

FULL TIME OFFICER GROUP MINUTES

12:00 – 13:30
 Online Meeting (via Zoom)

Present

Wei-Lun Chen, International Officer (**IO**) (**Chair**)
 Charlotte Minter, Welfare & Community Officer (**WCO**)
 Jules Singh, Education Officer (**EO**)
 Rob Hegarty, Sports Officer (**SO**)
 Tobiloba Adeyemi, President (**President**)
 Amie Raphael, Activities and Employability Officer (**AEO**) (**left at 13:00**)
 Rebecca Cutler, Postgraduate Officer (**PGO**)

Also in Attendance

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

Apologies

None.

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Previous Minutes (04.05.21)	The minutes from Tuesday 4 th May 2021 were approved as an accurate record of the meeting. The EO noted a minor typographical error. SJ to update.	Approved SJ
2	Ideas of Uni Welcome	The President updated the Officer team on planning for campus events and activity for Welcome Week. The President noted a range of ideas for outdoor activity. Officers to circulate any additional items to the President ahead of their upcoming meeting.	All
3	Student Trustee Positions	The President updated the Officer team on plans for Student Trustee recruitment over the summer, as two student trustees stood down when they graduated. SJ noted that the Guild would be recruiting one BAME student trustee and one Undergraduate student trustee, with interviews planned for late June. The Officer team discussed opportunities to promote the vacancies. The EO suggested promoting to undergraduate student reps. The President noted the importance of sharing widely to students at Birmingham Medical School, who historically had been less engaged with the Guild.	Noted Noted
4	Office Space Privacy Boards	JT noted plans for privacy boards in the new Officer's Offices to help with confidentiality for phone calls. The Officers discussed privacy boards and screen filters for additional privacy for desks. The Officer team agreed to have screen privacy filters fitted to screens in their shared office space.	Noted

		The Officers discussed usage of the two vacant office spaces left from their Office move. JT suggested setting up the vacant rooms on the Matrix booking system. SJ to look into. SJ to arrange for Officer Matrix Accounts.	Noted
5	GEMT Update – Post 17th May.	JT updated the Officer team on changes to the Guild's operations following the relaxation of COVID-19 restrictions from the 17 th May onwards. JTY noted plans for Joe's bar to reopen for indoor seating, as well as limited activity indoors in society office space and meeting rooms, while still maintaining social distancing provisions. JT noted ongoing planning for the return of more staff to the Guild Building.	Noted
6	Officer Job Support	The President updated the Officer team on plans for careers support for Officers after their terms in officer at the Guild had ended. The President noted a range of courses offered online around career development accessible via the Guild's staff intranet. JT to circulate.	JT
7	Registrar's Meeting Items	The President asked Officer's for any items for the upcoming registrar's meeting. The EO suggested including 'code of conduct' on the agenda. The President asked Officer's to send any other items via email.	Noted
8	Timetabling 2021/2022	The EO updated the Officer team on the University's plans for timetabling for 2022. The EO noted discussions on the status of Wednesday afternoons for sports activities, and 'bi-modal' teaching models for international students who may not be able to travel to the UK to begin their courses from September due on ongoing COVID-19 restrictions.	Noted
9	Diaries	<p>President – Team 10, Trustee Board, SPRC briefing, GOG, SPRC, Honest Conversations, Honorary Degrees Committee, Campus Services Advisory Board meeting, Officer/C&M/Voice Catch-Up, DBFO meeting, GEMT, Catch-Up with EA, Welcome Planning Meeting.</p> <p>WCO – Team 10, Trustee Board, Officer Briefing, Care Leavers Working Group, 1:1 CEO, Community partnership for Selly Oak, Catch-Up w/ IO, Umbrella Meeting, University Mental Health Charter meeting, GEMT, Officer/C&M/Voice Catch-Up.</p> <p>EO – Team 10, Trustee Board, SV team meeting, timetabling management board, APP planning, Registry meeting, All Student Meeting, Off, 1:1 DoSR, APP Operational Oversight Group, Officer/C&M/Voice Catch-Up.</p> <p>AEO – Team 10, Trustee Board, Incident's meeting, Activities & Events meeting, DARO catch-Up, All Student Meeting, TOIL, Careers Network Meeting, and Officer/C&M/Voice Catch-Up.</p> <p>PGO – Team 10, Trustee Board, PG Careers Network meeting, International Student meeting, ASM meeting, Graduate research Board, Officers/C&M/Voice Meeting, Catch-Up w/SVRM.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>IO – Team 10, Trustee Board, GOG, Trustee Board, International Experience review group, DARO meeting, BV campaign meeting, All Student Meeting, SAET, Officer/C&M/Voice Catch-Up.</p> <p>SO – Team 10, Trustee Board, UB Sport SMT meeting, GOG, UB Sport Meeting, Club Development Catch-Up, Officers/C&M/Voice Meeting, BUCS West Midlands Meeting, Sustainability Working Group, CEC meeting.</p>	<p>Noted</p> <p>Noted</p>
10	Officer Wins/ Priority Campaigns	<p>AEO – Cleaning Student Staff Interviews.</p> <p>EO – De-Stresstival.</p> <p>WCO – Supporting students with Landlord issues.</p> <p>SO – COVID-19 testing in sports teams.</p> <p>PGO – Venues Student Staff Interviews, College Q&A's.</p> <p>IO – Student Staff interviews.</p> <p>President – Birthday.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
11	Guild Communications, Social Media	<p>The Officer Team noted the flowing items for promotion via social media.</p> <ul style="list-style-type: none"> • All Student Meeting. • De-Stresstival challenges. 	<p>Noted</p> <p>Noted</p>
12	Schools/Colleges/ Dubai Update	<p>The PGO noted several instances of misconduct cases recorded in EPS, where exam questions had been shared online. The EO noted several instances recorded in Guild Advice in relation to 'take home' exams, and possible misunderstandings on rules for students.</p> <p>The EO noted that Guild Advice were sharing additional information on plagiarism with students in light of increasing reports of plagiarism instances during remote assessments.</p>	<p>Noted</p> <p>Noted</p>
13	Part Time Officers	<p>The IO noted the upcoming GOG meeting.</p>	<p>Noted</p>
14	Any Other Business (AOB)	<p>The President updated the Officer team on Officer mandates from approve democratic 'ideas' and policy for the Officer team.</p> <p>The WCO noted an offer of a tour of the University's Exchange building in the city centre before the end of their terms in Office.</p> <p>The PGO noted that a new Pro-Vice Chancellor for Research and Knowledge transfer had been appointed from September onwards. The PGO agreed to set up a number of introductory meetings.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

The meeting closed at 13:30.

Signed

Date

DRAFT