

## FULL TIME OFFICER GROUP MINUTES

### Present

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

### In Attendance

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

### Apologies

Jess Levy, Representation and Resources Officer

The Chair opened the meeting at **12:00**

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	<b>Minutes from 13.11.2017</b>	The minutes from the meeting held on 13 <sup>th</sup> November 2017 were approved as an accurate record of the meeting.	<b>Noted</b>
2	<b>Matters arising</b>	All Officers are to meet their PTO buddies.	<b>Noted</b>
3	<b>Matters arising</b>	All Officers are to meet their PTO buddies.	<b>Noted</b>
4	<b>Diaries</b>	<p><b>President</b> – Officer/Manager Strategy Day, VCQT Planning, Green Heart Ceremony, University Council, Appointments Panel meeting, Video filming and Provost meeting.</p> <p><b>EO</b> – Officer/Manager Strategy Day, Speak Week feedback collection, Refugee Scholarships meeting, University Head of Disability meeting, Harding Project Group, UQAC, Officer Question Time and Leeds SU Visit.</p> <p><b>RRO</b> – Officer/Manager Strategy Day, Officer Question Time, CQAAC, Sports and Societies Night planning, Fairtrade Steering Group meeting, SGX, Appointments Panel, Finance Committee and Leeds SU visit.</p> <p><b>ADO</b> – Officer/Manager Strategy Day, Officer Question Time, Valefest meeting, Sports and Societies Night meeting, Guild Awards meeting, SGX, Speak Week feedback collection, University Room Bookings meeting, VC Review Pre Education Day meeting, Mental Health Training for Societies and Officer Question Time.</p> <p><b>HCO</b> – Officer/Manager Strategy Day, Officer Question Time, Cleaning Assistant Interviews, CEO 1-2-1, Speak Week feedback, Community Warden Interviews, HMO meeting with Birmingham City Council and Leeds SU Visit.</p> <p><b>WO</b> – Officer/Manager Strategy Day, Officer Question Time, Student Support Advisor Shortlisting, Access Awards</p>	

		<p>Evaluation Steering Group, University Head of Disability meeting and Leeds SU visit.</p> <p><b>PGO</b> – Officer/Manager Strategy Day, Officer Question Time, Speak Week feedback collection, University Council, Appointments Panel, University Quality Assurance Committee and Leeds SU Visit.</p> <p><b>SO</b> – Officer/Manager Strategy Day, Officer Question Time, UBSport Management Team meeting, Speak Week feedback collection, Sports and Societies Night meeting, SGX, Finance Committee and BUCS West Midlands meeting.</p>	<b>Noted</b>
<b>5</b>	<b>Mandate Update</b>	<p>The PGO noted that they had raised the issue of PGT Study Space with the Library and discussions are ongoing.</p> <p>The EO noted that they are awaiting an update from Registry regarding Academic Transcripts.</p>	<b>Noted</b>
<b>6</b>	<b>Campaigns Pot Request - BEAT</b>	<p>The President presented a Campaigns Pot Request on behalf of BEAT for £1000 for their 'Sock It Week' campaign.</p> <p>Officers discussed the proposal and the President is to ask BEAT for more accurate costings and quotations. Officers further noted that BEAT should find ways of funding this campaign themselves in future years.</p>	<b>President</b> <b>Noted</b>
<b>7</b>	<b>Campaigns Pot Request - Tampons</b>	<p>The President presented a Campaigns Pot Request for £200 to replenish free tampon stock in the Guild.</p> <p>Officers approved this request.</p> <p>The RRO is to find out which part of the Campaigns Pot the money for tampons previously came out of.</p>	<b>Approved</b> <b>RRO</b>
<b>8</b>	<b>Campaigns Pot Request – Free Period Give Away</b>	<p>The President presented a Campaigns Pot Request for up to £749 for stickers to promote the Free Period Give Away.</p> <p>Officers declined this request.</p>	<b>Noted</b>
<b>9</b>	<b>Campaigns Pot Request - VCQT</b>	<p>The President presented a Campaigns Pot Request for £460 for VCQT.</p> <p>Officers approved this request and VCQT is to be discussed at the next FTOG.</p>	<b>Approved</b>
<b>10</b>	<b>Guild Engagement/ Social Media</b>	<p>The following items are to be promoted on Social Media:</p> <ul style="list-style-type: none"> <li>- Your Ideas Opening</li> <li>- PG Open Day</li> <li>- Street Kitchen Sessions</li> <li>- Mental Health Training For Groups</li> <li>- Deck the Halls</li> <li>- The SO will write a blog on the LGBTQ Campaign</li> </ul>	
<b>11</b>	<b>Schools/ Colleges Update</b>	There were no Schools or Colleges updates.	
<b>12</b>	<b>PTOs - Buddies</b>	All Officers are to meet with their buddies.	<b>All</b>
<b>13</b>	<b>Officer Training and Development</b>	There were no training and development updates.	
<b>14</b>	<b>AOB</b>	Officers discussed the UEB agenda.	<b>Noted</b>

		The SO is to send a list of non-sports clubs who attend Sports Night.	SO
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The meeting closed at **13:00**

**Signed** .....

**Date** .....

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