

# FULL TIME OFFICER GROUP MINUTES

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

## Present

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

## Also in Attendance

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

## Apologies

None.

The Chair opened the meeting at 12:05

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 14.09.20</b>	The minutes from Monday 14 <sup>th</sup> September were approved as an accurate record of the meeting.	<b>Approved.</b>
2	<b>FTOG/Monday Timings</b>	The President suggested restructuring Monday morning diaries to move FTOG meetings earlier.  The Officer Team agreed to hold FTOG regularly 11:00 – 12:30 on Monday mornings.	<b>Noted</b>  <b>Noted</b>
3	<b>Lost Hours Walk</b>	The WCO updated the Officer Team on plans for a sponsored walk.	<b>Noted</b>
4	<b>Harm Reduction Drug Testing Kits</b>	The WCO updated the Officer Team on plans for re-starting the Guild's offering of drug testing kits as campus re-opened. The WCO suggested restocking the Guild's drug testing kits collection points.  JT noted that as many students would not be visiting the Guild/campus regularly, the Guild could look to work with an external drug testing kit provider to deliver tests to houses.  The PGO noted that drug testing kits may only be a service accessed by well-off students. The PGO noted concerns about confidentiality when delivering testing kits. JT noted that a possible third sector partner may be able to provide testing kit delivery as a service.	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>

5	<b>Care Leavers Working Group</b>	<p>The President noted that they had continued to be a member of the University's care leavers working group, which the previous president had been a member of. The President noted that they could not commit to attending all the meetings and did not have the personal experience that the previous president had.</p> <p>The WCO and PGO noted that they would be happy to share attendance at the committee moving forwards.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
6	<b>University Relationships: Have we covered all aspects?</b>	<p>The IO suggested the Officer team discuss relationships with senior University contact regularly at FTOG meetings. The Officer team agreed to include 'University Relationships' as a standing item for FTOG. SJ to include on agenda.</p> <p>The Officer team discussed recent issues with Canvass access at the University. JT noted several contacts in the University's IT services team. The EO suggested compiling a central list of relevant University contacts.</p> <p>The Officer team discussed sharing of data information between Officers and with students. The Officer team discussed recent meetings and relationships with senior University staff.</p>	<p><b>SJ</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
7	<b>Restart a Heart Day</b>	<p>The EO updated the Officer Team on a society campaign to educate students on performing CPR and first aid. The EO asked Officers to support the campaign and promote online.</p>	<p><b>Noted</b></p>
8	<b>Diaries</b>	<p><b>The Officer team discussed their key meetings for the week ahead:</b></p> <p><b>WCO</b> – FTOG, Joined Up Conversations, mental health meeting, Not On ambassador shortlisting, TOIL, GEMT, UoBE Festival working group, hall reps meeting, CAL CAAC, Sexual harassment steering group, Wellbeing project catch-up, GOG Social, CEO 1:1, housing activity meeting, University catering review meeting.</p> <p><b>EO</b> – FTOG, Joined Up Conversations, CEC's, MyUoB App meeting, Student Voice Report meeting, Speak Week planning meeting, Black Voices briefing, GOG Social, Social Media training w/PTOs.</p> <p><b>AEO</b> – FTOG, Joined Up Conversations, society meeting, autumn elections meeting, Speak Week meeting, Guild T&amp;F group briefing, DARO meeting, University Catering meeting, GOG Social.</p> <p><b>IO</b> – FTOG, Joined Up Conversations, University catering review meeting, Islamophobia awareness meeting, Dubai student leaders meeting, HR Committee meeting, year abroad students meeting, Black Voice and decolonisation briefing, CEO 1:1, GOG Social,</p> <p><b>SO</b> – FTOG, Joined Up Conversations, University Catering review, sports teams meetings, gym capacity meeting, UB Sport SMT meeting, Sexual Harassment steering group, mental health</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		meeting, CEO 1:1, Speak Week planning, club development catch-up, GOG social.  <b>PGO</b> – FTOG, Joined Up Conversations, PG Quiz, PG speak week planning, University Council induction session, Education committee meeting, University Council strategy day, 'Brum with a brew' PG mixer event, Speak Week meeting, Black Voices briefing, GOG Social.  <b>President</b> – FTOG, Joined Up Conversations, University Catering review, Black Voices speaker meeting, University Council induction meeting, Autumn elections comms meeting, Vale site visit, University Council strategy day, Speak week meeting, GEMT, Hate crime steering group, Black Voices briefing, GOG Social, VC 1:1, Democracy review planning, Guild T&F Group meeting, Catch-Up Exec Assistant.	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>
9	<b>Manifesto &amp; Priority Campaigns Updates</b>	The President updated the Officer team on plans for the Black Voices online conference.	<b>Noted</b>
10	<b>Officer Wins</b>	The Officer's presented their 'Officer Wins' from the last week:  <b>WCO</b> – Welcome Week moving in with Student mentors.  <b>AEO</b> – Successful virtual student groups fair, with around 400 sign ups each day.  <b>President</b> – Welcome week, cleared email inbox.  <b>PGO</b> – Productive meeting with University registry  <b>SO</b> – Tiverton Gym issues resolved.  <b>IO</b> – International Student induction talks.  <b>EO</b> – University Timetables resolved.	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b>
11	<b>Guild Communications/ Social Media</b>	The EO suggested restarting regular Guild quiz nights to provide social space for the student community. JT suggested setting up a meeting to discuss future events.	<b>Noted</b>
12	<b>Schools/Colleges /Dubai Update</b>	No Items noted.	<b>Noted</b>
13	<b>Part Time Officers</b>	The EO noted that they were meeting with the EEO to discuss their manifesto. The SO noted that they had met with the DSO.	<b>Noted</b>
14	<b>Officer Training and Development</b>	No Items noted.	<b>Noted</b>
15	<b>AOB</b>	The PGO noted ongoing issues with the University's delivery of student timetables, and difficulties around Guild and University communications to students when issues arose.	<b>Noted</b>

The meeting closed at 13:00.

**Signed** .....

**Date** .....

DRAFT