

# FULL TIME OFFICER GROUP MINUTES

12:00 – 13:00  
 Online Meeting (via Zoom)

## Present

Tobiloba Adeyemi, President **(President)**  
 Rob Hegarty, Sports Officer **(SO) (Chair)**  
 Amie Raphael, Activities and Employability Officer **(AEO)**  
 Rebecca Cutler, Postgraduate Officer **(PGO)**  
 Wei-Lun Chen, International Officer **(IO)**  
 Jules Singh, Education Officer **(EO)**

## Also in Attendance

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

## Apologies

Charlotte Minter, Welfare & Community Officer **(WCO)**

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 01.09.20</b>	The minutes from Monday 7 <sup>th</sup> September were approved as an accurate record of the meeting.	<b>Approved.</b>
2	<b>Guild/UEB Agenda</b>	<p>JT updated the Officer team on arrangement for Guild/UEB Officer team meetings. The Officer team discussed the agenda and suggested the following items:</p> <ol style="list-style-type: none"> <li>1. Welcome Week 2020 - AEO</li> <li>2. COVID-19 &amp; Implications for Student Experience – President.</li> </ol> <p>The Officer team discussed issues around student communication on compliance with COVID1-9 regulations and the local lockdown in Birmingham.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
3	<b>Joined Up Conversations</b>	<p>The Officer Team discussed items to raise in the next Joined Up Conversations.</p> <p>The President updated the Officer team on planning for the Guild's events for welcome week and the Lakeside planned site.</p> <p>The Officer Team discussed the rollout of the new COVID-19 regulations and 'rule of six'. JT noted that the Guild had planned from initial stages for socialising in groups of six. The Officer team discussed the complexities of positive cases of COVID in halls of residence and possible spread if students returned home and/or parents collected students.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>JT noted that there had been an initial confusion around the regulations for socialising in hospitality venues, however the regulations permitted socialising in private hospitality venues.</p> <p>The IO noted the possibility for societies to hold events in pubs and bars. The AEO noted that student groups guidance remained to not hold any meetings in person, including in hospitality venues. The AEO noted that all in-person activity required consultation and approval from the Student Groups department.</p> <p>The Officer Team discussed the guidance for student groups considering the Birmingham local lockdown.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
4	Diaries	<p><b>The Officer team discussed their key meetings for the week ahead:</b></p> <p><b>WCO</b> – A/L, Pritchett's park project group, commuters' students welcome planning, harm reduction webinar, HR Committee meeting, Student parents and carers meeting, GOG, Pause management meeting.</p> <p><b>EO</b> – Meeting with careers network, GOG, commuter students welcome planning, CEO 1:1, A/L.</p> <p><b>AEO</b> – DARO meeting, welcome week meeting, H&amp;S committee, HR Committee, MDS CEC.</p> <p><b>IO</b> – International project board, community Engagement committee, HR committee meeting, UEC briefing,</p> <p><b>SO</b> – GCF working group, Welcome Week meeting, 1:1 CEO, UB Sport SMT meeting, Open week live quiz, GOG, BUCS planning meeting, campaigns planning, comms planning.</p> <p><b>PGO</b> – Induction talk, community engagement committee, Graduate Research Board, student parents and carers meeting, catch-up with LGBTQSO.</p> <p><b>President</b> – Guild/University, catch-up with student Voice, E&amp;D Committee, HR Committee, joint planning meeting, SMT, Pritchett's park resident project meetings, black voices steering group 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> <p><b>Noted</b></p>
5	Manifesto and Priority Campaigns Updates	<p>The IO noted ongoing work on an FAQ for International Students returning to UoB from abroad.</p>	<p><b>Noted</b></p>
6	Officer Wins	<p>The Officer's presented their 'Officer Wins' from the last week:</p> <p><b>WCO</b> – N/A.</p> <p><b>AEO</b> – SGX grant allocations completed.</p> <p><b>President</b> – VC Welcome address, UK SU presidents catch-up.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p><b>EO</b> – Live college Q&amp;A's.</p> <p><b>PGO</b> – PG progression award.</p> <p><b>SO</b> – Extension of gym slots at sports park.</p> <p><b>IO</b> – Mental health support.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
7	<b>Guild Communications/Social Media</b>	<p>The President noted the promotion of Lakeside tickets for comms promotion. The AEO noted the virtual welcome fair and societies events for social media promotion. JT asked the officer team to share Lakeside</p> <p>The Officer team discussed content for the virtual neighbourhood for the week ahead.</p> <p>The PGO suggested promoting social distancing and face covering requirements in buildings and on campus. JT noted that the comms team were busy with promotion of online welcome events, however comms on COVID regulations would be going out and signage was in place in the building.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
8	<b>Schools/Colleges /Dubai Update</b>	The IO noted that they would be attending a meeting with the Dubai student leaders this week.	<b>Noted</b>
9	<b>Part Time Officers</b>	The President noted that the GOG social would be held online on 1 <sup>st</sup> October.	<b>Noted</b>
10	<b>Officer Training and Development</b>	JT noted upcoming leadership sessions for the Officer team to be delivered by Blue Edge. SJ to diarise.	<b>Noted</b>
11	<b>AOB</b>	<p>The Officer Team discussed the capacity of the Guild for student visitors during Welcome Week, and the possibility to reopen study and social spaces in the building.</p> <p>The Officer team discussed issues around student travel abroad for study or placement. The IO noted an open letter on student travel for study abroad.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

The meeting closed at 13:00.

Signed .....

Date .....