

# FULL TIME OFFICER GROUP MINUTES

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

## Present

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

## Also in Attendance

Sarah Wright, Director of Support & Representation (**SW**)  
Sam Jones, Executive Assistant (**SJ**) (notetaker)

## Apologies

Tobiloba Adeyemi, President (**President**)

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 25.01.21</b>	The minutes from Monday 25 <sup>th</sup> January 2021 were approved as an accurate record of the meeting.  The WCO and PGOI noted amendments for the minutes. SJ to update and circulate	<b>Approved</b>
2	<b>Birmingham UCU</b>	The PGO updated the Officer team on a recent meeting with Birmingham UCU branch, where a number of opportunities for cross-collaboration were discussed.  The Officer team discussed next steps for collaboration with BUCU. The Officer team discussed possible outsourcing of wellbeing services during the pandemic by the University, and possible negative effects on student outcomes. SW suggested liaising with the University on their planned approach. The PGO noted the impact of the University's 'Voluntary Leaver's scheme' (VLS) on staffing numbers, and concerns around privatising student services.	<b>Noted</b>  <b>Noted</b>
3	<b>Student Evaluation of Learning &amp; Teaching (SELT)</b>	The PGO updated the Officer team on a positive response on the SELT survey. The PGO noted that initial data on student feedback on their courses indicated increased levels of dissatisfaction compared to previous years due to COVID-19, however response numbers had been very positive.	<b>Noted</b>
4	<b>Student Wellbeing</b>	The Officer team discussed the current level of student wellbeing provision at the University. The PGO noted discussions at University council on the current funding levels for wellbeing services.	<b>Noted</b>

		<p>The WCO updated the Officer team on the University's current wellbeing services data, which indicated good waiting times, however this may not be reflective of some student's lived experiences.</p> <p>SW noted discussions on the University 'step-change model', and the wider student wellbeing agenda outside direct wellbeing services. The SO noted the impact of sports and exercise restrictions on wellbeing. SW noted limited opportunities for interactions between student groups due to COVID-19 restrictions.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>MP's Meeting</b>	<p>The Officer team discussed items to raise with local MPs at an upcoming meeting. The PGO suggested raising issues with PG funding and financial support resulting from national policy.</p> <p>The Officer team discussed the arrangements and agenda for the meeting. SJ to arrange a pre-meeting for officers attending.</p>	<p><b>Noted</b></p> <p><b>SJ</b></p>
6	<b>Dean of Postgraduates</b>	<p>The PGO noted that a new Dean of Postgraduates had been appointed, which the Guild should seek to engage with and arrange an induction to the Guild's activities. SJ to arrange.</p>	<p><b>SJ</b></p>
7	<b>Tuition Fees - 'Students Deserve Better'</b>	<p>The IO noted national action by Student's Unions on tuition fees for international students in the UK during the COVID-19 pandemic. The IO noted a draft open letter, seeking national tuition fee limits for international students and refunds for students learning remotely.</p> <p>The EO noted recent announcements of additional government funding for student wellbeing.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
8	<b>VC Recruitment Comms</b>	<p>The Officer team discussed University communications to students on the appointment of a new Vice-Chancellor, seeking feedback and input from students.</p> <p>The Officer team discussed the Guild's communications to students on the Vice-Chancellor's recruitment.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
9	<b>Officer Remits</b>	<p>The Officer team discussed their current areas of work and role responsibilities.</p>	<p><b>Noted</b></p>
10	<b>Diaries</b>	<p><b>The Officer team discussed their key meetings for the week ahead:</b></p> <p><b>WCO</b> – Council Meeting, WM Police meeting.</p> <p><b>EO</b> – Reps master class, SELT Project team, 1:1 coaching session.</p> <p><b>AEO</b> – Super AGM, Vale Fest meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p><b>IO</b> – Registration &amp; Enrolment meeting, EPS meeting, IST monthly meeting.</p> <p><b>SO</b> – 1:1 coaching session, sports network meeting, Elections candidate meetings</p> <p><b>PGO</b> – PhD review group, pathway project board meeting, PGR Shakespeare Institute meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
11	<b>Priority Campaigns/ Officer Wins</b>	<p><b>SO</b> – No On training included in community training.</p> <p><b>PGO</b> – Positive meeting with BUCU.</p> <p><b>EO</b> – Election Q&amp;A's</p> <p><b>WCO</b> – Rent letters to landlords.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
12	<b>University Relationships</b>	No Items noted.	<b>Noted</b>
13	<b>Guild Communications/ Social Media</b>	<p>The Officer Team noted the following items for promotion via Guild communications:</p> <ul style="list-style-type: none"> <li>• Elections nominations.</li> <li>• Volunteering Week promotion</li> </ul>	<b>Noted</b>
14	<b>Schools/Colleges/ Dubai Update</b>	No Items noted.	<b>Noted</b>
15	<b>Part Time Officers</b>	No Items noted.	<b>Noted</b>
16	<b>Officer Training and Development</b>	No Items noted.	<b>Noted</b>
17	<b>AOB</b>	No Items noted.	<b>Noted</b>

The meeting closed at 13:00.

Signed .....

Date .....