

FULL TIME OFFICER GROUP MINUTES

Present

Eleanor Keiller, President (Chair)
Brandon Hattiloney, Representation and Resources Officer
Chris Wilkinson, Education Officer
Georgie Freeman, Sports Officer
Isabel Nicholds, Housing and Community Officer
Natalie Cox, Activities and Development Officer
Rose Bennett, Postgraduate Officer
Ross Strong, Welfare Officer

In Attendance

Jo Thomas, CEO
Elliott Packham, Executive Assistant

Apologies

The Chair opened the meeting at **12.05**.

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 22.08.16	The minutes from 22 nd August were approved.	Approved
2	Matters arising	The WO noted that Student Voice received feedback on water fountain locations and will ask them for it. The RRO noted that Spar return unused food for credit but there are some items which cannot be returned.	WO RRO
3	Diaries	President – SMT Coffee morning, Wellbeing campaign meeting, Dubai project meeting, Littlepickmeups campaign, UMC and HE Working Group. PGO – Engagement Welcome Week sub group, Dubai project meeting, Littlepickmeups campaign and SMT Coffee morning. EO – Prep for annual leave, lecture capture meeting, Dubai project meeting, SMT Coffee Morning, HE working group and OQT video filming. RRO – SGX, SMT Coffee morning, Littlepickmeups, society endorsement meeting and UMC. SO – Director of Engagement introduction, SGX, Littlepickmeups, SMT Coffee Morning and BUCS 2015-16 lecture. HCO – RA Welcome Week sub group, Citizens UK meeting, Housing Campaign planning and Student Safety planning meeting. ADO – JSV meeting, SGX, Littlepickmeups, SMT Coffee morning and Volunteering team catch up.	Noted

		WO – Engagement welcome week sub group, Wellbeing Campaign meeting, Dubai project meeting, Guild Advice meeting, SMT Coffee morning and workshop planning.	
4	Mandate Update	There were no mandate updates	
5	Team Objectives	<p>The President opened a discussion around the Officer's team objectives for the year. Officers discussed possible objectives and the following were agreed:</p> <ul style="list-style-type: none"> - Diversity campaign - Officer engagement/awareness - Showcasing talent <p>It was noted that one of these objectives could be based on 'A Cheer' from the Officer's away day workshop.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Guild Engagement/ Social Media	<p>The following items are to be promoted on social media this week:</p> <ul style="list-style-type: none"> - Society and Sport Fairs - Help out Fresher's on the Freshers Facebook group - Open letter regarding the TEF 	All
7	Schools/Colleges Update	There were no schools and colleges updates.	
8	Part Time Officer Buddies	The HCO noted that they met with the Women's Officer. The HCO will follow up on the possibility of obtaining free Always products.	<p>Noted</p> <p>HCO</p>
9	Officer Training and Development	A campaigns pot proposal from the RRO will be circulated for email resolution following the meeting.	Noted
10	AOB	<p>Trustee Board</p> <p>The President noted that all Officers are to prepare a 90 second summary of their action plans.</p> <p>NUS Demo</p> <p>Officers agreed to put a coach on for students to attend the NUS demo.</p>	<p>All</p> <p>Noted</p>

The meeting closed at **12:50**

Signed

Date