency as posters were</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		allowed across the building during elections week, but society posters were not permitted during welcome week.	Noted
		The President re-joined the meeting at 12:45.	Noted
8	Officer Diaries	<p>The Officer Team discussed some key meetings in their diaries for the week ahead:</p> <p>IO – Democratic System Walk Through, UEC, 1:1 Student Activities Manager, Team 12, Language Café planning, International Strategy Meeting, Officer Elections feedback, CEO 1:1, activities Committee, Commonwealth Association Education Committee meeting, Language Café.</p> <p>SO – Club Development Meeting, Democratic System Walk Through, Student Voice catch-up, Team 12, 1:1 Director of Engagement, Activities Committee, EEO catch-up, BUCS West Midlands Regional Meeting, Sports taster sessions.</p> <p>AEO – Comms Catch-up, Hall Reps/ Vale Fest collaboration meeting, IHASCO GDPR training, Democratic Calendar walk through, CEO 1:1, Activities Committee meeting, Graduate Attributes Team Meeting, MDS Committee meeting, Incidents meeting.</p> <p>WCO – Democratic System Walk Through, Breakfast scheme planning, CAL CQAAC, Accessibility Oversight Group, Student Wellbeing catch-up, Team 12/</p> <p>President – CEO 1:1, Society Events, University Master Plan meeting, Democratic System Walkthrough, SPRC, Team 12, SMT, C&M Buddy meeting, Appointments Panel Training, Accessibility Oversight meeting, Hairdressers meeting, CQAAC.</p> <p>PGO – UEC, Democratic System Walk Through, Officer Elections planning, PGR Social.</p> <p>EO – UEC, Distance Learners meeting, CQAAC meeting, 1:1 Director of Student Engagement, Graduate Attribute meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Officer Projects	<p>The SO noted that the Sport Access fund had now gone live, and would be promoted on the Guild and University's communications.</p> <p>The IO noted that the first Language Café event was taking place on Friday 29th September, at the Library.</p>	<p>Noted</p> <p>Noted</p>
10	Schools/Colleges/ Dubai Update	No Items noted.	Noted
11	Part-Time Officers	The Officer Team discussed the buddy-pairing of PTO's. The President noted that arrangements would be finalised ahead of the next Guild Office Group.	Noted
12	AOB	No Items Noted.	Noted

The meeting finished at 12:50.

If you have any queries, please e-mail s.jones@guild.bham.ac.uk