

Full-Time Officer Group (FTOG)

Online Meeting (Zoom)

Present

Florence Craddock, Sports Officer **(SO) (Chair)**
 Isobel Lawson, Activities & Employability Officer **(AEO)**
 Acacia Matthews, Guild President **(President)**
 Vanessa Chigariro, Education Officer **(EO)**
 Reeve Isaacs-Smith, Welfare & Community Officer **(WCO)** (arrived at 12:35)
 Benjamin Lockley, Postgraduate Officer **(PGO)**
 Tinajie (Alice) Liu, International Officer **(IO)** (arrived at 12:20)

Also in Attendance

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

Apologies

None.

No	Item for Discussion	Notes	Action
1	Minutes from 17.10.2022	The Chair presented the previous minutes, dated the 17th October 2022, for the Officer Team's approval. The Officer Team approved the minutes as an accurate record of the meeting.	Noted Approved
2	UEB Agenda Items – 14.11.22	The Officer Team discussed the planned agenda items for the upcoming meeting of Guild/ UEB on Monday 14th November. SJ to circulate the Guild's agenda items to the University. The Officer Team discussed the agenda items for their upcoming meeting with the Guild's Campus Services. The SO suggested adding Gym Memberships to the Guild's agenda items. JT updated the Officer team on the expected attendees from the University's Campus Services team. The Officer team discussed information to present to UEB on the 14th November. The IO joined the meeting at 12:20	SJ Noted Noted Noted
3	FTO Projects List	SJ presented the Officer team's project list for 2022-23, generated from the Officer Team's action plans and comms planning session. The Officer Team discussed several listed projects. The PGO noted limited support within the organisation for mature and part-time student events in the Guild.	Noted Noted

		SJ noted plans to retain project list as a 'live' document, shared on Microsoft Teams with the Officer Team and Guild managers. JT noted that additional support for the Officer Team would be available to support the Officers shortly with a new member of staff in Student Voice. The President noted a new expected member of staff in the Communications & Marketing team, to support on additional promotion of Officer events. The WCO joined the meeting at 12:35. JT ran through several upcoming projects and events from the list. The Officer Team discussed several upcoming projects and events.	Noted Noted Noted
4	Governance/ Committee Catch-Up	SJ asked the Officer Team to reflect on the Guild's most recent governance committee cycle, noting that they had now completed a full governance cycle since coming into office. The Officer Team discussed the most recent governance committee cycle. The EO noted that the recent Audit & Risk Committee meeting had been completed very quickly, with limited questions and discussion with the Committee members. The Officer Team discussed the contributions of the Guild's External Trustees and Independent Committee Members. The President noted that they had expected more input and contributions from External Trustees at the most recent Trustee Board meeting. The Officer Team discussed the presentation of their Officer Action Plans to the Trustee Board, noting the possibility of writing a one-page summary for circulation to the Board. The Officer Team discussed Committee briefings, noting their preference for briefings to take place several days before the meeting to give them time to reflect and review on their contents. The PGO noted that their role not on any governance committees at the present time. SJ to review as part of Guild's annual Bye-Law review.	Noted Noted Noted Noted SJ
5	Wellbeing Project	The EO noted that they were still waiting on an update from the University's Graduate Trainees on a possible Wellbeing Project meeting.	Noted
6	Cost of Living	The President updated the Officer Team on recent progress with the Guild's Cost of Living task & finish group. The President noted positive student engagement with information shared online about accessing free prescription schemes. The WCO noted planned University advertising of the Community Pantry scheme and the Guild's Hardship fund. The Officer Team discussed the promotion and criteria for the Guild's hardship fund, noting the limited resources of the scheme. JT noted the possibility of seeking additional funding from the University. SJ noted the possibility of sharing a short paper on the Guild's cost of living activities at the next UEB/Guild meeting.	Noted Noted

7	Officer Key Meetings	President – Anti-Semitism in HE meeting, Appointments Panel Interviews, Director Shortlisting, Good Campus Relations. IO – Scrutiny Panel Training, Meeting with International & PG Coordinator, Dubai Student Leaders meeting, PVC International meeting, UKCISA meeting, WeChat planning for Community Wardens AEO – Interviews, Alumni Impact Fund shortlisting, MDX meeting. EO – Curriculum Enhancement Working Group, Officer Coaching Education Workshop, A/L. SO – DARO/UB Sport meeting, Student consultation meeting, Sustainability Steering Group, Activities Committee. PGO – PVC Research meeting, Appointments Panel interview, 1:1 w/ Dean of Postgraduates. WCO – Cost of Living Working Group Meeting 2, Violence Against Women Seminar, Meeting with Camus Services.	Noted Noted Noted Noted Noted Noted Noted
8	Remits/ Projects	The AEO noted that ‘Plastic-Free UoB’ had applied register as a Guild society, which would support the Officer Teams The WCO thanked Officer for attending the recent EDI townhall meeting, noting that the feedback from the event would be shared shortly. The President suggested expanding the remit of the townhall events.	Noted Noted
9	Schools/Colleges/ Dubai Update	The IO noted that the newly elected Dubai Student Leaders had now been elected and they would be attending their training session. The President noted that they and the AEO had fed back to the chair of a CQAAC meeting in relation to ableist and concerning language used at the most recent meeting.	Noted Noted
10	Guild Communications & Social Media	The Officer Team noted the following items for promotion via the Guild’s Communication Channels: • Cost of Living Information	Noted
11	Part Time Officers	The Officer Team discussed their PTO buddies. The President asked the Officers to arrange to meet with their relevant PTO’s. The EO updated planned black history month events, together with the EMO. The President noted that they had reached out to the WO to discuss the possibility of holding a Reclaim the Night meeting. The President noted that the Guild had not yet heard from the WO since the start of term.	Noted Noted Noted

