

**FULL TIME OFFICER GROUP MINUTES**

11:00 – 12:00  
 Online Meeting (via Zoom)

**Present**

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

**Also in Attendance**

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

**Apologies**

None.

The Chair opened the meeting at 11:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 01.09.20</b>	The minutes from Monday 1 <sup>st</sup> September were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Employability Week</b>	<p>The EO updated the Officer team on plans for Employability Week. The EO noted that recent NUS data showed declining job opportunities for students and young people due to the closure of many retail and hospitality businesses. The EO noted plans for a student jobs recruitment week with online information and job opportunities. The AEO noted plans to include volunteering opportunities also and possibilities for students to gain additional skills sets.</p> <p>JT suggested engaging with the University's work link service and the business school to include on campus work opportunities. JT to ask SW about relevant University contacts. The PGO suggested reaching out to local employers to find out what skills would be necessary.</p> <p>The Officer team discussed communication around employability week. The EO noted several queries from students about opportunities for part-time work in Birmingham.</p> <p>The Officer team discussed the balance of the week between part-time job opportunities and post-graduation employability skills.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

3	<b>'Brumfess'</b>	The EO noted recent concerning anonymous posts on the 'Brumfess' Facebook group. The Officer team discussed the Guild's communications response to social media posts.	<b>Noted</b>
4	<b>Diaries</b>	<p><b>The Officer team discussed their key meetings for the week ahead:</b></p> <p><b>WCO</b> – Black Voices Working Group, Hate crime training, tour of campus, Student Services catch-up, Webinar, Staff Forum, LMS meeting, A/L.</p> <p><b>EO</b> – TB Away Day, UQAC, Library filming, SGX grant allocations, College live Q&amp;A's, Staff forum.</p> <p><b>AEO</b> – Not discussed.</p> <p><b>IO</b> – TB Away Day, Study abroad student social, tour of campus, BIA committee.</p> <p><b>SO</b> – TB Away Day, E&amp;E Committee planning, tour of campus, SGA grant allocations meeting, staff forum, UB Sport team meeting.</p> <p><b>PGO</b> – TB Away Day. SRSAB agenda setting, UQAC, research committee, catch-up w/ student services.</p> <p><b>President</b> – Black Voices Working Group, TB Away Day, College Q&amp;A Sessions, Advance HE governance training, Catch-Up SV manager, Black History Month planning meeting, VC address recording, SU president's meet-up, EA meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>Manifesto and Priority Campaigns Updates</b>	The President updated the Officer team on plans for Black history month.	
6	<b>Officer Wins</b>	<p>The Officer's presented their 'Officer Wins' from the last week:</p> <p><b>WCO</b> – Above target for money raised for Student Minds officer fundraiser.</p> <p><b>AEO</b> – No items noted.</p> <p><b>President</b> – Positive progress on Black Student Campaign.</p> <p><b>EO</b> – College Q&amp;A's scheduled for coming weeks.</p> <p><b>PGO</b> – University data showing a reduced black student attainment gap for degree awards.</p> <p><b>SO</b> – Progress on promoting campus league.</p> <p><b>IO</b> – International Student Exchange flexible accommodation arrangements.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

7	<b>Guild Communications/ Social Media</b>	The Officer Team discussed plans for the virtual neighbourhood.  The EO noted that college Q&A's would be held on the virtual neighbourhood over the next week.	<b>Noted</b>  <b>Noted</b>
8	<b>Schools/Colleges /Dubai Update</b>	The PGO updated the Officer Team on collaboration with EPS on student groups and student engagement for the coming year.	<b>Noted</b>
9	<b>Part Time Officers</b>	The SO noted that they were meeting regularly with EEO. The EO noted that the EEO would be attending NUS Ethical & Environmental conference.  The WCO noted a positive meeting with the DSO and an external provider on future opportunities for collaboration.  The IO noted that they were meeting regularly with the EMO to discuss their manifesto progress.	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>
10	<b>Officer Training and Development</b>	The SO noted they were attending a sexual harassment and hate crime training session.	<b>Noted</b>
11	<b>AOB</b>	The EO asked officers to attend their relevant college Q&A's where possible.  The President noted ongoing confusion from many students on arrangements for their teaching and start dates for semester 1 of 2020. The PGO noted confusion among PG student on arrangements for their courses. The Officer team discussed the Guild's communications to students whose courses had been disrupted due to COVID-19.  The Officer team discussed the recent event of knife crime in Birmingham City Centre. The PGO noted that student's may be concerned about safety in the city centre. JT noted that C&M were preparing a statement for the Officer team to release. The President noted the need to reiterate personal safety as student returned to Birmingham.  The SO updated the Officer team on a sport team incident.	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b>

The meeting closed at 12:00.

Signed .....

Date .....