

## Full-Time Officer Group (FTOG)

Online Meeting (via Zoom)

### Present

Benjamin Lockley, Postgraduate Officer (**PGO**) (**Chair**)  
 Vanessa Chigariro, Education Officer (**EO**)  
 Acacia Matthews, Guild President (**President**)  
 Reeve Isaacs-Smith, Welfare & Community Officer (**WCO**)

### Also in Attendance

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

### Apologies

Tinajie (Alice) Liu, International Officer (**IO**)  
 Florence Craddock, Sports Officer (**SO**)  
 Isobel Lawson, Activities & Employability Officer (**AEO**)

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

No	Item for Discussion	Notes	Action
1	<b>Minutes 27.02.23</b>	The Chair presented the minutes of the previous meeting, dated Monday 27th March 2023, for the Officer Team's approval.  The Officer Team approved the minutes as an accurate record of the previous meeting.	<b>Noted</b>  <b>Approved</b>
2	<b>UMC Hearing – 25.04.23</b>	The Officer Team discussed their availability to attend a University Misconduct hearing on the 25 <sup>th</sup> April. The SO offered to attend. SJ to arrange.	<b>SJ</b>
3	<b>SHAG Week</b>	The WCO updated the Officer Team on plans for Sexual Health & Guidance (SHAG) week in April 2023, noting collaborations with external health providers, events with society committees, food and information giveaways, sharing resources from the University and other events. The WCO agreed to share further information by email.	<b>WCO</b>
4	<b>Officer Diaries</b>	The Officer Team discussed their diaries for the week ahead and possible clashes.  <b>President</b> – VC 1:1, Reputation & Identity Project Steering Group, External Memberships steering group.  <b>IO</b> – A/L.  <b>WCO</b> – Students/Staff Relationships Workshop, HR Committee, Student Wellbeing Catch-Up.	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>

		<p><b>SO</b> – Sports Officer By-Election Planning, Students/Staff Relationships Workshop, Recruitment Shortlisting.</p> <p><b>AEO</b> – Commercial Strategy Operations Group, Officer Training Feedback 1:1, Activities Committee.</p> <p><b>PGO</b> – Student/ Staff relationships workshop, Communication Strategy Call, Easter Graduate School social.</p> <p><b>EO</b> – Senior Rep Coordinator induction, Black Awarding Gap survey and focus groups meetings, A/L.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>AOB</b>	<p>The Officer Team discussed their position on a consultation on University Staff and Student relationships at a sector level, noting that the University were taking feedback on its next steps.</p> <p>The AEO updated the Officer Team on the University's planned changes to UoBE Festival, noting that the festival was due to be moved to the summer period in 2024, and to be extended over a three-week period.</p> <p>The SO asked the Officer Team to share a recent video on promoting gym memberships.</p> <p>The President reminded Officers to liaise with DAMSA ahead of sharing content on Autism awareness week and other disability-related information.</p> <p>SJ reminded Officers to respond to two Trustee Board email resolutions.</p> <p>The Officer Team discussed their attendance at the Russell Group Student Union's residential on the 11<sup>th</sup> May. The Officer Team agreed for the WCO and EO to attend. SJ to book accommodation.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>All</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>SJ</b></p>

The Chair closed the meeting at 12:30.