

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)**
 Jules Singh, Education Officer **(EO)**
 Amie Raphael, Activities and Employability Officer **(AEO)**
 Charlotte Minter, Welfare & Community Officer **(WCO)**

Also in Attendance

Jo Thomas, CEO **(JT)**
 Mollie Jones, HR Administrator **(MJ)** (note taker)

Apologies

Rob Hegarty, Sports Officer **(SO)**

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Previous Minutes (14.06.21)	The minutes from 14th June 2021 were approved as an accurate record of the meeting.	Approved
2	Handovers	SJ updated the Officer team on arrangements for handovers to the incoming FTO team. SJ reminded officers to complete their handover documents as soon as possible.	All
3	Officer Photos	SJ updated the Officer team on arrangement for final team photos at the Guild. The Officer team agreed to come in on the morning of the 5 th July for a team photo.	Noted
4	Graduation Ceremonies	<p>The Officer Team discussed the arrangements for attendance at graduation ceremonies in-person at the University in the w/c 12th July.</p> <p>The EO noted that last week the University had confirmed plans for the ceremonies to go ahead in person, despite a significant increase in the rates of COVID-19 in the west midlands. The PGO noted that they had expressed their concerns about the events series to the University, and had decided not to attend the events themselves. The Officer team discussed student opinions on the in-person graduations ceremonies.</p> <p>The Officer team discussed expectations from the University in relation to Officer attendance at ceremonies. EO to discuss with University.</p>	<p>Noted</p> <p>Noted</p> <p>EO</p>

5	EDI @ Away Day	SJ updated the Officer team on plans for a session on Equality, Diversity and Inclusion, planned for the Trustee Board away day on Monday 12 th July.	Noted
4	Diaries	<p>President – CEO 1:1, Talk at Joseph Chamberlain College, University Council briefing, WW planning, 1:1 EA, TOIL, Handover to incoming President, DBFO meeting, Lead & Change catch-up, CEO 360 meeting.</p> <p>IO – Officer Training.</p> <p>AEO – Academic Training, Staff Forum, Activities Committee Briefing, Activities committee meeting, complaints meeting, handover to AEO, WCO handovers, UoBE Festival handover, Commonwealth Games handover, Groups meetings, MDX, Redbrick handover meeting.</p> <p>EO – Officer Training.</p> <p>SO – n/a.</p> <p>WCO – Call with EDI facilitator, Landlord Memberships meeting, Staff Forum, Handovers sessions, TOIL, Pan-Birmingham Student Safety project, GEMT, handover.</p> <p>PGO – University Council, Handovers, NUS NSS round-table, Staff Forum, A/L.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
5	Officer Wins/Priority Campaigns	<p>President – Black Students Campaigns Trustee Board paper.</p> <p>AEO – Redbrick printed edition, positive handovers with incoming AEO, Careers network positive meeting.</p> <p>EO – My UOB App team recycling information, Student Induction meeting.</p> <p>IO – Language exchange event and BIA induction.</p> <p>SO – n/a.</p> <p>WCO – Umbrella stand at the Guild.</p> <p>PGO – Handover to incoming PGO and conclusion of VC recruitment.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Guild Communications and Social Media	<p>The Officer Team discussed items for promotion via the Guild's communications:</p> <ul style="list-style-type: none"> Officer Wins. 	Noted
7	Schools/Colleges Dubai Update	No Items noted.	Noted
8	Part-Time Officer	The President reminded Officers to meet with their part-time Officers buddies before they left their roles.	Noted

9	Any Other Business (AOB)	<p>The Officer team discussed plans for a leaving event with the Guild staff team and a dinner social. SJ and the President to discuss.</p> <p>JT updated the Officer team on arrangements for Officer training, in light of a number of officer's self-isolating due to COVID-19. JT noted plans for a return to in-person training and handovers from the w/c 5th July onwards, depending on COVID-19 restrictions.</p> <p>JT updated the Officer team on arrangements for Staff forum, which would be an opportunity for them to say goodbye to the Guild staff team and introduce the incoming team.</p> <p>The Officer team discussed the appointment of the new Vice-Chancellor from January 2022 onwards. The PGO noted the positive contribution made by the Guild during the recruitment process.</p>	<p>President/ SJ</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
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The meeting closed at 13:00.

Signed

Date

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