

**Present**

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

**Also in Attendance**

Adam Sheridan, Director of Engagement (**AS**)  
 James Lindsay, Director of Community & Representation (**JL**)  
 Lisa Clark, People & Admin Manager (**LC**) (Agenda Item 6 only)  
 Sam Jones, Executive Assistant (**SJ**) (Note taker)

**Apologies**

Amira Campbell, Guild President (**President**)

The Chair welcomed everyone and the meeting started at 12:05

No	Item for Discussion	Notes	Action
1	<b>Minutes 15.08.23 &amp; 21.08.23</b>	<p>The Chair presented the minutes of two previous meeting, dated 15<sup>th</sup> August 2023 and the 21<sup>st</sup> August 2023, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p><b>Noted</b></p> <p><b>Approved</b></p>
2	<b>UCU - Unison Referendum</b>	The Officer discussed the possibility of holding a referendum and agreed to discuss in the next Guild Officer Group meeting.	<b>Approved</b>
3	<b>Staff invitation to Guild</b>	The Officer Team discussed the possibility of holding informal coffee-morning events for University Staff at the Guild, on a regular basis. The Chair suggested discussing in Team 12. SJ to rearrange.	<b>SJ</b>
4	<b>Welcome Week Talk</b>	<p>JL updated the Officer Team on the Welcome Week talk's rota, for officers to attend throughout Welcome Week. JL asked the Officer Team to respond to the Student Voice team with their availability to attend each event.</p> <p>The IO asked Officers to respond to an email about their availability to attend an International Welcome Celebration event on the 20<sup>th</sup> September, during Welcome Week.</p> <p>The PGO asked about the Guild's availability to meet all of the University's requests for events during Welcome Week. The EO noted that requests were being managed centrally through student</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

		voice, to ensure that workload was shared equally between officers. The PGO noted their view that the workload of Welcome Week speeches should be shared with Guild staff. JL noted that in time, the Guild was seeking to share out welcome talks and inductions between more student representatives including part-time officers and student reps.	<b>Noted</b>
5	<b>Welfare Training</b>	<p>The SO raised the possibility of continuing welfare training for sport and society committee members from last year, which the previous SO had expanded. The SO noted that existing documentation available for training committee members on Canvas, however direct training would be preferable. The AEO noted their support to arrange for welfare training in person.</p> <p>JL suggested discussing the shift to online training via Canvas with the Student Activities team. The WCO suggested the possibility of integrating existing 'Not On' training on sexual consent into committee training. The AEO and SO agreed to discuss with the Guild Advice and Student Activities Teams.</p>	<b>Noted</b>  <b>Noted</b>
6	<b>Chair of Trustees Recruitment</b>	<p>LC joined the meeting at 12:25.</p> <p>LC noted that since July, the Guild had been working with an external agency in a 2<sup>nd</sup> round of recruitment for a new Chair of the Guild's Trustee Board. LC noted that the Guild had now received the long list of 10 applications, of which the Appointments Panel were currently short-listing to 3 or 4 candidates.</p> <p>LC noted that each candidate have the opportunity to meet with the Full-Time Officers (minus the PGO and President, who were on the panel). The AEO noted that they would not be available as they were on A/L. The PGO suggested a topic of conversation for candidates to prepare.</p> <p>LC left the meeting at 12:35.</p>	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>
7	<b>Officer Diaries</b>	<p>The Officer Team discussed some key meetings in their diaries for the week ahead:</p> <p><b>IO</b> – Officer Training, International Student Orientation events planning, WW filming, Coole Insights session, Safe Zone conference, Policy Positions &amp; Campaigns planning, Activities Committee planning, Student Voice bingo.</p> <p><b>EO</b> – Officer Training, Policy Positions &amp; Campaigns planning, Registry Catch-Up, Survey's action group, Student Voice bingo.</p> <p><b>SO</b> – Officer Training, Policy Positions &amp; Campaigns planning, Tik Tok planning, grant funding meeting, 1:1's Welcome Week planning, Odd Balls ambassador meeting, Charity Sports Night planning, Student Voice bingo.</p> <p><b>AEO</b> – Redbrick printing planning, Officer Training sessions, Activities Committee pre-meeting, Grant Funding planning, Staff 1:1s, WW content filming, possible PTO photoshoot.</p>	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b>

		<p><b>WCO</b> – Officer Training, Safe Zone Conference planning, Not On planning meeting, Policy Positions &amp; Campaigns planning.</p> <p><b>PGO</b> – Officer Training, Rep Socials planning, Policy Positions &amp; Campaign Planning session.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
8	<b>Officer Projects</b>	No Items noted.	<b>Noted</b>
9	<b>Schools/Colleges/ Dubai Update</b>	<p>The IO updated the Officer Team on the planned appointment of new school and college reps in COSS, which they were meeting with staff to discuss shortly.</p> <p>JL noted that work was ongoing on updating the Guild’s website content for Dubai student leader elections, noting issues for some students in accessing the website properly due to internet restrictions in the UAE.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
10	<b>Part-Time Officers</b>	JL noted that Part-Time Officer Training was due to take place on the 4 <sup>th</sup> September, with Full-Time Officers invited to join for lunch. SJ to review timings for FTOG on the 4 <sup>th</sup> September so Officers could attend for lunch.	<b>SJ</b>
11	<b>AOB</b>	<p>JL noted that the planned Part-Time / Full was likely to be postponed.</p> <p>The Officer Team discussed the naming of the Joe’s Bar new reduced-price menu. The Officer Team agreed to suggest ‘Saver Menu’, ‘Cost-Cutter Menu’ or ‘Meal Deal Menu’ as their preferred options.</p> <p>The Chair asked about the timeline for the Officer Team receiving a training session on a Team Charter. JL noted that Friday 15<sup>th</sup> September had been arranged for the external trainer to visit, and would be confirmed shortly.</p> <p>The AEO updated the Officer Team on artist contracts for Fresher’s Fest events in Welcome Week, noting that final contracts were due to confirmed imminently. The Officer Team discussed the current list of possible artists, and their preference for well-known name.</p> <p>The IO noted a request from the Birmingham International Academy to meet the Officer Team for a coffee morning before Welcome Week. SJ to review the officer team’s availability.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>SJ</b></p>