

# FULL TIME OFFICER GROUP MINUTES

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

## Present

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

## Also in Attendance

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

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 14.12.20</b>	The minutes from Monday 14 <sup>th</sup> December 2020 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Elections/ Recommend a Friend</b>	<p>LG updated the Officer Team on preparations for the 2021 Guild Officer Elections. LG noted that election nominations were opening shortly online, with elections week to be held largely online due to COVID-19.</p> <p>LG reminded Officers on their responsibilities for elections confidentiality, and the appropriate steps required if they were to stand as a candidate. LG directed the Officer team to the elections code of conduct.</p> <p>The PGO noted the value of elections communications on highlighting the work of Guild Officers and the value of the positions.</p> <p>LG asked Officers to nominate students they felt would be a good elections candidate. The President suggested discussing outside the meeting.</p> <p>SJ to confirm FTOG minutes published on the Guild website.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>All</b></p> <p><b>SJ</b></p>
3	<b>Officer – Student Comms and Updates.</b>	<p>The PGO noted difficulties with student-facing communications over the Christmas period, and a need for better communications to highlight the Guild's positive impact on the student experience during the national lockdown.</p> <p>The Officer team discussed current Guild student-facing comms. The WCO suggested targeted communications on</p>	<b>Noted</b>

		<p>student rents, highlighting the work of Guild Officers in discussions on a rent-rebate.</p> <p>The Officer team discussed their position on the University's current policies and outcomes. The Officer team agreed to combine communications updates for a Guild statement as a priority. LG noted the value of an agreed Guild 'stance' on the University's approach. The PGO suggested continued engagement with student campaigners on the University's lockdown policies.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>4</b>	<b>No Detriment Policy</b>	<p>The EO updated the Officer team on discussions with the University on the possible implementation of a 'no detriment' policy, in light of the new national lockdown and the closure of campus to the majority of students.</p> <p>The EO noted ongoing conversations with the University on details of a 'no detriment' policy and what criteria students would need to meet to apply for extenuating circumstances under the scheme.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>5</b>	<b>Tuition Fee Reductions</b>	<p>The IO noted a campaign for tuition fee reductions in the due to disruptions in teaching this year.</p> <p>The Guild discussed their response to calls for tuition fee refunds. The EO noted that Guild policy supported tuition fee refunds. The President suggested referring campaigners to the campaigns committee.</p> <p>JT noted the need for additional information for students on the context of tuition fees. The PGO noted the danger of framing students as 'consumers' with respect to tuition fees.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>6</b>	<b>Accommodation Fees/ Rent Refunds</b>	<p>The Officer Team discussed student rent refunds and reductions during the lockdown. The PGO noted the value of the Guild making its position clear on the University's response to the lockdown. JT noted the need to make the Guild's role clear in any settlement reached.</p>	<p><b>Noted</b></p>
<b>7</b>	<b>Referendum Results</b>	<p>Agreed to discuss outside the meeting.</p>	<p><b>Noted</b></p>
<b>8</b>	<b>UoBe Festival</b>	<p>The AEO noted significant student backlash around the UoBe Festival meeting. The Officer team discussed their approach to communications promoting the festival. JT noted that the Guild was delivering a proportion of the events under contract for the 'social theme' from the University.</p>	<p><b>Noted</b></p>

9	<b>Guild Inductions for new UEB/DPVC/Dean of PG's</b>	The PGO noted a number new starters in senior posts in the University. The PGO suggested arranging a introduction to the Guild session for the interested staff. SJ to diarise.	<b>Noted</b>
10	<b>Diaries</b>	<p><b>The Officer team discussed their key meetings for the week ahead:</b></p> <p><b>WCO</b> – Rent Right planning, Not On planning, UoBe festival operations meeting, Officer training session.</p> <p><b>EO</b> – Teaching evaluation meeting, APP oversight group, Officer training session.</p> <p><b>AEO</b> – MDX, Activities Committee, Digital working group, Officer training session.</p> <p><b>IO</b> – Study Abroad Exchange meeting, CQACC, Officer training session.</p> <p><b>SO</b> – CQACC, Activities Committee, Green Heart running, Go Green week planning, Sports support meetings, Officer training session.</p> <p><b>PGO</b> – PG Dean interviews, Graduate Research Board, PGR reps meeting, Wellbeing leads meeting, extenuating circumstances meeting, Officer training session.</p> <p><b>President</b> – SPRC, Commonwealth games meeting, registrars meeting, NUS DPC meeting, Officer training session.</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>
11	<b>Priority Campaigns/ Officer Wins</b>	<p><b>AEO</b> – n/a</p> <p><b>WCO</b>- n/a</p> <p><b>EO</b>- Extenuating circumstances progress.</p> <p><b>IO</b>- n/a</p> <p><b>President</b>- n/a</p> <p><b>PGO</b> – n/a</p> <p><b>SO</b>- Safe exercise initiative.</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>University Relationships</b>	No Items noted.	<b>Noted</b>
13	<b>Guild Communications/ Social Media</b>	No Items noted.	<b>Noted</b>

14	<b>Schools/Colleges/ Dubai Update</b>	No Items noted.	<b>Noted</b>
15	<b>Part Time Officers</b>	The EO noted a response from the University to the EEO on moving to the Ecosia search engine.	<b>Noted</b>
16	<b>Officer Training and Development</b>	No Items noted.	<b>Noted</b>
17	<b>AOB</b>	<p>The Officer team discussed the announcement of the retirement of the Vice-Chancellor and the recruitment process for a new VC. The PGO suggested seeking Guild representation in the recruitment process.</p> <p>JT updated the Officer team on plans to continue the closure of the Guild building for next week. JT noted an increase in usage of study space on campus and plans for the Guild to keep the building operations under-review next week.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

The meeting closed at 12:55.

Signed .....

Date .....