

FULL TIME OFFICER GROUP MINUTES

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

Present

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

Also in Attendance

Jo Thomas, CEO **(JT)**
 Lucy Gill, Student Voice Manager **(LG)** (for agenda Item 2 only)
 Sam Jones, Executive Assistant **(SJ)** (notetaker)

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 28.10.20	The minutes from Monday 28 th September were approved as an accurate record of the meeting.	Approved
2	Autumn Elections Update	<p>LG updated the Officer Team on plans for Autumn elections, and asked Officers to promote to students who may be interested.</p> <p>LG updated the Officer Team on available positions in the Guild and to represent the Guild at NUS national conferences. LG noted that the Guild's and Officers participation at NUS conference was valuable for networking and influencing national education policy.</p> <p>LG updated the Officer team on new roles available in the Guild's new democratic structures. LG asked officers to contact students from societies, campaigns groups and liberation associations who may be interested in a formal role in the new structures. Officers to contact interest student contacts.</p> <p>LG updated the Officer team on NUS national conference. LG noted that the Guild's delegation of 10 places to national conference meant that there were more opportunities for students participate in national campaigns and the national student movement.</p> <p>LG updated the officer team on positions available for international and postgraduate students in the new democratic structures.</p> <p>LG left the meeting at 12:15.</p>	<p>Noted</p> <p>Noted</p> <p>All</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

3	Reach Out Week	<p>The WCO updated the Officer team on plans for a possible 'reach out' week to encourage students to support their peers with regards to mental health and wellbeing.</p> <p>The SO noted plans for officer communications on mental health and wellbeing, including specific information on male mental health. The SO noted the slogan "it's ok not to be ok" with regards to male mental health and the possibility of engaging with celebrities and sports figures.</p> <p>The WCO noted the week following reading week as a possible date to run the outreach content. The SO noted that sporting environments sometimes included negative attitudes towards mental health, which communications could focus on.</p> <p>The PGO suggested discussing further in a separate meeting. The AEO suggested extending the campaign beyond a week and designating as a priority campaign.</p> <p>JT suggested discussing with C&M and the director of support and development. JT noted resource pressures. SJ to arrange a separate meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4	World Mental Health Day	<p>The WCO noted plans for possible guild activity for world mental health day. The Officer team agreed to discuss in a separate meeting.</p>	<p>Noted</p>
5	Wednesday Afternoon Timetabling	<p>The PGO updated the officer team on the University's plans for timetabling teaching sessions on Wednesday afternoons for the rest of semester one in response to staffing pressures due to the COVID-19 outbreak.</p> <p>The Officer team discussed the usage of Wednesday afternoons for timetabling. The Officer team discussed communications around Wednesday teaching. JT noted that currently no BUCS matches were currently being held on Wednesday afternoons, however this may not be the case going into semester two. The SO noted that they were reluctant to lead on the communications around the loss of Wednesday afternoons for sport and activities.</p> <p>The PGO noted that the University's current position had been brought in as a temporary measure. The AEO suggested that the Officer Team meet with University representatives to discuss communications and stance.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Diaries	<p>The Officer team discussed their key meetings for the week ahead:</p> <p>WCO – DBFO, Catch-Up with Campus Services, Care Leaver working group, Interviews pre-meet, 'Not on November' planning, DBFO, Interviews.</p>	<p>Noted</p>

		<p>EO – Autumn elections outreach, SAEC, SV report meeting, University relationships, catch-up SVM, mental health planning meeting, C&M social media training. UoBE festival planning.</p> <p>AEO – Mental Health planning, interview, catch-up Student Groups.</p> <p>IO – Sports inclusivity planning, study abroad meeting, 'go global' fair planning, Autumn elections outreach, PTO 1:1, student groups cultural groups catch-up, University relationships, UoBE festival catch-up, 1:1 PVC international, DSO 1:1.</p> <p>SO – SMT, UB Sport, Inclusive legacy group, DoS interviews, 1:1 CEO, Mental health planning meeting, UB Sport meeting, Mental health training session, club development catch-up, sports tournament planning, CEC.</p> <p>PGO – 'Brum with a brew', University relationships, SAEC, careers network meeting, mental health planning meeting.</p> <p>President – One City catch-up, CEO 1:1, UEB/Guild, PTO Engagement meeting, GEMT, NUS meeting, FTOG, A/L.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Priority Campaigns/ Officer Wins	<p>The Officer's presented their 'Officer Wins' from the last week:</p> <p>WCO – Planning 'reach out week'.</p> <p>AEO – No Items noted.</p> <p>President – Black History month conference launch, with 10 speakers and 40 attendees, GOG social.</p> <p>PGO – No Items noted.</p> <p>SO – Planning 'reach out week'.</p> <p>IO – No Items noted.</p> <p>EO – Filming library tour video.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
7	University Relationships	<p>The EO noted a positive meeting with the director of student engagement. The EO noted increasing student queries about tuition fee refunds. JT noted NUS national action on tuition fees.</p> <p>The Officer team discussed recent meeting with University senior staff.</p> <p>The WCO noted ongoing discussions with the University in response to positive cases and the need for students to self-isolate. The WCO noted that the University's approach would be on a flat-by-flat basis rather than by building or block. The WCO noted that the University was preparing to cater for students self-isolating in halls as required, and food parcels would be held back for exceptional cases where students are unable to access food in the community.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

8	Guild Communications/ Social Media	<p>The President reminded officers to finalise blog posts for the Guild website. Officer to send blog posts to C&M.</p> <p>The PGO reminded officers to promote Autumn elections positions to student who may be interested.</p> <p>The WCO noted the possibility for restarting the 'UoB positivity campaign'.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Schools/Colleges /Dubai Update	<p>The IO updated the officer team on the Dubai student leaders.</p> <p>The WCO noted that in CAL students were now able to submit work up to five days late without a penalty.</p>	<p>Noted</p> <p>Noted</p>
10	Part Time Officers	<p>The EO noted that the had met with the EEO to discuss their manifesto.</p> <p>The PGO noted that the LGBTQSO and the EMO were collaborating on several projects.</p>	<p>Noted</p> <p>Noted</p>
11	Officer Training and Development	<p>SJ updated the officer team on upcoming on training arranged for the coming months.</p>	<p>Noted</p>
12	AOB	<p>The WCO asked about Officer's access to student email accounts and University student software. SJ to follow up.</p>	<p>SJ</p>

The meeting closed at 13:00.

Signed

Date