

FULL TIME OFFICER GROUP MINUTES

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

Present

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

Also in Attendance

Jo Thomas, CEO (**JT**)
 Sam Jones, Executive Assistant (note taker)

Apologies

None.

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 10.08.20	The minutes from the meeting held on 10 th August 2020 were approved as an accurate record of the meeting.	Approved
2	PTO Mentors	The President noted that PTOs pair with members of the Senior Management Team. The Officers discussed this and suggested that PTOs pair with Middle Management Team. JT noted that they will take this away and map out what would be suitable.	Noted JT
3	Manifesto Action Tracker	The President opened a discussion about tracking everyone's manifesto updates. Officers discussed manifesto tracking. The President will create a template for further discussion.	Noted President
4	Wins for FTOG	The President opened a discussion about how to report and track Officer wins. Include Officer wins on future FTOG meetings.	Noted EP
5	Office Rotation	The President noted that Officers need to rotate so that 2-3 Officers need to be in the building at one time. The President further noted that only 2 PTOs can use the PTO office at once. The President noted that the Guild building is not open to the public currently. WCO asked about the Guild's opening times for staff. JT noted that it is 09:00 – 17:00.	Noted Noted Noted
6	Induction Invitation	The President noted that Officers are often asked to attend inductions and that Student Voice schedule these.	Noted

		The President noted if any Officers receive an induction request from the University, they should direct them to Student Voice.	Noted
5	Diaries	<p>The Officer team discussed their key meetings for the week ahead:</p> <p>WCO – Student Conduct Review Group, Student Services Catch Up, Personal Safety Meeting, Landlord Meeting, Pre Arrivals Q&A sessions.</p> <p>EO – Student Conduct Review Group, Rep Awards Planning Meeting, Student Experience Officer meeting.</p> <p>AEO –</p> <p>IO – Welcome Week Coordination meeting, Mobility Team Meeting and Library Services Meeting.</p> <p>SO – Club Development Meeting, BUCS West Midlands Meeting, UBSport Senior Management Team Meeting, ASB Procedure In Sports Meeting, CEO 1-1 and Sustainability Meeting.</p> <p>PGO – PG Engagement Committee, Library Services Meeting, BEAR Meeting and Annual Leave.</p> <p>President – Joined Up Conversations, TAB meeting, Officer Team meeting day, SMT and Library Services Meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Manifesto and Priority Campaigns Updates	The President noted that they have meet with the EDI lead for LES regarding Black Voices and has contact details for the other EDI leads. SJ to organise a meeting for the Officers to discuss priority campaigns.	Noted SJ
7	Guild Communications/ Social Media	<p>The items to be shared on social media are as follows:</p> <p>- Welcome Week Website</p>	Noted
8	Schools/Colleges /Dubai Update	<p>JT will send a Dubai Phase two document to the Officers.</p> <p>The SO raised a question about sports facilities in Dubai. JT noted that there is limited infrastructure currently but this will be needed in the future.</p>	<p>JT</p> <p>Noted</p>
9	Part Time Officers	<p>The President, EO and WCO noted that they met with their buddies.</p> <p>The SO noted that they are meeting with their buddy this week and the IO noted that they are in contact with theirs.</p>	<p>Noted</p> <p>Noted</p>
10	Officer Training and Development	There were no training or development updates.	Noted
11	AOB	<p>The WCO noted that they are creating a Go Fund Me page for their challenge for Student Minds.</p> <p>The President noted food provision for new students should be raised at the next Joined Up Conversations meeting. The President noted that they will raise student numbers at the next Joined Up Conversations meeting.</p> <p>The PGO is to send the Officers a link to the NUS Exam Results Campaign.</p>	<p>Noted</p> <p>Noted</p> <p>PGO</p>

The meeting closed at 12:55.

Signed

Date