

FULL TIME OFFICER GROUP MINUTES

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

Present

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

Also in Attendance

Sarah Wright, Director of Support & Representation **(JT)**
 Sam Jones, Executive Assistant **(SJ)**
 Mikey Brown, President – Elect **(MB)**
 George Christian, Sports Officer - Elect **(GC)**
 Aaliyah Simms, Welfare & Community Officer – Elect **(AS)**
 Danielle Murinas, Postgraduate Officer – Elect **(DM)**
 Josephine Conway, Activities & Employability Officer – Elect **(JC)**

Apologies

None.

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Previous Minutes (28.06.21)	The minutes from 28th June 2021 were approved as an accurate record of the meeting.	Approved
2	FTOG Basics	SJ updated the incoming Officers on the terms of reference for the Full-Time Officer Group (FTOG). The President updated the Officer team on the standing items on the FTOG agenda and provided examples of issues that regularly were discussed.	Noted
3	Graduation Ceremonies	SJ updated the incoming Officer team on plans for Guild participation in the graduation ceremonies in the w/c 19 th July. The incoming Officers signed up to a number of graduation ceremonies during the week.	Noted
4	Trip Up Old Joe	The President noted ongoing plans to arrange a trip to the top of Old Joe for the outgoing Officer team. The Officer team agreed for 14:00 – 16:00 on Friday 16 th July.	Noted
5	Diaries	President – Handover FTOG, 1:1 SVM, handover time, CWG steering group meeting, A/L, University Council briefing, A/L, Exit Interview. IO – Handover FTOG, Officer Training.	Noted Noted

		<p>AEO – Handover FTOG, Careers Network handover, A/L, Complaints meeting, Trustee Board preparation, University Fitness to Practice meeting, A/L.</p> <p>EO – Handover FTOG, Officer Training.</p> <p>SO – Handover FTOG, handover time, Officer Wins, UB Sport meetings, Club Development future planning, Sustainability Catch-up.</p> <p>WCO – Handover FTOG, Project board meeting, Lettings Membership Scheme meeting, Selly Oak stakeholders meeting, Exit Interview, A/L, Registry meeting,</p> <p>PGO – Handover FTOG, handover admin, Officer handovers, Research Committee, LES SEPO meeting, 'Race in Higher Education' panel, Academic Induction meeting, Exit Interview, A/L.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Officer Wins/Priority Campaigns	<p>President – Black Voices Trustee Board Paper, Week 1 of handover.</p> <p>AEO – Student Groups committee inductions, final Activities committee, 'Save our Societies' scheme.</p> <p>EO – Graduate Management Trainees meeting and future collaboration planning.</p> <p>IO – Hotel Quarantine support for international students.</p> <p>SO – Green Impact 'Excellent' Award (363 points).</p> <p>WCO – Student Self-isolation support, meeting with local MP.</p> <p>PGO – Final University Council session and positive relationship with Chair of University Council.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
7	Guild Communications and Social Media	<p>The Officer Team discussed items for promotion via the Guild's communications:</p> <ul style="list-style-type: none"> • Outgoing Officer Wins. • Degree results releases. <p>The PGO noted the wording of a recent Guild statement, advising student on what to do if they had achieved a 2:2 degree. The President agreed to discuss with C&M.</p> <p>AS suggested a more 'open-ended' statement on options for students who had achieved a 2:2 degree. The EO noted content referring students to grad-schemes and next steps which could be accessed with a 2:2 degree. The Officer team discussed the wording of future statements.</p>	<p>Noted</p> <p>President</p> <p>Noted</p>

8	Schools/Colleges Dubai Update	No Items noted.	Noted
9	Part-Time Officer	<p>The President asked the Officer team about 'goodbye and handover' meetings with the outgoing part-time officer teams.</p> <p>MB asked about handover for the part-time officer team. SW noted that a compressed training programme was being provided to the PTO team 2021-22. The President noted the successful FTO/PTO 'buddy' scheme run over the last year, linking officers over similar manifesto points.</p> <p>SJ to circulate PTO manifestos and include on FTOG agenda for the 19th July.</p> <p>SW noted the greater participation available to PTOs from the Guild's new democratic cycle. SW noted ongoing work to pair MMT with PTOs also.</p>	<p>Noted</p> <p>Noted</p> <p>SJ</p> <p>Noted</p>
10	Any Other Business (AOB)	No Items noted.	Noted

The meeting closed at 13:00.

Signed

Date