

Present

Alex Keen, Education Officer (**EO**)
 Syed Sadath, Guild President (**President**)
 Hope Aquilina, Welfare & Community Officer (**WCO**) (Chair)
 Devansh Jhamnani, Activities & Employability Officer (**AEO**)
 Ravikiran Rajashekar, International Officer (**IO**)
 Lara Parker, Sports Officer (**SO**)

Also in Attendance

James Lindsay, Director of Community & Representation (**JL**)
 Chike Dike, Executive Assistant (**CD**) (note taker)
 Scott Dawson, Student Voice & Representation Manager (**SD**)
 Christian Black, Senior Representation Coordinator (**CB**)

Apologies

Jo Thomas, Chief Executive (**JT**)
 Ritakshi Maheshwari, Postgraduate Officer (**PGO**)

The Chair welcomed everyone, and the meeting started at 12:00.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (12.08.2024)	The Chair presented the minutes of the previous meeting, dated the 12th of August 2023 for the Officer Team's approval. The Officer Team approved the minutes as an accurate record of the meeting.	Noted Noted
2	Officer Diaries	The Officer Team discussed their key meetings for the week ahead: SO – Coole insights training, filming for comms, complaints and incidents training. WCO – Follow up meeting with careers, complaints and incidents training, comms filming for welcome week. EO – Complaints and incidents training, democracy training, attending conference at Durham University with President. AEO – Welcome catch-up meeting, 1-1 with Director of Engagement, Democracy 101, MedSoc training, meeting with student living team. IO – Democracy 101, meeting with Coole Insights, giving an introduction to the Guild as part of the induction programme. President – Attending Russell Group Students' Union conference with EO, democracy 101.	Noted Noted Noted Noted Noted Noted

3	Officer Projects	President shared that he is working on the University's 125th anniversary celebration and a self-motivation development workshop. WCO shared that she is working on a cookbook as part of cost-of-living support. SO is working with the university's athletics sports team on diversity and inclusion initiatives. IO is working on the induction program and introduction of the Guild to new students. AEO is working on a Guild fest, a Desi night and with the career team and career network team. EO is working on an assessment and feedback project; translating staff standards towards assessment feedback to make it more understandable for students.	Noted Noted Noted Noted Noted Noted
4	College Committee Allocation	SD explained to the group the way college committee allocations work, the structure, history and why officers are involved. SD highlighted that in previous years, officer teams have been left to decide which college committee meeting they would prefer to attend, but the rationale behind allocating the committees this year is that having context and understanding of each committee, SD and CB are able to make informed allocations based on where they believe each officer would be the most productive. The Committees were allocated as: CAL- WCO MDS – President EPS - EO LES - SO CoSS – IO, PGO AEO will serve as a cover if any of the officers is unable to attend a meeting and will be briefed prior. CB added that the student voice team will be able to provide briefings for officers and debriefs to make sure everyone is up to date with what is happening and that the committees will be an opportunity for FTOs to support the college officers in committee spaces. SD highlighted that feedback channels will always be open throughout the year and officers should feel free to ask questions and give feedback. IO asked how best to split the meetings with the PGO, SD noted they can split however they prefer. SD to support both in deciding who goes for which committee.	Noted Noted Noted Noted Noted SD, CB, IO, PGO

5	Schools/Colleges/ Dubai Update	Nothing to discuss.	Noted
6	Part-Time Officers	EO highlighted that he has set up a meeting with the sustainability officer and sustainability team at the university to get sustainability into the curriculum more. WCO added that she is working with the LGBTQ+ officer on an LGBTQ+ event.	Noted Noted
7	AOB	JL shared that the voice and representation, and community welfare teams are being restructured into three teams – voice and representation, community advice and support, and student support coordination and advice. EO asked how student staff members on those teams are going to be moved around, JL explained that all the student staff will be moved to new roles, and it is mostly a title change as the roles are not changing.	Noted Noted

The meeting finished at 12:40.