

FULL TIME OFFICER GROUP MINUTES

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

Present

Tobiloba Adeyemi, President **(President) (Chair)**
 Rob Hegarty, Sports Officer **(SO)**
 Jules Singh, Education Officer **(EO)**
 Wei-Lun Chen, International Officer **(IO)**
 Amie Raphael, Activities and Employability Officer **(AEO)**
 Rebecca Cutler, Postgraduate Officer **(PGO)**
 Charlotte Minter, Welfare & Community Officer **(WCO)** (Left at 12:35)

Also in Attendance

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

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 01.12.20	The minutes from Monday 1 st December 2020.	Approved
2	Officer Peer Support	The President noted that as a number of Officers would shortly be furloughed by the organisation, Officers should note work and meetings which would require other Officers to attend. The Officers agreed to circulate meetings requiring cover in the weeks 14 th -18 th December and 4 th – 8 th January.	Noted Noted
3	PTO's in the Loop	The President noted that some PTO's may not be aware of the Guild's flexible furlough scheme over the Christmas holidays. The President suggested that Officers contact their PTO buddies with information on alternative staff and officers to contact. The Officer team discussed communications to students and the University of the Guild's reduced staff availability over the Christmas period.	Noted Noted
4	January Return – Student Message	The WCO noted plans for student communications around the national student testing programme over the Christmas period. The WCO noted that plans to stagger the return of students to campus was ambitious, considering students would have housemates who may return earlier. The Officer team discussed the implications for students being required to pay for University and private accommodation rents for weeks where they had been asked not to return to campus according to government advice. The PGO noted that many students planned to return to Birmingham earlier than their allotted timeframe. The SO noted that many students	Noted

		<p>would choose to return early if they were already paying to rent accommodation.</p> <p>The Officer team discussed their approach to communications on students returning to campus. JT noted that personal circumstances for individual students would determine their approach to returning to campus. The WCO and IO agreed to discuss with the issue with University staff and highlight the difficult decisions for students. The President agreed to discuss with student rent reimbursements with the Vice Chancellor.</p>	<p>Noted</p> <p>WCO/IO President</p>
5	'EUniWell'	The IO noted a request from the University to promote a new intra-University network to support student wellbeing. IO to circulate additional information.	IO
6	Accommodation Cancellation and rent Reimbursement	<p>The IO noted an increase in international students planning to return home for Semester 2 due to rising numbers of COVID-19 cases in the UK. The WCO noted an ongoing national discussion on approaches to international students now planning to return home.</p> <p>The AEO noted that international students should not be expected to pay for accommodation that they were not able to use do to COVID-19 travel restrictions. The IO noted that international students studying online outside the UK would not require a UK visa. The President agreed to discuss with the Vice Chancellor.</p>	<p>Noted</p> <p>Noted</p>
7	Diaries	<p>The Officer team discussed their key meetings for the week ahead:</p> <p>WCO – GEMT, Blue Edge Coaching session, UoBE Festival working group, Not On timeline planning, Activity and Events catch-up, LGBTQ+ History planning meeting, Black Voices meeting, Pause planning meeting, Scrutiny panel, GOG Social.</p> <p>EO – Interviews, SV team meeting, 1:1 PVC Education, Student Reps meeting, CQUAC, Library Services meeting, Teaching project team, SAEC meeting, GOG Christmas social, 1:1 Director of Student Engagement, Black Voices meeting, scrutiny panel.</p> <p>AEO – SG agenda setting, UoBE Festival working group meeting, Activities and events catch-up, exchange meeting, GOG Christmas social, Scrutiny panel meeting, BALADS meeting, Gin Soc meeting, DoE 1:1.</p> <p>IO – Catch-up with AEO, PVC international 1:1, IST meeting, CoSS CEC, Scrutiny Panel, Black voices meeting, SAEC, GOG Christmas Social.</p> <p>SO – UB Sport meeting, Green Impact catch-up meeting, Club Dev catch-up, UB Sport SMT meeting, LES CEC, Scrutiny Panel</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>meeting, GOG Christmas social, manifesto work, UB sport catch-up, sustainability meeting.</p> <p>PGO – 1:1 CEO, PVC Education 1:1, Student reps team meeting, Education graduations, SAEC, Director of Student engagement meeting, Black Voice meeting, Scrutiny panel, PG speak week report preparation.</p> <p>President – Team 10, GEMT, Student Comms meeting, VC 1:1, Insight and research catch-up, fitness to practice appeal, BAME staff networking meeting, LES CEC meeting, Scrutiny panel, GOG Christmas Social, SMT, Black Voice working group, Joint planning T&F group, Global challenges working group, Vox Students meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
8	Priority Campaigns/ Officer Wins	<p>AEO – Society feedback meetings.</p> <p>WCO- Honesty hour, Student rent price reductions.</p> <p>EO- Officer radio show.</p> <p>IO- Black voices forum.</p> <p>President- Black Voices progress and comms, successful all student meeting, Honesty hour.</p> <p>PGO – Team building day.</p> <p>SO- Sports teams progress.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
9	University Relationships	<p>The EO noted that the University were interested in sharing the findings of the Guild's pulse survey to senior staff. The PGO suggested sharing international student data with the PVC international.</p>	<p>Noted</p>
10	Guild Communications/ Social Media	<p>The Officer Team noted the following items for promotion via social media:</p> <ul style="list-style-type: none"> • Officer radio show. • All Student Meeting. • Preferendum strike communications. • `12Virtual neighbourhood. <p>The Officer team discussed items for the refreshed virtual neighbourhood. The PGO noted the importance of including officer-led content on the new platform. The AEO suggested meeting this week with C&M to discuss. SJ to diarise.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
11	Schools/Colleges/ Dubai Update	<p>No Items noted.</p>	<p>Noted</p>
12	Part Time Officers	<p>No Items noted.</p>	<p>Noted</p>

13	Officer Training and Development	No Items noted.	Noted
14	AOB	<p>The Officer team discussed communications to the University regarding the Guild's flexible furlough scheme over the Christmas holidays. JT suggested a standard 'out of office' template while officers and staff were on furlough leave, noting which staff were available as an alternative contact.</p> <p>The WCO noted plans for a Christmas quiz on the Virtual Neighbourhood.</p>	<p>Noted</p> <p>Noted</p>

The meeting closed at 12:50.

Signed

Date

DRAFT