

# Full-Time Officer Group (FTOG)

Online Meeting (Zoom)

## Present

Benjamin Lockley, Postgraduate Officer **(PGO) (Chair)**  
 Acacia Matthews, Guild President **(President)**  
 Florence Craddock, Sports Officer **(SO)**  
 Isobel Lawson, Activities & Employability Officer **(AEO)**  
 Tinajie (Alice) Liu, International Officer **(IO)**  
 Reeve Isaacs-Smith, Welfare & Community Officer **(WCO)**

## Also in Attendance

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

## Apologies

Vanessa Chigariro, Education Officer **(EO)**

| No | Item for Discussion                            | Notes   | Action   |
|----|--|---|--|
| 1  | <b>Minutes from 26.09.2022</b>                 | <p>The Chair presented the previous minutes, dated the 26<sup>th</sup> September 2022, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>  | <p><b>Noted</b></p> <p><b>Approved</b></p>             |
| 2  | <b>Officer Student Accounts</b>                | SJ updated the Officer team on their student accounts, noting that the process of re-instating officer's accounts by the University's registry team was now complete. The SO noted ongoing issues accessing Microsoft Teams. SJ to review.  | <b>SJ</b>  |
| 3  | <b>EDI Induction w/ Jo Duberley (10.10.22)</b> | SJ noted the upcoming meeting for the Full-Time and Part-Time Officers with the University's EDI team, scheduled for Monday 10 <sup>th</sup> October. The WCO agreed to respond to the University's EDI lead. Officers to discuss at GOG.   | <b>WCO</b><br><b>All</b>                               |
| 4  | <b>DAMSA</b>                                   | <p>The Officer Team discussed their response to a list of issues raised by the Disabled and Mental Health Student's Association (DAMSA). The Officer Team discussed a draft response and actions. JT offered to review the proposed actions where they may require action by staff members.</p> <p>The SO suggested a minor change to one item. PGO to review.</p> <p>The Officer Team discussed the system for holding a key to the accessible toilets at Guild reception. The AEO noted that the accessible toilet was accessible for club nights. The Officer Team discussed the possibility of keeping the disabled toilet unlocked at all times. JT suggested discussing the issue outside of the meeting.</p> | <p><b>JT</b></p> <p><b>PGO</b></p> <p><b>Noted</b></p> |

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|   |                                  | <p>The Officer team discussed step-free access to the Guild building, noting that the age of the building was a factor in what actions could be taken to improve accessibility in the building.</p> <p>The President noted feedback that the fire doors to the basement level were often locked.</p> <p>The PGO noted plans to respond to DAMSA quickly on a number of points. The Officer Team agreed to respond to DAMSA in the following few days. The President agreed to create a shared document and share actions of various points.</p>  | <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>President</b></p>   |
| 5 | <b>Officer Support Framework</b> | JT updated the Officer Team on the revised Officer Support Framework document, which outlined the number of 1:1 meetings, committee briefings and other support arrangements that the Officer Team would be receiving from staff across the organisation. The PGO noted the Officer Team were receiving increased support and briefings on University Committee Meetings.  | <b>Noted</b>  |
| 6 | <b>Autumn Elections</b>          | <p>The Officer Team discussed the low number of applications to date for students to stand in the Guild's Autumn Elections. SJ noted that no candidates so far had applied to stand for the student positions on the Guild's Appointments Panel. The PGO agreed to promote by video.</p> <p>Officers to promote all elections positions ahead of the close of nominations.</p>   | <p><b>PGO</b></p> <p><b>WCO</b></p>   |
| 7 | <b>Officer Key Meetings</b>      | <p><b>President</b> – University Council Briefing, Guild Inductions meeting, 1:1 with Director of Estates, Finance Committee meeting, University Council Strategy Day, Not On Training, Cost of Living President's working group, UoB Annual Meeting, A/L</p> <p><b>IO</b> – One World Fair, Priority Campaign catch-up, 1:1 Student Groups Manager, 1:1 CEO, University Council meeting, University Council Strategy Day, Wellbeing Group meeting, Language Café meeting.</p> <p><b>SO</b> – Gym Memberships winner announcement, Fight Night training, Finance Committee, Priority Campaign Catch-up, IO 1:1, LES CQAAC meeting, 'Coppa Feel' sport's night planning, 1:1 President, Not ON training, UB Sport Catch-Up.</p> <p><b>AEO</b> – Interview Panels, Wellbeing Group meeting, internal 1:1's, club night planning, email responses.</p> <p><b>WCO</b> – 'Better than Well' meeting, DROG, Community Welfare Team meeting, Accessibility meeting with University, Community Pantry Check-in.</p> <p><b>PGO</b> – Graduate School meeting, Priority Campaigns, Catch-up, Wellbeing Catch-up, Birmingham UCU meeting, Interviews, FTP training, PG Dean 1:1, Nurses forum meeting, Not On ambassadors' workshop, Online Course delivery meeting, SELT meeting, Living Wage meeting.</p> | <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> |

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|           |  | The SO updated the Officer Team on a planned charity sports night for 'Coppa Feel'. The SO discussed possible ways to raise money for charity from the night, from ticket sales. JT noted charity law which prevented registered charities from donating to other charities. The SO agreed to discuss with the venues team.  | <b>SO</b>   |
| <b>8</b>  | <b>Cost of Living</b>                          | <p>The President updated the Officer Team on a recent meeting with National Express West Midlands, on what could be done to reduce student travel costs on city buses. The President noted a number of proposals to extend student ticket pricing for all students in the city, and expand the ticket zone. The President noted possible additional discounts for commuter and A2B students on National Express buses.</p> <p>The President updated the Officer Team on the City Council's plans for 'warm banks', additional advice on money and benefits, expansion of food banks, and direct donations to local food bank supplies. The President noted the City Council's plans on improving insulation in the city. The President updated on recent conversations with the City Council on the cost of transport for commuter students.</p> | <p><b>Noted</b></p> <p><b>Noted</b></p>                                       |
| <b>9</b>  | <b>Remits/ Projects</b>                        | <p>The WCO noted that the Guild's Community Pantry was due to open in the w/c 10<sup>th</sup> October.</p> <p>The AEO updated the Officer Team on a number of planned themed club night, and asked the Officer Team to reach out on any that they would be interested in feeding into.</p> <p>The WCO updated on plans for a sober social event in November as part of the 'Better than Well' project.</p> <p>The IO updated the Officer Team on plans to hold language café events in the Wolfson room in the library.</p>  | <p><b>Noted</b></p> <p><b>All</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> |
| <b>10</b> | <b>Schools/Colleges/ Dubai Update</b>          | No items discussed.  | <b>Noted</b>  |
| <b>11</b> | <b>Guild Communications &amp; Social Media</b> | <p>The Officer Team noted the following items to promote on through the Guild's communication channels:</p> <ul style="list-style-type: none"> <li>• Autumn Elections applications.</li> <li>• Cost of Living advice.</li> <li>• Clothing Swap events.</li> </ul> <p>The President asked about the Guild's Communications Calendar. JT noted that the document would be shared in Team 10.</p>   | <p><b>Noted</b></p> <p><b>Noted</b></p>                                       |
| <b>12</b> | <b>Part Time Officers</b>                      | The Officer Team agreed to allocate their PTO buddies by email, in advance of the first GOG meeting.   | <b>All</b>  |
| <b>13</b> | <b>AOB (Any Other Business)</b>                | No Items noted   | <b>Noted</b>  |

The Chair closed the meeting at 13:05.