

FULL TIME OFFICER GROUP MINUTES

11:30 – 12:30
 Online Meeting (via Zoom)

Present

Tobiloba Adeyemi, President **(President) (Chair)**
 Rob Hegarty, Sports Officer **(SO)**
 Jules Singh, Education Officer **(EO)**
 Wei-Lun Chen, International Officer **(IO)**
 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)**
 Sam Jones, Executive Assistant **(SJ)** (notetaker)

The Chair opened the meeting at 11:30

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 09.11.20	The minutes from Monday 9 th November were approved as an accurate record of the meeting.	Approved
2	Gender Neutral Toilets	The WCO updated the Officer team on plans for the Pritchatts park new student accommodation development, and the opportunity for the inclusion of gender neutral toilets in the new facilities. The Officer team agreed to propose the inclusion of gender neutral toilets.	Noted
3	International Day of the Student	The President noted an NUS project to mark the 'International Students Day' with a project to arrange an event with local politicians. The President noted an event hosted by UCB Students' Union. The IO noted the 'UKCISA Fest' to celebrate International Students' Day and the webinars for International Students.	Noted
4	UEB Agenda Items	<p>The Officer Team discussed the upcoming UEB/Guild meeting and items to include on the agenda. The PGO suggested including a discussion on the return of students to campus during the COVID-19 pandemic. The PGO noted that the University had delayed planning due to waiting for government policy publication. The IO noted the value of scenario planning at UEB despite a lack of Government guidance.</p> <p>The Officer team discussed their stance on students returning to campus in January. The AEO noted that many students may look to return to campus later in semester two due to the majority of course teaching being moved online. The PGO noted the need to for the University to clarify its approach ahead of students returning home for the Christmas break. The</p>	Noted

		<p>SO noted the value of students returning to campus to participating in sporting activity.</p> <p>The Officer team agreed the following items for inclusion on the upcoming UEB/Guild agenda:</p> <ul style="list-style-type: none"> • Remote Learning and January return to campus– EO • Default IT search engine - AEO 	<p>Noted</p> <p>Noted</p>
5	Diaries	<p>The Officer team discussed their key meetings for the week ahead:</p> <p>WCO – Joined Up Conversations, Chaplaincy committee meeting, staffing interviews, PHE meeting, Student Services catch-up, E&D Committee, Welfare and Liberation Committee, Domestic abuse training, E&D Committee.</p> <p>EO – Joined Up Conversations, Staffing interviews, UEC briefing, UEC, Student Evaluation meeting, Activities Committee, GOG, University relationships, Student Reps social, UMC hearing, CEO 1:1.</p> <p>AEO – Joined Up Conversations, Chaplaincy meeting, staffing interviews, Activities Committee, GOG, UoBE Festival Steering Group, A/L.</p> <p>IO – Joined Up Conversations, International Student Day activities and events, UMC, University wellbeing day, UEC meeting, Dubai student leaders training, Guild E&D committee, Education committee, University relationships, Year-abroad meeting, Welfare & Liberation committee meeting.</p> <p>SO – Joined Up Conversations, WO catch-up, Lockdown Exercise meeting, staffing interviews, Blue Edge 1:1, UB Sport SMT meeting, Registry management team meeting, Activities committee, GOG, BUCS meeting, Meal Plan planning meeting, domestic abuse meeting, GCF working group.</p> <p>PGO – Joined Up Conversations, Appointments Panel interviews, Instagram Q&A, all-student meeting, 'Brum with a Brew', Teaching assessments meeting, E&D Committee, UEC meeting, University relationships, PG open week, Guild PG meeting.</p> <p>President – Joined Up Conversations, LinkedIn Learning Steering group, One City Town Hall meeting, Appointments Panel, Campaigns Committee meeting, GOG, GEMT, 1:1 LG, University Relationships, Office Hours, Joint Planning group, GCF working group.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Priority Campaigns/ Officer Wins	<p>The PGO left at 12:10.</p> <p>The SO noted they were meeting with the University to discuss nutritional</p>	<p>Noted</p> <p>Noted</p>

		<p>The Officer's presented their 'Officer Wins' from the last week:</p> <p>WCO – 'Don't rush to rent' quiz engagement.</p> <p>AEO – Successful meeting with MDS college reps.</p> <p>President – n/a</p> <p>PGO – n/a</p> <p>SO – Roll-out of canvass online sports and exercise training classes.</p> <p>IO – Delivery of Student Reps training to international students and video promoting the Virtual Neighbourhood.</p> <p>EO – Burn FM Officer show.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
7	University Relationships	The IO noted a positive meeting with the PVC International on support for international students hoping to return for campus for Semester two.	Noted
8	Guild Communications/ Social Media	<p>The Officer Team noted the following items for promotion via social media:</p> <ul style="list-style-type: none"> • Officer radio show • World AIDS Day support • Trans Awareness Week and Trans Remembrance. 	Noted
9	Schools/Colleges/ Dubai Update	<p>The AEO noted that MDS students had flagged issues with assessments, where students had been asked to pay for their own equipment to complete an assessment, and had been given insufficient notice to complete assessments. The AEO noted that this would be raised in upcoming SSLC meetings.</p> <p>The IO noted feedback from International students studying from their home countries about time differences when scheduling assessments.</p>	<p>Noted</p> <p>Noted</p>
10	Part Time Officers	<p>The President noted ongoing work to support the CO while they were busy with coursework.</p> <p>The WCO noted the DSO was working on improving support for captioning for online recorded lectures.</p> <p>The EO noted feedback on PTO-FTO collaboration from the Guild's scrutiny panel. The EO noted that collaboration had been improved compared to previous years, however more could be done. The President noted the value of GOG as a forum for supporting Part-time officers.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

11	Officer Training and Development	SJ updated the officer team on plans for an Officer Team Building afternoon at the Ackers, dependent on national COVID restrictions.	Noted
12	AOB	<p>The President reminded the officer team to update their trackers for priority campaigns.</p> <p>The Officer team discussed the upcoming Officer Burn FM show.</p> <p>The IO noted a post online critical of the Officer team on their communications. The IO suggested reviewing Officer communications and 'presence' online. The EO noted plans to collect feedback on understanding on the Officer Team.</p> <p>The Officer team discussed the recent balloting of University Staff unions for strike action in relation to in-person teaching. The Officer team agreed to discuss outside the meeting.</p> <p>The Officer Team discussed arrangement for taking TOIL accrued while working from home. JT noted the value of taking TOIL hours quickly to support a good work/life balance.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

The meeting closed at 12:35.

Signed Date