

Full-Time Officer Group (FTOG)

Mandela Room

Present

Acacia Matthews, Guild President (**President**) (Chair)
 Florence Craddock, Sports Officer (**SO**)
 Tinajie (Alice) Liu, International Officer (**IO**)
 Reeve Isaacs-Smith, Welfare & Community Officer (**WCO**)

Also in Attendance

Sam Jones, Executive Assistant (**SJ**) (note taker)
 Adam Sheridan, Director of Engagement (**AS**)

Apologies

Jo Thomas, Chief Executive (**JT**)
 Isobel Lawson, Activities & Employability Officer (**AEO**)
 Vanessa Chigariro, Education Officer (**EO**)
 Benjamin Lockley, Postgraduate Officer (**PGO**)

No	Item for Discussion	Notes	Action
1	Minutes from 12.07.2022	The Chair welcomed everyone to the first FTOG meeting of the year and started the meeting at 12:20. The Chair presented the previous minutes, for the Officer Team's approval. The Officer Team approved the previous minutes of the last meeting, dated the 12th July 2022 as an accurate record of the meeting.	Noted Noted Approved
2	FTOG Chair's Rota	SJ presented the FTOG Chair's Rota, for the Officer Team's approval. The Officer Team approved the FTOG Chair's rota for 2022-23.	Approved
3	EDI Taskforce	The WCO updated the officer team on an upcoming EDI project meeting with the University on cost of living pressures at the upcoming meeting. The WCO asked if any other Officer's were free to attend. The President agreed to attend. The Officer Team discussed their attendance at the meeting. The President noted high prices for food and drink on campus. AS noted that a large number of officers were expected to be off for the Licencing and Venues training session in the coming week. AS to rearrange with HC/JT.	Noted AS
4	Officer Key Meetings	President – Community Safety Team meeting, Community Wardens meeting, Venues ID meeting, CEO 1:1, Social Media meeting, Community Safety Meeting, Democracy Review meeting, Welcome Week video.	Noted

		AEO – n/a. WCO – A/L. IO – Graduation Ceremonies, Student Mobility Team, Birmingham International Academy intro session. PGO – n/a. SO – UB Sport planning meeting, EO – n/a. The Officer Team discussed their attendance at several introductory meetings with the University.	Noted Noted Noted Noted Noted Noted
5	Schools/Colleges/ Dubai Update	No Items noted.	Noted
6	Guild Communications & Social Media	The Officer Team discussed the following items for promotion on the Guild's social media and communications: • Officer Team first week. • Building Closure. • Commonwealth Games Promo The Officer Team discussed promotional videos for the upcoming Commonwealth Games.	Noted Noted Noted Noted
7	Part Time Officers	The Officer Team discussed the buddying scheme for the new part-time officers.	Noted
8	AOB (Any Other Business)	The Officer Team discussed the University's soft launch of the 'Safe Zone' personal safety app. The President noted plans to incorporate the system into the Guild's own student wellbeing arrangements. The President noted plans to promote the app to incoming students via the Guild's communications to incoming students in Welcome Week 2022. The President noted that the 'Geo-Fence' area which the app operated in could be moved to anywhere on the planet. The President noted that the app included an 'incapacity' detection system, in case someone dropped their mobile phone while on-route. AS noted the value of the Guild engaging with UoB Security with the app, and using the system as part of student wellbeing support on club nights. AS updated the Officer Team on arrangement for working while the Guild Building remained closed for the Commonwealth Games. AS noted that most training sessions planned for the week. As noted that apart from planned training sessions, Officers would be welcome to either work from home or from the office.	Noted Noted Noted