

FULL TIME OFFICER GROUP MINUTES

Present

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

In Attendance

Jo Thomas, CEO
Elliott Packham, Executive Assistant

Apologies

Ellie Keiller, President

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

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 24.10.16	The minutes from 24 th October were approved.	Approved
2	Matters arising	There were no matters arising	Noted
3	Diaries	<p>President – Parliament visit, SSAC, Welcome Week Debrief, JSOC meeting, RA Elections Door Knocking, Old Joe Trip and National Day of Lobbying</p> <p>PGO – PGT Survey Outcomes meeting, Student Rep Training, PGR Operations Management Group, CEO 1-2-1, PVC Education meeting, Old Joe Trip and PG Working Group</p> <p>RRO – Health and Safety Committee, Officer Marketing catch up, Cleaning Assistant interviews, Officer Elections Working Group, Old Joe Trip, SGX, E&E Committee, Meal Plan meeting and Term 1 Elections count.</p> <p>HCO – Housing video filming, SSAC, Student Groups RA shortlisting, Welcome Week Debrief, Housing Hunting Information Day, Housing Information Talk, Old Joe Trip and CAL Student Experience</p> <p>ADO – Associations Miniforum, Jingle Bell Jobs, Welcome Week Debrief, COSS-CPARC, RA Door Knocking, Redbrick proofing, Old Joe Trip, CEO 1-2-1, SGX and E&E Committee</p> <p>EO – NSS Working Group, Student Rep Training, BBS Student Rep Training, Reviewing Teaching Academy Nominations, PVC Education meeting, UPARC, Electric Paper Supplier visit and National Day of Lobbying</p> <p>WO – Mental Health First Aid Training, Associations</p>	Noted

		Miniforum, House Hunting Information Day, LGBT History Month Student E&D Committee, Old Joe Trip and E&D Committee. SO – Sports Forum, Wellbeing Group, UBSport Management Team meeting, Student Groups RA Shortlisting, New Sports Centre Induction talks, Old Joe Trip, RA Door Knocking and SGX	
4	Mandate Update	The RRO noted that plans for a Live Music night at the Guild are in place and a date is to be confirmed.	Noted
5	Guild Engagement/ Social Media	The following items are to be promoted on social media this week. <ul style="list-style-type: none"> • Self Defence Classes • This Girl Can • Rep wins • House Hunting Info Day • RA Elections 	All
6	Schools/Colleges Update	There were no Schools and Colleges Updates	Noted
7	Part Time Officer Buddies	There were no PTO buddy updates.	Noted
8	Officer Training and Development	Officers provided feedback on the NUS Zones Conferences. The ADO recommended that the conference they attended would perhaps be more relevant for a member of Student Voice Staff next year.	Noted
9	AOB	<p>Canvas App Trial The Education Officer is to arrange canvas app trial sessions with the Officers.</p> <p>Street Kitchen The RRO noted that an issue with the Street Kitchen building work could result in a delay to the project. Officers discussed the options and agreed that the delay would not be overly negative.</p>	<p>EO</p> <p>Noted</p>

The meeting closed at **13:00**

Signed

Date