

# FULL TIME OFFICER GROUP MINUTES

11:30 – 12:30  
 Online Meeting (via Zoom)

## Present

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

## Also in Attendance

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

## Apologies

None.

The Chair opened the meeting at 11:30

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes (01.03.21)</b>	The minutes from Monday 1 <sup>st</sup> March 2021 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>University Strategic Framework</b>	<p>The Officer team discussed a recent meeting consulting on the University's future Strategic Framework. The WCO noted the importance of the University including clear specific targets on mental health &amp; wellbeing in future strategies and budgets.</p> <p>The IO asked about the University's current policies on student mental health. The WCO noted that the previous Officer team had initiated a review process for the University's wellbeing policies, which had been delayed due to COVID-19.</p> <p>The Officer team discussed their next steps for feeding into the University's draft Strategic Framework.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
3	<b>Birmingham Cladding Scandal</b>	<p>The WCO updated the Officer team on concerns raised about the cladding on an apartment block in Birmingham where a number of students rented apartments. The WCO noted significant national attention on the costs of flammable cladding on high-rise buildings in the wake of the Grenfell Tower fire.</p> <p>The WCO noted that the building was a block of private residences, but a number of student private tenancies were located in the building.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>JT noted that the University had undertaken a review of all student accommodation following the Grenfell tower fire, and all had been found to be safe.</p> <p>The Officer Team discussed next steps for supporting student's campaigning for remedial action to their accommodation blocks. The President suggested discussing concerns about the safety of students living in this high-rise building with Birmingham City Council.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>4</b>	<b>Summer Accommodation</b>	<p>SJ noted that previous year, as Officer teams had come to the end of their time in office, the Guild had arranged for short stays in University accommodation for Officers where required to cover gaps in housing contracts in Selly Oak.</p> <p>SJ asked Officers to get into touch about any requirements for accommodation over the summer period SJ to contact University accommodation staff.</p>	<p><b>Noted</b></p> <p><b>SJ</b></p>
<b>10</b>	<b>Diaries</b>	<p><b>President</b> – Guild/UEB Meeting, Team 10, UEB, SEQT catch-up, Executive Assistant Catch-up, Honest Conversations, SMT meeting, Officer Elections catch-up, SEQT panel, 1:1 SV&amp;RM, Democracy plans catch-up, Women in Policies conference panel, Senior Staff inductions, 1:1 EA.</p> <p><b>WCO</b> – Guild/UEB Meeting, Team 10, Wellbeing data meeting, rent right meeting, Student Conduct Review, CHEF, Events meeting, EDI group, Shuttle Bus meeting, Honest Conversations, Leave of Absence review, Officers/Voice/C&amp;M Catch-Up, GEMT, Welfare &amp; Liberation Committee.</p> <p><b>AEO</b> – Guild/UEB Meeting, Team 10, DARO meeting, Commercial Strategy Ops Group, 1:1 SM, Honest Conversations, Volunteering Steering Group meeting, Complaints Catch-up, 1:1 CEO, Guild Awards Catch-up, Officers/Voice/C&amp;M Catch-Up, TOIL.</p> <p><b>PGO</b> – Guild/UEB Meeting, Team 10, PG open week session, Student Reps catch-up, CHEF, Leave of Absence review, HEFI management meeting, Decolonisation meeting in LES, Graduate Research Board, PG Engagement Committee, Officers/Voice/C&amp;M meeting, Senior Staff Inductions.</p> <p><b>IO</b> – Guild/UEB Meeting, Team 10, CHEF, SAEC meeting, Hate Crime reporting Group, MFL meeting, Wellbeing data overview meeting, SAE team meeting, Student Voice team meeting, Activities &amp; Events meeting, One World Festival Meeting, Officers/Voice/C&amp;M meeting.</p> <p><b>SO</b> – Guild/UEB Meeting, Team 10, Officers/Voice/C&amp;M meeting, Not On Canvass meeting, Club Development Catch-Up, Honest Conversations, President 1:1, Post Elections catch-up, UB Sport SMT meeting, Guild Sustainability catch-up.</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>EO</b> – Guild/UEB Meeting, Officers/Voice/C&amp;M meeting, 1:1 Director of Student Affairs, Student Conduct meeting, Student Reps catch-up, CHEF, Post Elections Catch-up, Honest Conversations, APP evaluation meeting, University Senior Staff inductions, HEFI management meeting.</p>	
11	<b>Officer Wins/ Priority Campaigns</b>	<p><b>President</b> – International Women's Day filming.</p> <p><b>WCO</b> – Video filming.</p> <p><b>AEO</b> – LES Conference Session.</p> <p><b>PGO</b> – LES Leadership Conference on Decolonisation &amp; Speak Week paper submitted to GRB.</p> <p><b>IO</b> – n/a</p> <p><b>SO</b> – Mental Health Day quiz.</p> <p><b>EO</b> – Library Book Collection hour.</p> <p>The President reminded Officer's to provide updates on their progress on the Black Voices Campaign for the website.</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>
12	<b>Guild Communications, Social Media</b>	<ul style="list-style-type: none"> <li>• International Women's Day.</li> <li>• Women's History Month events.</li> </ul> <p>The PGO asked about the Guild's record on gender-splits in historic Officer and Staff teams. JT noted the Guild's positive record on the gender pay gap. SJ to look into Officer team historical records.</p>	<b>Noted.</b>
13	<b>Schools/Colleges/ Dubai Update</b>	No items noted.	<b>Noted</b>
14	<b>Part Time Officers</b>	<p>The IO noted that they were working with the EEO on issues faced by international students travelling to the UK during the national COVID-19 lockdown, and costs incurred for hotel quarantine.</p> <p>The WCO noted plans with the WO on a period poverty campaign through the Guild Advice team, with a fund for students in need to access sanitary products.</p> <p>The President noted a reduction in Guild Officer Group engagement following Guild elections. The President suggested organising an Officer Group social before the Easter break.</p> <p>The Officer Team discussed levels of engagements with the Part-Time Officer team, and difficulties staying in touch while working remotely.</p> <p>SJ to look at dates for a Guild Social.</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>

15	<b>Any Other Business (AOB)</b>	<p>The Officer Team discussed plans for raising decolonisation progress at college education committees. The EO agreed to circulate by email.</p> <p>The IO noted that they had not received a response from the University to their correspondence on international student travel during the COVID-19 lockdown.</p> <p>The Officer team discussed the ongoing recruitment process for the new Vice-Chancellor.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
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The meeting closed at 13:00.

Signed .....

Date .....

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