

FULL TIME OFFICER GROUP MINUTES

12:00pm, Online Meeting

Present

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

Also in Attendance

Adam Sheridan, Director of Engagement **(AS)**
 Elliott Packham, HR Coordinator **(EP)** (note taker)

Apologies

None

The Chair opened the meeting at 12:05

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 13.07.20	The minutes from the meeting held on 13 th July 2020 were approved as an accurate record of the meeting.	Approved
2	Rotating FTOG Chair	The President raised a question about whether the Officers would like to rotate the Chair of FTOG this year. The Officers agreed to rotate the Chair on a weekly basis.	Noted Noted
3	PTOs	The President noted that Officers would be assigned a Part Time Officer to buddy as follows: WCO – WO AEO – TSOs PGO – LGBTQ+O IO – EMSO President – EEO SO – DSO EO – CO The President and EO noted that all Officers should support their PTO buddy. All Officers are to introduce themselves to their PTO buddy.	Noted Noted Noted All
4	Blog Posts	The President noted that Officers should contribute blog posts and think of ideas. The PGO noted that it would be a good idea to look at previous Officer's blog posts.	All Noted
5	Returning To Campus	The President raised a question about when students are likely to return to campus.	Noted

		<p>AS noted that MC is leading on the reopening of the Guild building and that are working towards opening the building to students in September.</p> <p>AS further noted that preparatory work will commence on August. AS noted that other departments are working out how their areas can operate.</p> <p>The PGO raised a question about how departments will work when some cannot come into work and others can. AS noted that managers are working on this at the moment.</p> <p>AS noted that there are likely to need to be Officers in the building from a financial and emergency perspective. AS suggested Officers should consider how they are going to get to and from the building once the Guild opens.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>All</p>
6	Discord Server	<p>The PGO noted that a decision needs to be made on whether to continue to use the Discord Server. The PGO further noted that the switch to Microsoft Teams might mean that this could be used instead.</p> <p>AS noted that the Officers can use Discord if they wish, but not for confidential information or sensitive documents.</p>	<p>Noted</p> <p>Noted</p>
7	Diaries	<p>WCO – Student Conduct Review, Sexual Harassment Steering Group, Student Services Meeting</p> <p>EO – Student Conduct Review Group, NSS and Student Voice Report session</p> <p>AEO – Welcome Week talks, UoBe Festival introduction, Activity Policy meeting</p> <p>IO – Careers Network, Student Services Meeting</p> <p>SO – UBSPORT Management Team meeting, Commonwealth Games meeting</p> <p>PGO – Sabbatical Action Learning Set, Community Wardens meeting</p> <p>President – UoBe Festival introduction</p>	<p>Noted</p>
8	Manifesto and Priority Campaigns Updates	<p>The President noted that Officers may need to reflect on their manifestos in light of Officer training and COVID-19.</p> <p>The SO raised a question about the Officer Away Day. AS noted that action planning sessions are due to take place w/c 3rd August.</p>	<p>Noted</p> <p>Noted</p>
9	Guild Communications/ Social Media	<p>The EO raised a question about receiving high quality photos for their social media profiles. Officers also discussed their social media accounts. The President is to follow up with Communications and Marketing.</p>	<p>President</p>
10	Schools/Colleges /Dubai Update	<p>There were no School, Colleges or Dubai updates.</p>	<p>Noted</p>
11	Part Time Officers	<p>There were no Part Time Officer buddies.</p>	<p>Noted</p>
12	Officer Training and Development	<p>EP is to arrange a PeopleHR session of the Officers.</p>	<p>EP</p>

	AOB	<p>PGO asked for feedback on a letter they received from a student regarding module cuts.</p> <p>Officers discussed the letter and agreed to discuss it further with the Student Voice Team.</p> <p>The EO noted that they were in a meeting with National Express regarding a portal for students. AS advised that the EO email's the Communications and Marketing meeting.</p> <p>The IO requested to join the Guild's Welcome Week Group. AS will send the meeting invitation.</p> <p>Officers discussed social media profile photos and passwords. AS will email Communications and Marketing.</p> <p>The President opened a discussion about the UoB Virtual Neighbourhood. The President is to request a meeting with Communications and Marketing.</p> <p>The President gave an updated from a University Joined Up Conversations meeting. The President noted that the SO should raise campus reopening at the next meeting.</p> <p>The President noted that the AEO is the Accountability Officer of the Week.</p>	<p>Noted</p> <p>Noted</p> <p>EO</p> <p>AS</p> <p>AS</p> <p>President</p> <p>SO</p> <p>AEO</p>
--	------------	---	---

The meeting closed at 13:25.

Signed

Date