

FULL TIME OFFICER GROUP MINUTES

13:00 – 14:00
 Online Meeting (via Zoom)

Present

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

Also in Attendance

Sarah Wright, Director of Support and Representation (**SW**)
 Sam Jones, Executive Assistant (**SJ**)

Apologies

Wei-Lun Chen, International Officer (**IO**)

The Chair opened the meeting at 13:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Previous Minutes (05.07.21)	The minutes from Monday 5 th July 2021 were approved as an accurate record of the meeting.	Approved
2	Graduation Ceremonies	The Officer team discussed the arrangements for their procession at Graduation celebration events in the upcoming week. SJ reminded the Officer team to collect the formal Guild robes and medal prior to their celebrations.	Noted
3	Friday Dinner	The Officer team discussed arrangements for their leaving dinner on Friday 16 th July 2021. SJ to arrange taxis to collect Officers at 17:45 from the Guild.	SJ
4	Guild Leaving Quiz	The Officer team discussed arrangements for their leaving quiz. SJ reminded the Officer team to collect their leaving gifts from the HR Office by Thursday.	Noted
5	Diaries	<p>President – GEMT, Student Living Group meeting, VC 1:1, SVM 1:1, President Handover.</p> <p>IO – n/a.</p> <p>WCO – Activities & Events catch-up, GEMT, TOIL, Student Living Group annual meeting, Graduation ceremonies, Library visit, Handover time, Trip Up Old Joe.</p> <p>AEO – Welcome Week Catch-up, DARO Catch-up, Academic Groups session recording, Graduation Ceremonies, Handover time, Sports handovers, Trip up Old Joe.</p> <p>Sports – Graduation ceremonies, Club Development catch-up, UB Sport handover time, Trip up Old Joe.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>EO – Officer Training, IT catch-up, PVC Education 1:1, Trip up Old Joe.</p> <p>PGO – SV team meeting, Academic Integrity meeting, University Council 1:1, Graduate School Research Board, PGO handovers, PG community engagement meeting, PECEC, 1:1 PVC education, 1:1 SVM, Trip up Old Joe.</p>	<p>Noted</p> <p>Noted</p>
6	Officer Wins/Priority Campaigns	<p>President – Finished two years as Guild Officer.</p> <p>EO – Feedback session on new University webpages.</p> <p>PGO – HEFI panel on race in HE, PECEC feedback, PG engagement progress.</p> <p>IO- n/a.</p> <p>Sports – Successful job application.</p> <p>WCO – Positive meeting with local MP.</p> <p>AEO – Positive Student Groups structure for next year and Guild Liberations Association paper at Trustee Board</p> <p>The President noted the hard work of the Student Voice and Officer teams in reporting on the Black Voices Campaign to the Trustee Board. The President noted a positive foundation for the campaign moving forwards next year.</p> <p>The WCO updated the Officer team on plans for a joint letter to the housing minister with Steve McCabe MP on issues face by students finding housing in the local area.</p> <p>The Officer team noted the hard work of the IO in securing University funding support for international students required to self-isolate when travelling to the UK due to ongoing COVID-19 restrictions.</p>	<p>Noted</p>
7	Guild Communications and Social Media	No Items noted.	Noted
8	Schools/Colleges Dubai Update	SW updated the Officer team on recent developments with the Dubai campus.	Noted
9	Part-Time Officer	The PGO updated the Officer Team on the work of the EEO to lobby the University on its investments in Fossil Fuel companies.	Noted
10	Any Other Business (AOB)	No items noted.	Noted

The meeting closed at 14:00.

Signed

Date