

FULL TIME OFFICER GROUP MINUTES

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

Present

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

Also in Attendance

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

Apologies

None.

The Chair opened the meeting at 12:10

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 20.07.20	The minutes from the meeting held on 20 th July 2020 were approved as an accurate record of the meeting.	Approved
2	FTOG Rotating Chair	SJ presented the FTOG chairing rota for approval. The Officer Team discussed the rotation of the FTOG chair. FTOG approved the FTOG chairing rota.	Noted Noted
3	Police Presence: Commenting on Fab N Fresh	The WCO noted a proposal from University Security in relation to a Police presence on the Fab n Fresh Facebook group in order to respond to reports of crime on the group. The Officer Team discussed the presence of Police on the Fab N Fresh Facebook group. The Officer Team agreed that the presence of Police on Fab n Fresh would not be desirable.	Noted Noted
4	NUS Complaints Chain	The WCO noted that this had already been discussed outside the meeting.	Noted
5	PTO Engagement	The President updated the Officer Team on plans for engaging with the Part-Time Officer team in the year ahead. The Officer Team discussed their plans for supporting their PTO buddies. JT noted that expenses for a meal or lunch meetings with PTO buddies was available. The Officer Team discussed plans for a meal out.	Noted Noted

6	Zoom Free Day	<p>The President discussed a proposal for a day each week free of video calling as the team continued to work from home. The President noted the benefits to mental health of reducing screen-time.</p> <p>The SO noted the difficulty of declining invitations to University meetings if they are arranged for a 'Zoom Free Day'. The Officer team discussed the benefits and possible impacts of reserving time in diaries to not attend meetings. The PGO noted the difficulty of managing their diary when meetings were scheduled on their behalf. The EO suggested reviewing time 'on-hold' on a week-by-week basis.</p> <p>SJ to aim to keep Friday's free in August for officer's meetings.</p>	<p>Noted</p> <p>Noted</p> <p>SJ</p>
7	Amazon	<p>The WCO noted that the Guild often provided Amazon vouchers to students as an incentive for engaging in Guild feedback exercises. The WCO noted concerns around Amazon's ethical practices and suggested that the Guild avoid providing Amazon vouchers in future.</p> <p>JT noted that the Guild would be able to pivot to a different voucher provision, depending on the incentive provided. The PGO suggested providing Joes Bar food and drink vouchers as an alternative.</p>	<p>Noted</p> <p>Noted</p>
8	Diaries	<p>The Officer team discussed their key meetings for the week ahead:</p> <p>WCO – Meeting with local council representatives, NSS meeting, Luminar Spark sessions.</p> <p>EO – Student Voice Report planning meeting, Luminar Spark sessions.</p> <p>AEO – Welcome Week planning group, Aston University employability collaboration, Luminar Spark sessions.</p> <p>IO – International Student pathways meeting, Luminar Spark sessions.</p> <p>SO – UB Sport Managers meeting, meeting with careers network Luminar Spark sessions.</p> <p>PGO – PGR & PGT graduate school events planning meeting, Luminar Spark sessions.</p> <p>President – Joined Up Conversations Group, Luminar Spark sessions, HR systems planning.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

9	Manifesto and Priority Campaigns Updates	<p>The PGO noted discussions around a specific PG welcome address with the VC, in line with welcome addresses provided for undergraduates in Welcome Week.</p> <p>The President updated the Officer team on plans for the Black Voices campaign to engage Part-Time Officers in the campaign for the years ahead. The President noted NUS's national campaign around Black student representation and education.</p>	<p>Noted</p> <p>Noted</p>
10	Guild Communications/ Social Media	<p>The President reminded Officer's to complete blog posts for publication on the Guild website.</p>	All
11	Schools/Colleges /Dubai Update	<p>The EO updated the Officer Team on the University's resilience framework for continuing education when campus reopened. The EO noted varying plans across University departments for 'asynchronous lectures'. The EO asked Officers to pass on any information on COVID arrangements from collages.</p> <p>The IO updated the Officer team on arrangements for remote learning at the UoB Dubai campus.</p>	<p>Noted</p> <p>Noted</p>
12	Part Time Officers	<p>The EO noted that they and the President had swapped PTO buddies; the President would be mentored with the CO, and the EO with the EEO.</p> <p>The Officer Team noted that they had all met with their PTO buddies.</p>	<p>Noted</p> <p>Noted</p>
13	Officer Training and Development	<p>SJ updated the Officer Team on arrangements for University Training sessions. JT suggested combining the 'Intro to Catering' session with the wider Campus Services session. SJ to reach out.</p>	SJ
14	AOB	<p>The PGO noted plans for Welcome Week PG specific activity.</p>	Noted

The meeting closed at 13:00.

Signed

Date