

FULL TIME OFFICER GROUP MINUTES

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

Present

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

Also in Attendance

Jo Thomas, CEO **(JT)**
 Lucy Gill, Student Voice Manager **(LG)** (for agenda Item 2 only)
 Sam Jones, Executive Assistant **(SJ)** (notetaker)

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 06.10.20	The minutes from Tuesday 6 th October were approved as an accurate record of the meeting.	Approved
2	#StudentsDeserve Better	The PGO updated the Officer team on an NUS campaign on additional support for students during the COVID-19 pandemic and the transition of many University's to online provision. The EO noted a proposal from NUS relating to rent rebates if campus were to close. The IO noted possible impacts on international students if campus were to close.	Noted Noted
3	Upcoming Scrutiny Panel	The PGO noted an upcoming meeting of scrutiny panel on the 4 th November. The President reminded officers to promote vacancies on scrutiny panel. The PGO reminded officers to reflect on their manifesto progress ahead of scrutiny panel.	All
4	Freedom of Speech/ WonkHE	The PGO noted an upcoming series of events held arranged by WonkHE in relation to freedom of speech on campuses and at Student's Unions. The PGO suggested discussing with Student Voice to establish a stance.	Noted
5	Office Rotation/ COVID-19 FQA's	The WCO suggested to rotate the coordination of the officer building rota each week with the chairing of FTOG.	Noted
6	Pilot Testing and Food Boxes	The CEO updated the Officer team on feedback in the press on the University's food boxes for students self-isolating in halls due to COVID-19 exposure. The PGO noted that overall the University's provisions had been acceptable and better than some University's criticised.	Noted

		The Officer team discussed food provisions for students in the community who may also require food deliveries.	Noted
7	Housing Market	<p>The WCO noted ongoing discussions with 'Rent Right' in relation to the local housing market. The WCO suggested additional promotion of a 'don't rush to rent' message in relation to students not rushing to sign up for housing for 2nd year, as they may have struggled to meet housemates due to COVID-19.</p> <p>The WCO noted that there had been issues with landlords encouraging viewings of houses where students who had tested positive were living, and students being pressured to view houses in groups outside their households.</p> <p>The Officer team agreed to promote additional comms encouraging students not to rush house viewings and conduct viewings in a COVID secure manner.</p> <p>The EO noted difficulties on how 1st year students would be able to meet new housemates. The WCO noted plans for online housemate fairs later in semester one/early in semester two.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
8	International Pronouns Day	The International Officer noted plans to promote pronoun usage and understanding of non-binary pronouns for International Pronouns Day via Guild comms. The Officer Team discussed promotion of pronoun usage via social media and video content.	Noted
9	Diaries	<p>The Officer team discussed their key meetings for the week ahead:</p> <p>WCO – Joined Up Conversations, Task and Finish group planning, community communications planning, quarterly reflection meeting, food boxes visit, Autumn elections drop in, GCF working group.</p> <p>EO – Joined Up Conversations, senate induction, My UoB project board, Finance and A&R, University Senate induction, Computer science meeting, Student Voice Report meeting, #RestartAHeart Day planning, UoB planning meeting.</p> <p>AEO – Joined Up Conversations, UoBE festival working group, live Q&A takeover, SGX working group, society AGM meetings.</p> <p>IO – Joined Up Conversations, Finance and A&R committee.</p> <p>SO – Joined Up Conversations, DSO meeting, sports leadership sessions, Autumn elections drop-in, UB Sport SMT meeting, Sexual Harassment training.</p> <p>PGO – Joined Up Conversations, PG welcome talk, University Senate induction, CAL communications meeting, VN catch-up, University Council meeting, 'Brum with a Brew'.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		President – Joined Up Conversations, Decolonisation conference planning, Finance & A&R, Catch-Up Jo Duberley, LES CEC, GCF working group, University Council.	Noted
10	Priority Campaigns/ Officer Wins	<p>The Officer's presented their 'Officer Wins' from the last week:</p> <p>WCO – Wellbeing Services meeting in relation to the Black Voices Campaign and manifesto points.</p> <p>AEO – UEB welcome week update, 'Not On' November planning, Exchange building planning, Guild interviews.</p> <p>President – PTO engagement group, NUS black voices planning.</p> <p>PGO – Instagram Guild Q&A's.</p> <p>SO – Campus league sign-up numbers positive, sports team recruitment @3000+ members.</p> <p>IO – Meeting with PCV international, World mental health day welfare services promotion.</p> <p>EO – SAEC meeting presentation of Student Voice Report, PTO social media training with C&M.</p> <p>The President noted that the Guild Black Voices page had now gone live. The PGO noted that the sign-ups for the black voices conference had now opened.</p> <p>The Officer Team approved two campaigns pot applications for the Black Voices campaign.</p> <p>The Officer team discussed the timeframe for promotion.</p>	<p>Noted</p>
11	University Relationships	No items noted.	Noted
12	Guild Communications/ Social Media	<p>The Officer Team noted the following items for promotion via social media:</p> <ul style="list-style-type: none"> • #RestartAHeart Day • Black Voices Campaign 	<p>Noted</p> <p>Noted</p>
13	Schools/Colleges /Dubai Update	No Items noted.	Noted
14	Part Time Officers	The SO noted that they would be meeting with the WO. The WCO noted that they would be meeting with the DSO.	Noted
15	Officer Training and Development	No Items noted.	Noted
16	AOB	The EO noted ongoing discussions about refunds for tuition fees in relation to disruptions to teaching and the student experience. The PGO noted alternative support for students affected by disruptions to teaching.	Noted

		<p>The EO noted a petition for tuition fee refunds at Birmingham. The EO suggested that the Guild should not campaign for a total refund of tuition fees as due to the high cost for the University and implications for Guild/University relationships.</p> <p>The WCO noted the possibility for a regular meeting with C&M to discuss officer communications to plan priority campaigns content and for officer communications. SJ to arrange for future weeks.</p>	<p>Noted</p> <p>SJ</p>
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The meeting closed at 13:00.

Signed

Date

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