

FULL TIME OFFICER GROUP MINUTES

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

Present

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

Also in Attendance

Sarah Wright, Director of Support & Development (**SW**)
 Lisa Clark, HR & Admin Manager (note taker)

Apologies

None.

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 17.08.20	The minutes from the meeting held on 17 th August 2020 were approved as an accurate record of the meeting. The President noted Officer Wins is an outstanding action to be included in future meetings.	Approved LC
2	Update on 2.4 million metres challenge	WCO noted that 72.4 miles had been completed and £60 raised so far. Officers agreed to send a selfie by end of the day to be included on Instagram account. WCO advised the target is £240.	All
3	Accommodation Tour	WCO noted an accommodation tour for the President and WCO is being arranged week commencing 1 st September. Officers noted they would like to also attend a tour, WCO is to coordinate this.	Noted WCO
4	NSS Comms Strategy	EO noted question 26 response rate had fallen in this year's NSS. The Officers discussed this further and agreed the EO and AEO will pick this up with support from SW.	Noted EO/AEO/ SW
5	Officer Uniforms	The Officers were requested to submit their uniform sizes to the HR & Admin Manager.	Noted
6	Diaries	The Officer team discussed their key meetings for the week ahead:	Noted

		<p>WCO – VOX Conference, Welcome Week, Nightline, Community Engagement, Guild & Student Services, annual leave on Friday</p> <p>EO – Aston Education Officer, MDS filming, EDI Course, STARS Plus programme, Supporting Muslim Students</p> <p>AEO – Welcome Virtual, Activities Committee, LES College Society Workshop, Supporting Muslim Students, Society blogs</p> <p>IO – University relationships, SAE, Supporting Muslim Students</p> <p>SO – UoB Sport, Sustainability Task Group, University Transport Officer, Varsity, Redbrick podcast, Club Development, Supporting Muslim Students</p> <p>PGO – Careers network, PG Researcher, on annual leave for remainder of this week</p> <p>President – EDO Meeting, University, feature for Alumni, DEFO, Black History Month, Supporting Muslim Students</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
7	Manifesto and Priority Campaigns Updates	There were no Manifesto and Priority Campaigns updates	Noted
8	Guild Communications/Social Media	There were no Guild Communications/Social Media updates	Noted
9	Schools/Colleges /Dubai Update	It was noted a Dubai Student Forum was taking place today. Officers are to be invited to future Forums.	<p>Noted</p> <p>SW</p>
10	Part Time Officers	The SO and EO noted that they had met with their buddies.	Noted
11	Officer Training and Development	The Officers are attending Supporting Muslim Student's training this week.	Noted
12	AOB	<p>The PGO requested information regarding Welcome Week and the Officers discussed virtual welcome week events.</p> <p>SW noted that a discussion with the University was taking place this week in regards to a possible outdoor welcome event with COVID safety measures at the forefront.</p> <p>The Officers shared 'Officer Wins':</p> <p>WCO- Discussing NSS disability with the University</p> <p>President – cleared office spaces including PTO Office</p> <p>IO – arranging welcome activities with International Students</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

	<p>SO – progressing sporting offers with the DSO, had first 121 with CEO, Facebook pages set up.</p> <p>PGO – Work on dissertation continuing.</p> <p>AEO – posted their blog, rewarding to see what Societies have been doing.</p> <p>EO – Organised times for all Directors of Education to take part in a Q & A.</p> <p>The Officers discussed the 'Virtual Neighbourhood' it was agreed that it should continue to be used to promote activities & events and items such as COVID responses.</p> <p>The President asked for Virtual Neighbourhood to be an agenda item at next week's FTOG meeting.</p> <p>The Officers agreed to share their phone numbers with SW to set up an Officer /SMT communications platform.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>SJ</p> <p>ALL/SW</p>
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The meeting closed at 13:00.

Signed

Date

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