

## FULL TIME OFFICER GROUP MINUTES

### Present

Ellie Keiller, President (Chair) **(President)**  
Shannon Farmer, Activities & Development Officer **(ADO)**  
Jess Levy, Representation & Resources Officer **(RRO)**  
Helena Bailey, Sports Officer **(SO)** (for agenda items 8 – 11 only)  
Kris Ali, Housing & Community Officer **(HCO)**  
Rose Bennett, Postgraduate Officer **(PGO)**  
Henny Green, Welfare Officer **(WO)**

### In Attendance

Jo Thomas, CEO **(JT)**  
Elliott Packham, Executive Assistant (minute taker) **(EP)**

### Apologies

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

The Chair opened the meeting at 11.05.

| No | ITEM FOR DISCUSSION                         | Notes  | ACTION   |
|----|---|--|----------|
| 1  | Minutes from 19 <sup>th</sup> February 2018 | Officers approved the minutes from the meeting held on 19 <sup>th</sup> February as an accurate record of the meeting.   | Approved |
| 2  | Minutes from 20 <sup>th</sup> February 2018 | Officers approved the minutes from the meeting held on 20 <sup>th</sup> February as an accurate record of the meeting.   | Approved |
| 2  | Matters arising                             | The President noted that a statement had been released regarding the BUCU strikes.   | Noted    |
| 3  | Diaries                                     | <p><b>President</b> – Guild TV meeting, PVC International meeting, Presidential Candidates Debate, Elections Outreach, Microwaves on Campus meetings, Medsoc AGM and DARO meeting.</p> <p><b>HCO</b> – Community Strategy Review, MDS Education Committee, RA meeting, Elections Outreach, Guild Awards shortlisting and Councillor Jones meeting.</p> <p><b>RRO</b> – Officer Elections Week, Elections Outreach and Elections Events.</p> <p><b>ADO</b> – Elections Outreach, Redbrick meeting, AEO Hustings and Groups Megaforum, Societies meet Sports Night and VC Review of Biosciences</p> <p><b>WO</b> – Continuous Improvement Group, Communications for Student Support meeting, Elections Outreach, Advice Team meeting, Prayer Spaces Task and Finish Group and Sports Video filming.</p> <p><b>PGO</b> – PG/International Student Elections Event, Student Parents and Carers Policy meeting, Elections Outreach, Guild Awards Shortlisting and CEO 1-2-1</p> |          |

|           |   |   |                                  |
|-----------|---|---|----------------------------------|
|           |   | <b>SO</b> – Elections Outreach, Club Development meeting, Sports Officer Hustings, Shortlisting Panel for Guild Awards, Alumni Sports Day meeting and Sports Video filming.   |                                  |
| <b>4</b>  | <b>Mandate Update</b>                   | JT noted that Library Services are looking into the possibility of obtaining hot water dispensers.<br><br>Officers noted that all the ideas relating to National Conference have been submitted to the NUS.   | <b>Noted</b><br><br><b>Noted</b> |
| <b>5</b>  | <b>Manifesto Updates</b>                | <b>President</b> – Meeting regarding microwaves on campus<br><b>HCO</b> – Student Bricks are no longer operating so a new organisation is being approached, an open air cinema is being organised and a meeting is organised to discuss recycling bins in halls<br><b>RRO</b> – Joe's breakfasts proving popular and operations are to be reviewed<br><b>EO</b> – Refugee Scholarship paper has been sent to UEB<br><b>ADO</b> – Beorma Sessions artwork is back and a Facebook page/group is to be set up<br><b>WO</b> – Planning a welfare in sport document and has a meeting organised regarding the Student Hub<br><b>PGO</b> – Graduate School is completed<br><b>SO</b> – Sports Day being organised and discussing welfare committee positions for sports clubs |                                  |
| <b>6</b>  | <b>Guild Engagement/ Social Media</b>   | The following items are to be promoted on social media this week:<br>- Elections 2018   | <b>All</b>                       |
| <b>7</b>  | <b>School/College Update</b>            | The ADO noted that they presented the Student Voice Report to CAL and it received positive feedback.  | <b>Noted</b>                     |
| <b>8</b>  | <b>Part Time Officer Buddies</b>        | There were no Part Time Officer updates   |                                  |
| <b>9</b>  | <b>Officer Training and Development</b> | There were no training and development updates.   |                                  |
| <b>10</b> | <b>AOB</b>                              | There were no items of AOB.   |                                  |

The meeting closed at 12:30.

Signed .....

Date .....