

**FULL TIME OFFICER GROUP MINUTES**

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

**Present**

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

**Also in Attendance**

Jo Thomas, CEO (**JT**)  
 Mollie Jones, HR Administrator (**MJ**) (notetaker)

**Apologies**

Rebecca Cutler, Postgraduate Officer (**PGO**)

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 08.02.21</b>	The minutes from Monday 8 <sup>th</sup> February 2021 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>UEB Agenda Items</b>	<p>The WCO asked if the Officer Team had any suggestions on what should be raised in the UEB meeting.</p> <p>The EO noted that the issues around study spaces should be discussed as the University have reassured the Guild they were doing all they can to provide study spaces for students, however some spaces hadn't been opened up. EO noted that UEB would be the best place to raise the issues regarding study spaces.</p> <p>The IO noted that it would be a good idea to be more specific about which rooms' students would like the University to open. The AEO noted if students don't specify which rooms they want to be able to use they won't be reopened, whereas if the University know lots of students want to use a specific study space they will look into how they can facilitate this.</p> <p>The EO noted that a survey had been sent to students regarding study spaces, showing that the aspect students are most unhappy about was the lack of study spaces available. The EO noted college spaces need to be open so that students can study. The WCO noted they were happy for this to be raised in the UEB meeting.</p> <p>The IO noted the rising travel package costs of around £1,800 for international students to return to the UK. The IO noted that</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>they were looking at what funds can be raised to support these students.</p> <p>The WCO noted the 'step change' approach was being implemented, looking at a holistic approach to mental health and wellbeing support for the University's Students and Staff.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>3</b>	<b>Support for Faith Groups</b>	<p>The AEO noted there was an event W/C 8<sup>th</sup> February with the LGBTQ+ group on Islam. The AEO asked the Officer Team how they could make students aware that we are the first point of call for query's or issues regarding faith groups, rather than the chaplaincy.</p> <p>The WCO noted concerns raised by students that they could not raise issues regarding faith groups with the Guild officers, and were also unaware of the support the Guild can provide. The WCO noted the Guild should make more of a conscious effort to attend faith groups and get involved in discussions. If there is a group of students who feel they can't approach the Guild for support then the Officer Team need to do more to engage these students.</p> <p>The WCO and AEO agreed to meet to discuss the agenda ahead of the next faith group meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>AEO/WCO</b></p>
<b>4</b>	<b>Diaries</b>	<p><b>The Officer team discussed their key meetings for the week ahead:</b></p> <p><b>WCO</b> – Student Conduct Review Group, Rent Right, Rent Right Q&amp;A, Meeting with West Midlands Sabs, Campus and Community Safety, Meeting with local MP, Landlord Q&amp;A.</p> <p><b>EO</b> – Extenuating Services, Student Conduct Review Group, Audit and Risk Committee, Student Evaluation Learning and Teaching, UEC, Pre-senate Meeting.</p> <p><b>AEO</b> – Elections Meeting, Catch Up with C&amp;M and Voice, Exchange Meeting, Common Wealth Group Meeting, Activities Meeting, A/LFriday.</p> <p><b>IO</b> – Audit and Risk Committee, UEC, Conversion Therapy Meeting, Activities and Events Meetings.</p> <p><b>SO</b> – Management Meeting University Sport, Club Complaint Meeting, Common Wealth Games Meeting, Campus and Community Safety Groups, Club Development Catch Up.</p> <p><b>PGO</b> – UEC, SELT Project Team, University Education Committee, CPC meeting, MPs meeting, Hardship Fund Meeting.</p> <p><b>President</b> – Student Services Meeting, Catch Up With Tom, Inductions Meeting.</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>

5	<b>Priority Campaigns/ Officer Wins</b>	<p><b>AEO</b> – Volunteering Panel Q&amp;A</p> <p><b>WCO</b>- Hardship Fund Discussions.</p> <p><b>EO</b> – Black Voices Campaign, Hardship fund discussions, All student meeting.</p> <p><b>IO</b> - Black Voices Campaign with Student Voice Assistants. Consulted Islamic society.</p> <p><b>President</b> – That everyone has had a win.</p> <p><b>SO</b>- Starting a conversation around Wheelchair Basketball. Distributed all alarms. Winning Quiz.</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>
6	<b>Guild Communications/ Social Media</b>	<p><b>The Officer Team noted the following items for promotion via Guild communications:</b></p> <p>The President noted it was the last week for VC recruitment, The President asked the FTOG to post this on social media and ask Students to complete the survey regarding VC recruitment.</p>	<p><b>Noted</b></p>
7	<b>Schools/Colleges/ Dubai Update</b>	<p>The IO noted a positive meeting with the EEO and EMO.</p>	<p><b>Noted</b></p>
8	<b>Part Time Officers</b>	<p>The FTOG had a discussion about the role of the Campaigns Officer.</p> <p>The WCO suggested that the role needs to be more clearly defined. The AEO noted it is the first year the Guild has had the role of Campaigns Officer, and the role needs to be clarified and promoted so that Students are aware of what the role involves.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
9	<b>AOB</b>	<p>The President noted they are on leave for the remainder of the week and checked to see if there was any upcoming projects that they need to help with before they go on leave. The President clarified who is covering election planning meetings.</p> <p>The President requested feedback on the all-student meetings and asked the Officer Team if they wanted to have regular meetings in advance of each meeting to stay updated and prepare.</p> <p>The EO noted that having the Officer Q&amp;A online made it more accessible for students. The Officer Team discussed how regularly the meetings should be held.</p> <p>The AEO noted the Officer Team could have some pre-prepared questions and also allow some anonymous questions from students.</p> <p>The President noted that the Officer Team should advise students in advance that not all questions will be answered in</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>the meeting, and that some students will be sign-posted to the relevant Guild department.</p> <p>The EO noted that if there was a live forum online at all times that students could submit questions to, it would allow the Guild to see which themes regularly pop up throughout the year. The President agreed.</p> <p>The WCO noted town hall events could be run again online. The WCO noted that previously each Officer had done a Q&amp;A around a specific topic such as sport, welfare, with the other Officers supporting.</p> <p>The President added ASM to the agenda for the Officers/C&amp;M/Student Voice meeting on the 16<sup>th</sup> February.</p> <p>The EO noted the All Student meeting would mainly appeal to student's interested democracy, by informing students that all questions can be asked and they do not need to be related to the Guild's democracy.</p> <p>The EO noted there is collage education committee for social sciences meeting on Monday @10am Wednesday morning. WCO advised she is happy to attend.</p> <p>The AEO suggested making a list of questions the Officers want to ask the candidates for each role in the elections. The AEO suggested the Officer Team make a list and share to ensure all relevant questions are asked. The Officer team discussed possible questions.</p> <p>The CEO noted some students will return to campus from the 8<sup>th</sup> March, others from 12<sup>th</sup> April, and the remaining students will return on the 17<sup>th</sup> May. The SO noted many students had already returned to Selly Oak housing, the area had become very busy.</p> <p>The CEO noted that If students made use the study spaces on campus once a week they were now required to have a COVID-19 test. The IO noted that students were being encouraged to take multiple lateral-flow tests for accuracy as one test was not accurate enough. The CEO noted that there was is a testing site in Selly Oak that has opened to students.</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>All</b></p> <p><b>Noted</b></p>
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The meeting closed at 13:10.

Signed .....

Date .....