

FULL TIME OFFICER GROUP MINUTES

12:00pm, Online

Present

Joshua Williams, President **(President)**
 Josh Dooler, Sports Officer **(SO)**
 Ryan Ginger, Activities and Employability Officer **(AEO)**
 Amanda Sefton, Education Officer **(EO) (Chair)**
 Joanne Park, International Officer **(IO)**
 Millie Gibbins, Welfare & Community Officer **(WCO)**
 Tobiloba Adeyemi, Postgraduate Officer **(PGO)**

Also in Attendance

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

Apologies

None.

The Chair opened the meeting at 12:10

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 16.03.20	SJ noted that the minutes of the previous meeting had not yet been completed, and would be presented at the next meeting.	Noted
2	AOB	<p>The President suggested adding 'Virtual Neighbourhood' as a standing item on the FTOG agenda during the coronavirus outbreak. SJ to include on agenda.</p> <p>The President noted that the University campus had now largely closed, as per government advice, with the majority of students being encouraged to leave halls. The WCO noted that at least 900 students were still living in halls, the majority being international students.</p> <p>The IO noted that the University had advised International students to travel home if they were able, however they would be able to stay on campus if they had to.</p> <p>The President noted that Student Loans would continue as normal, and that a large number of student volunteers were offering to provide support to vulnerable residents in Selly Oak.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
3	COVID-19	JT updated the Officer Team on the Guild's COVID-19 action plan. JT noted that the Building was now completely closed, with only requiring approval from the University to come onto campus. JT noted that the Guild was in communication with the University Estates department about providing security for the building while closed.	Noted

		<p>The AEO noted that refunds and payments for student's staff had not yet been completed on the action plan. The AEO noted that students may be facing financial difficulties and require refunds for Guild Events soon.</p> <p>JT noted that the Finance team were now looking into refunds as a priority. JT noted that online tickets would be simple to refund, however paper tickets would be more complicated to refund now the building was closed. JT noted plans for central Student Staff communications.</p>	<p>Noted</p> <p>Noted</p>
4	Student Support	<p>The WCO noted that multiple students had been in touch about accommodation refunds. The WCO noted that no UK Universities had yet implemented refunds for accommodation.</p> <p>The WCO noted that the University's 'Meal Plan' scheme had now largely stopped as campus food outlets were closed. Discussions were ongoing about refunds for meal plan costs.</p>	<p>Noted</p> <p>Noted</p>
5	Accommodation	<p>The President noted that Sheffield and Edinburgh Universities were allowing students to end their accommodation contracts early. The President suggested lobbying the University to allow UoB students to end their accommodation contracts at Easter.</p> <p>The IO noted incidents of students in halls being scammed by offers of facemasks and hand sanitiser. The IO noted that Guild Advice were directing students to West Midlands Police.</p> <p>The Officer team discussed the issue of students in private residences in Selly Oak. The WCO noted that individual landlords would be setting different policies and may force students to continue to pay rent into term three. The President noted the need for a sector wide settlement on student rents after Easter. The WCO agreed to raise the issue with the University. JT noted that NUS were exploring a national campaign on student accommodation.</p> <p>The WCO noted that Guild Advice had received less queries than expected. The WCO agreed to arrange additional comms for Guild Advice services.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>WCO</p>
6	Student Staff	No Items noted.	Noted
7	Extenuating Circumstances	<p>The EO noted that students were having difficulties securing extenuating circumstances adjustments because of disruption due to Coronavirus. The EO noted that students were being turned down for adjustments unless they were personally ill with Coronavirus. The EO noted that guidance on the University's website was unclear and different colleges were applying the guidelines differently.</p> <p>The Officer team discussed the issue of extenuating circumstances. Officers to agree a comms position by the end of the day.</p>	Noted

			Noted
8	Town Halls	The Officer team discussed their availability for the rest of the week to cover 'Town Hall' meetings online.	Noted
9	University Relationships	The President encouraged officers to keep in touch with University colleagues and maintain a usual meeting schedule as much as possible.	Noted
10	PG Issues	The PGO noted that postgraduate students had been having difficulties with access to research funding, extensions to deadlines and completing their studies without access to labs and specialised equipment. The PGO noted plans for specific consultation with postgraduates.	Noted
11	#UoBPositivity Campaign	The IO noted plans for a #UoBPositivity campaign during the coronavirus outbreak, aiming to keep students connected and support student wellbeing. The WCO noted plans for online social activities and engagement with students.	Noted
12	Diaries	No items noted.	
13	Manifesto Updates & Priority Campaigns.	No items noted.	Noted
14	Guild Communications	JT noted plans to arrange more regular catch-ups for the Officer team and Guild comms.	Noted
15	School/College/ Dubai Update	No Items noted.	Noted
16	Part Time Officer Update	No Items noted.	Noted
17	Officer Training & Development	No Items noted.	Noted

The meeting closed at 13:15

Signed

Date