

# FULL TIME OFFICER GROUP MINUTES

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

## Present

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

## Also in Attendance

Sam Jones, Executive Assistant (**SJ**) (notetaker)  
Jo Thomas, CEO (**JT**)

## Apologies

Amie Raphael, Activities and Employability Officer (**AEO**)

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes (15.03.21)</b>	The minutes from Monday 15 <sup>th</sup> March 2021 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Office Moves</b>	<p>JT updated the Officer team on plans for staff returning to the Guild building following the relaxation of COVID-19 restrictions. JT noted that prior to the current UK lockdown, the Guild had been planning office moves for several staff teams following the restructuring of departments.</p> <p>JT noted the opportunity for moving the Officer team to the ground floor of the Guild building moving forwards. JT noted expected benefits for Officer Team visibility and transparency for the student body, as well as an opportunity for open plan working.</p> <p>The Officer team discussed the possible pros and cons of a move to the ground floor and possibilities for hot desking. The WCO noted concerns around an open plan office space while virtual meetings continued. JT noted possibilities for break-out spaces for virtual private meetings. The Officer team discussed possible issues about privacy and confidentiality.</p> <p>JT noted the possibility for the Officer team to move into the current Student Voice team office. The IO asked about the impact on visibility for the student voice team. JT noted that a large amount of student voice student facing services had been migrated online.</p> <p>JT noted significant changes expected in the patterns of working across the UK moving forwards, with home working</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>expected to continue for the foreseeable future for a longer period.</p> <p>The Officer team discussed the arrangement of office hours and possible disturbances on the ground floor compared to current office space.</p> <p>The Office team discussed the location of space for the Part-Time Office team, in the event that the Officer team relocated to the current Student Voice. The EO noted possible benefits for the working dynamic with Part-Time Officers.</p> <p>The Officer team agreed in principle to move forwards with a planned move to the ground floor of the Guild building.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>3</b>	<b>Officer Leave</b>	The Officer team discussed planned leave for the upcoming weeks and plans to share workloads over the Easter break period.	<b>Noted</b>
<b>4</b>	<b>Mediation Session</b>	JT updated the Officer team on a planned Officer team meeting.	<b>Noted</b>
<b>5</b>	<b>Diaries</b>	<p><b>President</b> – Joined Up Conversations, SPAT, UEB Paper meeting, 1:1 WCO, Welcome Week planning, TOIL, Catch-up SVRM, Guild Awards Winners Panel, Officers/Voice/C&amp;M Catch-Up, 1:1 EA, UEB Paper Meeting.</p> <p><b>WCO</b> – Joined Up Conversations, GEMT, Resident's Scheme meeting, Activities &amp; Events meeting, Officers/Voice/C&amp;M Catch-Up, Association's meeting, CAL CQAC, Safety Campaign Catch-up, Crime prevention meeting, National Express meeting, GEMT.</p> <p><b>EO</b> – Joined Up Conversations, APP meeting, CEC meeting, University Relationships, University 1:1, Officers/Voice/C&amp;M Catch-Up.</p> <p><b>AEO</b> – n/a.</p> <p><b>PGO</b> – Joined Up Conversations, SPAT, UEB Paper meeting, LES meeting, Decolonisation planning meeting, Officer/C&amp;M/Voice Catch-up, PGT Careers Network meeting, Virtual Neighbourhood event.</p> <p><b>IO</b> – SAEC team meeting, COSS CEC meeting, Activities &amp; Events Meeting, SPAT, Officers/Voice/C&amp;M Catch-Up.</p> <p><b>SO</b> – UB Sport SMT meeting, Joined Up Conversations. Post-Election Candidate Catch-Up, SPAT, EDI meeting, Club Development Catch-Up, E&amp;E Committee meeting, UBS briefing meeting, 'Thinking of Running' session, LES CEC, Officers/Voice/C&amp;M Catch-Up, Filming deadline, Guild Awards Winners Panel, Club Development End of Week catch-up.</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>Noted</b></p>

7	<b>Officer Wins/ Priority Campaigns</b>	<p><b>President</b> – Officer Team 1:1's, Black Voices Events.</p> <p><b>AEO</b> – n/a.</p> <p><b>EO</b> – POLSIS College Q&amp;A on Decolonisation.</p> <p><b>WCO</b> – Evening Vigil with BCU SU.</p> <p><b>SO</b> – Funding for Brum Surf.</p> <p><b>PGO</b> – Birmingham PhD Review meeting &amp; plans for PGR recruitment diversity.</p> <p><b>IO</b> – n/a.</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>
8	<b>Guild Communications, Social Media</b>	<p>The Officer team discussed the following items for promotion via Guild social media channels:</p> <ul style="list-style-type: none"> <li>• Black Voices events.</li> <li>• Selly Express.</li> <li>• POLSIS Decolonisation Q&amp;A.</li> <li>• One World Cookbook.</li> </ul>	<p><b>Noted</b></p>
9	<b>Schools/Colleges/ Dubai Update</b>	<p>The IO noted plans for more regular college rep catch-ups.</p> <p>The IO noted ongoing monthly student forum catch-ups with the Dubai campus student leaders. The IO suggested arranging catchups between Officers and their Dubai campus counterparts.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
10	<b>Part Time Officers</b>	<p>The Officer team discussed support for the Part-Time Officer team.</p> <p>The SO noted ongoing work on the Joes Bar menu with the EEO.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
11	<b>Any Other Business (AOB)</b>	<p>The WCO asked about the Time 100 survey. JT agreed to look into Officers survey links.</p> <p>The WCO noted the draft statement on dangerous cladding in student accommodation in Birmingham. WCO to circulate.</p>	<p><b>JT</b></p> <p><b>WCO</b></p>

The meeting closed at 12:55.

Signed .....

Date .....