

FULL TIME OFFICER GROUP MINUTES

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

Present

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

Also in Attendance

Jo Thomas, CEO **(JT)**
 Elliott Packham, HR Coordinator **(EP)** (note taker)
 Lucy Gill, Student Voice and Representation Manager **(LG)** (agenda items 1 – 4 only)
 Thomas Snape, Policy and Campaigns Coordinator **(TS)** (agenda items 1 – 3 only)

Apologies

Rob Hegarty, Sports Officer **(SO)**
 Amie Raphael, Activities and Employability Officer **(AEO)**

The Chair opened the meeting at 12:00.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Previous Minutes (24.06.21)	The minutes from Monday 26 th May 2021 were approved as an accurate record of the meeting.	Approved
2	Officer Handover Update	<p>LG & TS presented an update on Officer Handover.</p> <p>LG noted that Officers should handover directly with their counterparts. LG noted that handover runs from w/c 28th June to 16th July.</p> <p>LG noted that Wednesday 30th June will be a whole day for handover. LG suggested organising meetings with key staff, handing over ongoing projects and imparting information that would be needed before they leave.</p> <p>TS noted that in previous years the Guild has used a written handover template which Officers should use. TS provided an overview of the handover template.</p> <p>LG noted that handover documents should be ready by 24th June.</p> <p>The IO raised a question about when Officers should meet with their successors. LG noted that this should be within the handover period & there isn't an expectation for Officers to meeting them before the handover period.</p> <p>The PGO noted that Senate is coming up soon, LG will ask for the new PGO to attend as well.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>All</p> <p>Noted</p> <p>LG</p>

		TS will circulate the handover template. TS left the meeting at 12:18	TS
3	Student Trustee Recruitment	The WCO noted that SJ has requested for Officers to promote the most recent Student Trustee Recruitment. All Officers are to promote this.	Noted All
4	University Council	The PGO noted the possibility of allowing students to attend University Council in order to share their experiences. The EO noted that College Reps could be approached. The President noted that there would need to be an outcome to the item, such as a specific topic. JT noted that they will need to convince the Vice Chancellor and suggested speaking to the Assistant Secretary. JT noted that an event with students and Council was being planned this academic year, but was cancelled due to COVID-19. JT is to find the last email sent regarding the student event and discuss this with the PGO. LG left the meeting at 12:35.	Noted Noted Noted Noted JT/PGO
5	Diaries	President – Meeting with the University's Director of Human Resources, A/L until next week WCO – Activities and Events meeting, GMT, Selly Oak Stakeholders Meeting, Landlord Discussion Meeting & CAL Assurance and Approval Committee, SLAS Project Board, HR Committee and Accommodation Services Catch Up. EO – Community Warden Interviews, SRSAB, SELT Project Team, and a Roundtable discussion with the High Commissioner of India. AEO – A/L PGO – SRSAB, EPS CEC and PG & EO Officers meeting. IO – HR Committee, H&S Committee, Comms and Engagement Meeting. SO – A/L	Noted
6	Officer Wins/ Priority Campaigns	WCO – Drink Spike Protection Leaflets Ordered	Noted
7	Guild Communications, Social Media	The Officer Team noted the flowing items for promotion via social media. <ul style="list-style-type: none"> • Black Voices Committee • Summer Elections • All Student Vote 	All

8	Schools/Colleges/ Dubai Update	There were no Schools/Colleges/Dubai updates.	Noted
9	Part Time Officers	There were no Part Time Officer buddies.	Noted
10	Any Other Business (AOB)	<p>The PGO raised a question about Vice Chancellor Recruitment. The IO noted that they will update the team and a briefing has been put in the diary for 7th June.</p> <p>The EO noted that UEB approved the Code of Conduct changes, which now needs to go to UEC and Senate. The EO, IO & PGO are to reply all to the email if they approve of the changes.</p>	<p>Noted</p> <p>EO, IO & PGO</p>

The meeting closed at 13:00.

Signed

Date

DRAFT