

FULL TIME OFFICER GROUP MINUTES

08:15 – 09:00
 Online Meeting (via Zoom)

Present

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

Also in Attendance

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

Apologies

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

The Chair opened the meeting at 08:15.

| No | ITEM FOR DISCUSSION | Notes | ACTION |
|----|------------------------------------|--|-----------------|
| 1 | Previous Minutes (01.06.21) | The minutes from Monday 1 st June 2021 were approved as an accurate record of the meeting. | Approved |
| 2 | Student Trustee Recruitment | SJ updated the Officer team on the extension of the deadline for applications for two student trustee positions on the Guild's Trustee Board. The President asked the Officer team to promote the vacancies. | All |
| 3 | Devices | SJ updated the Officer team on plans for the handover of devices to the incoming Officer Team. SJ asked Officers to hand in their Guild laptops to the HR & Admin team when they were next in the building. | Noted |
| 4 | UoB Dubai Queries | The Officer Team agreed to move this item to the next meeting. | Noted |
| 5 | Your Ideas | The Officer team discussed a proposal on the Guild's 'Your Ideas' platform in relation to the conflict in Xinjiang province in China and mistreatment of the Uigher Muslim community in northern China. The Officer team discussed a Guild response to the idea proposer. The WCO agreed to arrange a meeting with the proposer. | Noted |
| 6 | Diaries | <p>President – VC Recruitment, Guild/UEB meeting, CEO 1:1, FTOG, Careers training, GEMT, SMT, Hate Crime Incident Meeting, Commonwealth Games meeting, UoB Exchange tour, Officer/Voice/C&M Catch-Up.</p> <p>IO – VC Recruitment, Guild/UEB catch-up, Guild Hardship Panel, VC recruitment catch-up, VC interviews, Graduate route</p> | Noted |

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| | | <p>workshop, Dubai student panel, SAE team meeting, Officer/C&M/Voice catch-up, UoB Exchange tour, Kansai University meeting.</p> <p>WCO – Guild/UEB, Careers meeting, CEO 1:1, Welcome week planning, FTOG, GEMT, Guild Hardship Panel, Umbrella testing stall, Sexual Harassment Steering Group, Safety Catch-Up, UoB Safe Meeting, Police meeting, Officer/C&M/Voice Catch-Up, A/L.</p> <p>AEO – Guild/UEB, Induction planning meeting, Careers meeting, Welcome Week planning meeting, Activities & Events Catch-up, CEO 1:1, TOIL, FTOG, Redbrick Meeting, Volunteering Steering Group, recruitment Meeting, Exchange tour, complaints meeting, Associations meeting.</p> <p>EO – VC Recruitment catch-up, UEB/Guild, OTA winners panel, Refugee Scholarships meeting, Officers/C&M/Voice Catch-up, 1:1 DoSD, Academic Induction & Transition, Exchange tour, A/L.</p> <p>PGO – 1:1 Dean of PGs, UEB/Guild, VC Recruitment, Careers training, FTOG, VCIR, Graduate Taught Board, 1-1 PVC Research, UoB Exchange tour, Officer/C&M/Voice Catch-up, 1:1 SV&RM.</p> | <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> |
| 7 | Officer Wins/Priority Campaigns | <p>EO - Meeting with Indian High Commissioner.</p> <p>PGO – Positive EPS CEC meeting on Black Voices Campaign.</p> <p>IO- Pre-sessional Students Induction.</p> <p>President - BAME Student Trustee Position.</p> <p>WCO – Umbrella Testing Kit stall.</p> <p>The Officer team discussed submissions for the Black Voices campaign. The President reminded Officers to complete their actions.</p> | <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>All</p> |
| 8 | 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"> • Student Trustee recruitment. • Statement & Advice on Exam answer sharing. | Noted |
| 9 | Schools/Colleges Dubai Update | The President noted delays from strategy documents from University EDI leads. | Noted |
| 10 | Part-Time Officer | No Items noted. | Noted |
| 11 | Any Other Business (AOB) | The WCO asked for feedback from the Officer team on the wellbeing thematic action plan. The Officer Team agreed to circulate feedback by email. | Noted |

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| | | <p>The WCO updated the Officer team on discussions on the Selly Oak pub, which following the closure of the Pub earlier in 2021. JT noted the high cost of the advertised lease price.</p> <p>The EO updated the Officer team on their involvement with the recruitment process for the next Vice-Chancellor. The PGO noted plans for an update to students on the involvement of the Officer team in the recruitment process. The PGO noted that the next VC would be appointed at a special meeting of University Council in June.</p> | <p>Noted</p> <p>Noted</p> |
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The meeting closed at 09:00.

Signed

Date

DRAFT