

Present

Florence Craddock, Sports Officer **(SO) (Chair)**
 Acacia Matthews, Guild President **(President)**
 Vanessa Chigariro, Education Officer **(EO)**
 Reeve Isaacs-Smith, Welfare & Community Officer **(WCO)**
 Tinajie (Alice) Liu, International Officer **(IO)**

Also in Attendance

Jo Thomas, Chief Executive **(JT)**
 Sam Jones, Executive Assistant **(SJ)** (note taker)

Apologies

Benjamin Lockley, Postgraduate Officer **(PGO)**
 Isobel Lawson, Activities & Employability Officer **(AEO)**

No	Item for Discussion	Notes	Action
1	Minutes from 24.10.2022	<p>The Chair presented the previous minutes, dated the 24th October 2022, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Approved</p>
2	Book Swap Zone	<p>The SO updated the Officer Team on plans for a Guild Book Swap event, as part of the Guild's project work for Green Impact. The SO suggested hosting a bookshelf space in the Guild's study space, where students could swap out books, bring a book and take a book.</p> <p>The Officer Team agreed to move ahead with the project. The SO agreed to speak to the Facilities Manager. JT suggested including in the Staff Comms.</p>	<p>Noted</p> <p>SO</p>
3	VC Dinner – 01.02.23	SJ noted a invitation for the Officer Team to an invitation to have dinner with the Vice-Chancellor. JT to discuss with SMT.	Noted
4	Officer Away Day - 05.12.22 / 09.12.22	SJ updated the Officer Team on plans for an Officer Team Away Day on Monday 5 th December. The Officer Team agreed to keep the 5 th December clear. The President asked the Officer Team to keep the 5 th December free, and to update A/L commitments in their calendars by Wednesday of the current week.	Noted
5	Officer Key Meetings	President – VC 1:1, Introduction meeting with Trevor Payne, Director Interviews Long-Listing.	Noted

		<p>IO – Staff 1:1’s, Dubai Student Leaders training, Campus Services Lunch, COSS CQAAC, Scrutiny Panel, Introduction meeting with Dubai Student Leaders, Barr Staff interviews.</p> <p>EO – UQAAC, Staff 1:1’s, Analytics workshop.</p> <p>SO – Campus Services Lunch, Pritchett’s Park Lunch, Sports Visit, UB Sport filming, Sports Centre Tour, Gym Memberships meeting.</p> <p>WCO – EPS CEC, Pritchett’s Park Tour, Community Welfare Team Meeting.</p> <p>PGO – n/a.</p> <p>AEO – n/a.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Remits/ Projects	<p>The WCO updated the Officer Team on positive progress with the Community Pantry, noting continuing strong uptake from students. The Officer Team discussed raising Cost of Living as an issue at the next University Council meeting.</p> <p>The IO update the Officer Team on possible University Stalls from IST in the Guild Reception area. JT to discuss with LC.</p> <p>The President updated the Officer Team on the draft new University Sexual Consent training course. The WCO agreed to circulate the draft course to SMT.</p> <p>The SO updated the Officer Team on a recent University Sustainability Steering Group meeting, where department reps had fed back on their progress to date across campus on sustainability. JT suggested discussing with NB.</p> <p>The SO noted discussions with other SU Sports Officers about Student Gym Memberships, noting that other University’s offered direct debit gym subscriptions.</p> <p>The EO noted positive student engagement with recent social media content on student employability.</p>	<p>Noted</p> <p>JT</p> <p>WCO</p> <p>SO</p> <p>Noted</p> <p>Noted</p>
7	Schools/Colleges/ Dubai Update	<p>The IO noted that they would shortly be meeting with the newly elected Dubai Student Leaders.</p>	<p>Noted</p>
9	Guild Communications & Social Media	<p>The Officer Team noted the following items for promotion via the Guild’s Communication Channels:</p> <ul style="list-style-type: none"> • Cost of Living Information <p>The Officer noted the usefulness of recent weekly communication meetings.</p> <p>The WCO noted plans to write a piece on the Guild’s Community Pantry for Redbrick. The Officers agreed to contribute to the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

10	Part Time Officers	<p>The WCO noted ongoing work with the TNBSO on UoB Dubai Campus project work.</p> <p>The President noted that they had not yet heard from the Guild's Women's Officer after reaching out several weeks ago.</p> <p>The SO updated the Officer Team on discussions with the EEO, noting that they were often on placement during the working week.</p>	<p>Noted</p> <p>Noted</p>
11	AOB (Any Other Business)	<p>The Officer team discussed cover for several meetings for the AEO while they were on leave.</p> <p>The Officer Team discussed the Guild's event programme for Black History month, noting that the event schedule had been fallen short of what had been hoped. The EO noted plans for the Guild and Officer Team to start planning for Black History Month events earlier in the year, for the following academic year.</p> <p>The Officer Team noted plans to create more social media content on religious holidays.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

The Chair closed the meeting at 13:00