

Full-Time Officer Group (FTOG)

Online Meeting (Zoom)

Present

Isobel Lawson, Activities & Employability Officer **(AEO) (Chair)**
 Acacia Matthews, Guild President **(President)**
 Florence Craddock, Sports Officer **(SO)**
 Tinajie (Alice) Liu, International Officer **(IO)**
 Vanessa Chigariro, Education Officer **(EO)**

Also in Attendance

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

Apologies

Reeve Isaacs-Smith, Welfare & Community Officer **(WCO)**
 Benjamin Lockley, Postgraduate Officer **(PGO)**

No	Item for Discussion	Notes	Action
1	Minutes from 03.09.2022	<p>The Chair presented the previous minutes, dated the 26th 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>Noted</p> <p>Approved</p>
2	Priority Campaigns/ Cost of Living	<p>JB joined the meeting at 12:05.</p> <p>JB updated the Officer Team on developments with the Officer's planned Cost of Living priority campaign, noting options to work with other Students' Unions on regional or national campaigning. The Officer Team discussed the long-term decline in student budgets, with maintenance loans and part-time wages not keeping pace with inflation. JB noted a set of NUS research on the national situation for student's costs of living.</p> <p>The President suggested arranging a separate meeting to discuss the next steps of the campaign. SJ to arrange a campaign planning meeting.</p> <p>JB left the meeting at 12:10.</p>	<p>Noted</p> <p>Noted</p> <p>SJ</p> <p>Noted</p>
3	UCU Strike Ballot	<p>The AEO noted that the PGO would be shortly circulating more information on the local UCU strike ballot. The President noted the need for clear lines of communication from the Guild on possible strike action.</p>	<p>Noted</p>
4	Officer Away Day Dates - 17th/18th November	<p>The President reminded the Officer Team about the scheduled Officer Away days on the 17th and 18th November. JT and SJ updated the Officer Team on what away day arrangements</p>	

		previous Officer Teams had found useful. The Officer Team suggested retaining only Thursday 17 th as a date for an away day. Officers to discuss their availability.	All
5	Wellbeing Checklist	The Officer Team noted an incident in the Guild In the previous week, where a student had presented to Guild reception seeking urgent mental health support. The Officer Team discussed the Wellbeing Checklist that was currently in place for staff to ask when student presented in distress.	Noted
6	Guild Advice Support	The Officer Team discussed the support service currently offered by the Guild advice service. JT suggested working with the Guild Advice team to re-visit the checklist and review possible changes. EO and PGO to meet with Guild Advice to discuss. The Officer team discussed possible changes to the support protocol used when students presented in severe distress. JT to review.	EO/PGO JT
7	Don't Rush to Rent	The President updated the Officer Team on changes to the promotion of the 'Don't Rush to Rent' scheme, noting that the webpages would be shortly refreshed. The President asked Officers to direct any support queries for the Renter's Union to the Guild Advice team.	All
8	Autumn Elections	The President noted that the Guild's Autumn Elections had now gone live and all positions had received candidates. The President asked all Officers to share the voting link widely.	All
9	Officer Key Meetings	President – Decent Homes Standards meeting, Not On meeting, CQAAC, SMT, Cost of Living Working Group, Selly Stakeholders meeting, Officer Training & Development catch-up, External Consent training catch-up, EDI Introduction. IO – EDI Introduction, Not On Ambassadors introduction, One World Fair planning, Study Abroad meeting UEC meeting, Welcome Week De-briefing, CEO 1:1. AEO – Filming for comms, Alumni Impact fund planning, EDI Introductions meeting, Clothing Swap planning, Redbrick Proofing, 1:1 Director of Operations, CQAAC MDS, Clothing Swap launch, A/L. EO – Timetabling meetings, Learner's Analytics. SO – BUCS Advisory Group. BUCS Hockey Match, WCO Catch-Up, 1:1 Director of Engagement, 1:1 CEO, 'Coppa Feel' planning, Activities Committee.	Noted Noted Noted Noted Noted
10	Remits/ Projects	The IO noted the first Language Café meeting was taking place this week, and asked all the officers to promote the event and attend if they were available. The AEO updated the Officer's on the planned launch of the Guild's Clothing Swap event.	Noted Noted

		The SO noted a good turnout at recent Mental Health training sessions for Sport's Team Committees. The SO noted a planned accreditation badge for Sports Teams that had completed the training, to advertise to students.	Noted
11	Schools/Colleges/ Dubai Update	The President noted that UOB's Dubai Campus had recently won an award for the architecture of its new buildings.	Noted
12	Guild Communications & Social Media	<p>The Officer Team noted the following items to promote on through the Guild's communication channels:</p> <ul style="list-style-type: none"> • Autumn Elections voting • World Mental Health Day • Clothing Swap event. • Cost of Living advice. • Clothing Swap events. 	Noted
13	Part Time Officers	The EO noted ongoing work with the EMO on a comms campaign about black hair, black heritage clothing and soul food.	All
14	AOB (Any Other Business)	<p>The Officer Team discussed their attendance an EDI introduction meeting with the University, planned for later that day. SJ to coordinate diaries.</p> <p>The AEO note a query from the parent of a student in relation to a housing dispute with a local landlord. The Officer Team discussed their response.</p> <p>The SO noted the hard work of the PGO in responding to query from DAMSA.</p> <p>The Officer Team discussed the Officers PTO buddies. President to review.</p> <p>The AEO suggested arranging for some time for the Officer Team to review their manifestos and planned projects. SJ noted time reserved for planning of an Officer projects and events planner later in the week. JT updated the Officer Team on the planned Officer Support Framework.</p>	<p>SJ</p> <p>Noted</p> <p>Noted</p> <p>President</p> <p>Noted</p>

The Chair closed the meeting at 13:00