

Full-Time Officer Group (FTOG)

Online Meeting (via Zoom)

Present

Harry Brooks, Activities & Employability Officer (**AEO**)
 Catherine Hardiman, Sports Officer (**SO**)
 Joseph Hill, Education Officer (**EO**)
 Amira Campbell, Guild President (**President**)
 Dean Turner, Welfare & Community Officer (**WCO**) (arrived at 12:10)
 Tinajie (Alice) Liu, International Officer (**IO**) (arrived at 12:25)

Also in Attendance

Emily Badger, Director of Operations (**EB**)
 Sam Jones, Executive Assistant (**SJ**) (note taker)

Apologies

Benjamin Lockley, Postgraduate Officer (**PGO**)

The Chair welcomed everyone and the meeting started at 12:10.

No	Item for Discussion	Notes	Action
1	Minutes 10.07.23	The Chair presented the minutes of the previous meeting, dated Monday 10th July 2023, for the Officer Team's approval. The Officer Team approved the minutes as an accurate record of the previous meeting.	Noted Approved
2	Priority Campaign	The President updated the Officer Team on plans for the Full-Time Officer Team's plans for a Priority Campaign for the year ahead. The AEO suggested discussing the proposed campaign in more detail with the full team. The President noted that the previous Officer Team had identified the Cost of Living crisis as their priority campaign. The WCO arrived at 12:10. The EO noted the value of focusing on one priority area to ensure adequate funding and the attention of the University. The President noted that the team had a training session later in the week to agree a campaign. The WCO noted the theme of 'belonging' in multiple Officer's manifestos. The President noted the importance of focusing on a change-based campaign with tangible aims and outcomes. The President noted the previous achievements of the Guild in securing new funding for the student hardship fund as an outcome of priority campaigns. The WCO noted positive initial discussions with the University's wellbeing team on the theme of 'belonging'.	Noted Noted Noted Noted

3	Strategy Work and Action Plans	The President suggested seeking an additional strategy session with the Director of Community & Representation, following on from the WonkHE strategic planning session during the officer training period. The SO noted the value of focusing on individual action planning session, and then identifying cross-over points for the team's plans for the year. The President noted their priority in fulfilling their manifesto as mandated by students. The Officer Team agreed to seek a session with the Director of Community & Representation. The President agreed to arrange a session and discuss with the PGO and IO.	Noted Approved President
4	Manifesto/ Action Plan Trackers	The Officer Team discussed the value of having public manifesto trackers on the Guild website, noting the need for each point to be kept regularly updated in they were to be created. The SO noted concerns in relation to workload and the importance of Officers focusing on making progress. The Officer Team agreed to not move ahead with online Manifesto Trackers for the year ahead.	Approved
5	Funding Pots	The IO arrived at 12:25. The President noted that the Officer Team would be able to access a number of existing Guild funds to support their manifesto and engagement work. EB updated the Officer Team on several of the pots available, noting that an upcoming training session with the Head of Finance would include an outline of the process for Officer's accessing fund. SJ to include on the next agenda.	Noted SJ
6	Introductions to Guild Departments	The President noted the value of the incoming Officer Team building strong positive relationships with their relevant Guild Departments. The President agreed to circulate a Guild Staff Structure diagram, for discussion via email.	Noted
7	Training Sessions Feedback	The Officer Team discussed feedback from their three-week training period ahead of coming into office. The EO noted that the range of sessions had been useful and interesting, but that they were now keen to start working on their manifestos. The WCO noted the value of informal and unstructured handover time with the outgoing team, and a number of positive 1:1 sessions. The President noted the need for a session on the Guild's HR system Staff Savvy. The Officer Team noted their thanks for the outgoing Officer Team for a positive and supportive handover and the Student Voice team who led on the training programme.	Noted Noted
7	Graduation Ceremonies Feedback	The Officer Team discussed feedback from their participation in Graduation Processions over the previous two weeks. The SO noted that the national anthem was played at the end of each ceremony, which attendees were expected to stand for. The WCO suggested that it should be announced that the national anthem was going to be played beforehand, as some may not wish to stand for it.	Noted

		The IO and President noted that for international students and students from commonwealth countries, there may be historical sensitivities and they may not wish to stand. The President suggested that it could be made clear that the national anthem was about to be played. EB noted that the Officer Team were entitled to raise the issue with senior staff if required. The Officer Team discussed next steps. The Officer Team noted that several gaps in the Guild's graduation ceremony rota had now been filled.	Noted Noted
8	Officer Diaries	The Officer Team discussed their diaries for the week ahead and possible clashes. IO – BIA Inductions, PVC Education Cultural Calendar meeting, Dubai planning meeting, EDI taskforce meeting, Survey Action Group meeting. Graduate School meeting, International Student inductions. Business School International Student inductions. SO – 1:1 with UoB Head of Sustainability, Graduation, Degree Congregations, UB Sport Club Development Catch-up, EDI in Sport working group, Sport Participation meeting. EO – Catch-Up with UoB Head of Engagement, Graduation, Officer Training sessions. President – CEO 1:1, Graduation Ceremony, Cultural Calendar, Officer Training Sessions, Filming for A-Level results day. WCO – Graduation Processions, Officer Training sessions, Cultural Calendar meeting. AEO – Academic Training Induction, Commercial Operations Group meeting, Welcome Week Coordination Group meeting, Degree Congregations, Officer Training sessions, Priority Campaigns planning.	Noted Noted Noted Noted Noted Noted
9	Projects	The Officer Team agreed to defer this item to the following meeting.	Noted
10	Schools/Colleges/ Dubai Update	The President noted that the Officer Team would be assigned to their colleges in the following weeks.	Noted
11	Part-Time Officers	The Officer Team agreed to defer this item to the following meeting.	Noted
12	AOB	The SO asked about travel arrangements and accommodation for NUS Lead and Change. EB to circulate more information. The AEO asked about the arrangements for Officer working from home. EB updated the Officer Team on staff policies on remote working, up to two days per week. The IO noted that the previous Officer Team had flexibly managed their presence in the office and kept each other informed. EB to share the building tracker link. The President updated the team on discussions about the scheduling of Monday meetings for Officers and SMT. The	EB EB

		President noted a suggestion that Team 10 meetings be moved to later in the week, possibly to Wednesday afternoons, to space out the regular catch-up meetings across the week. The EO suggested arranging a communications catch-up immediately following FTOG, followed by Team 10 later in the week. The President agreed to discuss with the C&M team and CEO.	President
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