

FULL TIME OFFICER GROUP MINUTES

12:00 – 13:00
 Online Meeting (via Zoom)

Present

Tobiloba Adeyemi, President **(President)**
 Amie Raphael, Activities and Employability Officer **(AEO)**
 Charlotte Minter, Welfare & Community Officer **(WCO) (Chair)**
 Rebecca Cutler, Postgraduate Officer **(PGO)**
 Wei-Lun Chen, International Officer **(IO)**
 Jules Singh, Education Officer **(EO)**

Also in Attendance

Sam Jones, Executive Assistant **(SJ)** (notetaker)
 Jo Thomas, CEO **(JT)**

Apologies

Rob Hegarty, Sports Officer **(SO)**

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes (22.02.21) (15.02.21)	The minutes from Monday 22 nd and Monday 15 th February 2021 were approved as an accurate record of the meeting.	Approved
2	Guild Advice Hardship Fund	<p>The WCO updated the Officer team on additional funding secured for the Guild Advice Hardship Fund from the University, with an additional £10k to be made accessible for students in urgent need.</p> <p>The Officer team discussed the administration of the Guild's hardship fund and the level of initial funding that should be granted by default upon application to the fund. The PGO noted the need to target funding on the most serious cases of student hardship.</p> <p>The Officer team discussed the criteria for applications. JT noted the need for applications to be processed quickly at 'level one' criteria. The Officer team agreed to move forward with an initial level of £100 funding.</p> <p>The Officer team discussed communications to promote the scheme.</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Noted</p>
3	SMT/Officers Away Day	The Officer team agreed to rearrange the Officer/SMT Away day to Friday 23 rd April.	Noted
4	Student Events Meeting	The Officer team discussed attendance at an upcoming University meeting.	Noted

5	Officer Handovers & Board Demographics.	<p>SJ noted the timeline for Officer team handovers in June and July, following the election of the incoming Full-Time Officer team.</p> <p>SJ noted plans to re-circulate an Equality & Diversity survey to the Officer Team to assist with producing an E&D matrix for the incoming Trustee Board. SJ to circulate survey link.</p>	<p>Noted</p> <p>SJ</p>
6	NUS Conferences	<p>The Officer team discussed the leadership of the Guild's delegation to NUS National Conference. The AEO and IO agreed to discuss outside the meeting.</p>	AEO/IO
7	Census	<p>The Officer team discuss promotion of the national 2021 UK census for students to complete.</p> <p>The Officer team agreed to seek additional information from Student Voice on the question set for any possible issues and look to promote once information was received from the University.</p>	<p>Noted</p> <p>Noted</p>
8	New Quarantine Rules & Travel Package Cost	<p>The IO updated the Officer Team on new quarantine rules and hotel-stay costs for international students coming into the UK, due to COVID-19 lockdown rules. The IO noted concerns about the significant costs faced by international students to pay £1,750 for a UK hotel quarantine stay.</p> <p>The Officer team discussed the next steps of raising the issue with the University.</p>	<p>Noted</p> <p>Noted</p>
9	Tuition Fees Reimbursement & Russell Group CEO	<p>The President updated the Officer team on national discussions around possible tuition fee reimbursement and recent announcements by the Russell Group.</p>	Noted
10	Diaries	<p>President – Trustee Board, Strategic Framework Meeting, Pritchett's Park meeting, Police Partnership meeting, SPRC meeting, Blue Edge 1:1, AEO 1:1, EO 1:1, Responsible Investments meeting, MMT catch-up meetings, GEMT meeting, Friday Banter.</p> <p>WCO – Trustee Board, Strategic Framework Meeting, Community Welfare team meeting, Sexual Violence working group meeting, CAL Education committee, Black Voices working Group, Pulse management meeting, DARO meeting, GEMT, Safety Campaign meeting, Friday Banter.</p> <p>AEO – Trustee Board, Strategic Framework Meeting, CHEF, Careers Network meeting, Student Events meeting, LES leadership conference, MDS CEC pre-meeting, President 1:1, Activities Committee meeting, TOIL.</p> <p>PGO – Trustee Board, Strategic Framework Meeting, Research Committee, CHEF, SRSAB, PG Speak Week Meeting, Intro to Student Groups Coordinators, Officers/ C&M/ Voice meeting, Friday Banter.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

		<p>IO – Trustee Board Meeting, Strategic Framework Meeting, IST meeting, Student Events Meeting, International Students Employability Community of Practice, Welcome 2021 planning meeting, Student Conduct panel, Black Voices Working Group, 1:1 WO, SAE team meeting, Meeting with new Campaigns Officer, Friday Banter.</p> <p>SO – Joined Up Conversations, Student Groups coordinator's introduction, UB Sport Management Meeting, Club Development Catch-Up, meeting with incoming SO, Karate Team planning, Black Voices working group, Activities Committee meeting, Officers/C&M/Voice team meeting, Club Dev Catch-up, Friday Banter.</p> <p>EO – Trustee Board, Strategic Framework Meeting, Strategic Framework Meeting, Research Committee, CHEF, SRSAB, PG Speak Week Meeting, Timetabling Management Board, Access & Participation meeting.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
11	Officer Wins/ Priority Campaigns	<p>President – Elections Results Night, Guild Tik Tok.</p> <p>WCO – n/a.</p> <p>AEO – MedSoc societies included in Guild Awards.</p> <p>PGO – 1st Guild Tik Tok.</p> <p>IO – Re-election for 2021/22.</p> <p>SO – n/a.</p> <p>EO – Re-election for 2021/22.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
12	Guild Communications, Social Media	No Items noted.	Noted.
13	Schools/Colleges/ Dubai Update	No items noted.	Noted.
14	Part Time Officers	No items noted.	Noted.
15	Any Other Business (AOB)	<p>The Officer team discussed arrangements for their remaining annual leave for the year. SJ to review an annual leave calendar for the Officer team.</p> <p>The EO asked the Officer team to promote their student feedback collection for a consultation on disabled student's experiences. The President suggested asking for promotion through University communications.</p> <p>JT updated the Officer team on preparations to the Trustee Board. The Officer team discussed the SUMS Task & Finish Group process in relation to University funding for the Guild. The Officer team discussed an ongoing consultation on the University's catering services. JT updated the Officer team on</p>	<p>SJ</p> <p>Noted.</p>

