Present
Benjamin Lockley, Postgraduate Officer **(PGO) (Chair)**
Tinajie (Alice) Liu, International Officer **(IO)**
Harry Brooks, Activities & Employability Officer **(AEO)**
Joseph Hill, Education Officer **(EO)**
Dean Turner, Welfare & Community Officer **(WCO)**

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

Apologies
Amira Campbell, Guild President **(President)**
Catherine Hardiman, Sports Officer **(SO)**

The Chair welcomed everyone and the meeting started at 12:05.

No	Item for Discussion	Notes	Action
1	**Minutes 24.07.23**	The Chair presented the minutes of the previous meeting, dated Monday 24th July 2023, for the Officer Team's approval. The Officer Team approved the minutes as an accurate record of the previous meeting.	**Noted** **Approved**
2	**Officers WFH Arrangements**	The Officer Team discussed their handling of working from home. JT updated the Officer Team on arrangements for the core staff team, who managed their WFH arrangements and days in the building via a tracker sheet on Teams. The PGO noted that due to operations requirements for the Officer Team to attend interview panels or University meetings in person, Officer's needed to be flexible with WFH and attend meetings in-person as required. The AEO noted the importance of having at least one Officer in the office each day, to respond to student queries. JT noted that when the Officer Team had moved to the ground floor space, the aim had been to create a visible presence for the Full-Time Officers in the building. The EO noted the value of the team being easily able to see when they The Officer Team agreed to defer discussions to the meeting on the 14th August 2023.	**Noted** **Noted**
3	**Open Door Policy**	The Officer Team discussed the possibility of having an 'Open Door Policy' for the Officer Team Office, in relation to being able to WFH and/or being committed to online meetings, so not being able to respond to student queries despite being in the office. The IO noted that in the previous year, the Officer Team had not been able to reliably maintain an Open Door Policy due to busy schedules. The	

		EO noted the commitment in several Officer's manifestos to office hours and being easily accessible to students. The IO and WCO noted their preference for set office hours.	**Noted**
		The Officer Team agreed to defer discussions to the meeting on the 14th August 2023.	**Noted**
4	**Welcome Week Officer Events Planning**	The AEO asked for feedback from the Officer Team on what kind of acts the Officer Team would like to see at Welcome Week events, including the Welcome party and other evening events in WW. The WCO suggested looking at Dhol drumming. The EO suggested arranging for a student suggestion box online to gather student feedback on what acts they would like to see in WW 2023. The AEO suggested arranging a poll on the Guild's Social Media. AEO to discuss with the Venues Development Manager.	**Noted**
5	**Reflections on NUS Lead & Change**	The Officer Team reflected on their recent attendance at NUS's Lead and Change conference in Leeds. The AEO noted that networking with other SU Officers had been very useful. The IO noted that most other SU's in attendance were from smaller campuses with different issues to those faced at UoB. The WCO noted that a lot of content in the sessions had already been covered in the Guild's Officer Training programme. The WCO noted that the most beneficial part had been the networking opportunities, but limited time had been dedicated to this. The EO noted that the content of the training had possibly been overly theoretical. The Officer Team discussed the benefits of attending NUS Lead & Change Conference.	**Noted**
6	**Officers 'Out of Office' Message for Social Media**	The AEO updated the Officer Team of a case that they had been made aware of at another University where a vulnerable student had been trying to get in touch with their SU Officer Team. The AEO suggested looking into social media 'out of office' messages. AEO to discuss with Comms & Marketing.	**AEO**
7	**Officer Diaries**	The Officer Team discussed their diary priorities for the coming week:	
		AEO – Redbrick Proofing catch-up, Audit decisions, Activities Committee meeting, Commercial Strategy Operations Group, Activities policy working group, Room booking process review, Complaints & Incidents Induction.	**Noted**
		WCO – Student Reps CAL Catch-Up, Cultural Calendar Catch-Up, WW content filming, Community Pantry expansion planning, WW Coordination Group meeting, Mentoring Session, Student Services catch-up.	**Noted**
		PGO – New Approach to Timetabling meeting, Catch-Up PG & International Coordinator, Meeting w/ Head of PG Studies.	
		EO – Preparation for Russell Groups Student Union meeting, Mentoring Meeting, Student Voice Catch-Up.	**Noted**

		IO – Cultural Calendar Catch-Up, Filming for CAL inductions, BIA Education Committee meeting, Idea submission meeting, WW Coordination Group meeting.	**Noted**
8	**Projects**	No Items noted.	**Noted**
9	**Schools/Colleges/ Dubai Update**	The IO updated the Officer Team on developments with the Guangzhou Joint-Institute, noting that they would shortly be meeting with staff from the institute who were visiting Birmingham.	**Noted**
10	**Part-Time Officers**	JT noted that training was being arranged for the Part-Time Officers in September. The PGO asked for the PTO's contact information to create a messaging group. The Officer Team agreed to defer discussions to the meeting on the 7th August 2023.	**Noted** **Noted**
11	**AOB**	The WCO noted that the Officer Team had been invited to an Officer Training day from Coole Insights later in August, together with other SU Officers, in person in Leeds. The PGO gave context from last year's meeting.	**Noted**

The Chair closed the meeting at 12:50.