

Full-Time Officer Group (FTOG)

Online - Microsoft Teams

Present

Benjamin Lockley, Postgraduate Officer (**PGO**) (**Chair**)
 Joseph Hill, Education Officer (**EO**)
 Tianjie (Alice) Liu, International Officer (**IO**)
 Dean Turner, Welfare & Community Officer (**WCO**)
 Harry Brooks, Activities & Employability Officer (**AEO**)
 Amira Campbell, Guild President (**President**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Scott Dawson, Voice & Representation Manager (**SD**)
 Amber Challinor, HR Coordinator (**AC**) (note taker)

Apologies

Cat Hardiman, Sports Officer (**SO**)

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

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (13.05.24 and 20.05.24)	The Chair presented the minutes of the previous two meetings, dated the 13th May 2024 and the 20th May 2024, for the Officer Team's approval. The Officer Team approved both sets of minutes as an accurate record of the meeting.	Noted Noted
2	APP Student Submission	The EO explained the paper they had written as a summary of the engagement with the university APP process over the previous months. The EO noted that the paper was for approval by the Officer Team and asked for questions or comments. JT noted a small correction on page 4 for the EO to amend. The EO asked the Officer Team if the paper should be sent to the university first before sending it to OFS. The Officer Team agreed that the EO would send the paper to the university. The Officer team approved the paper.	Noted Noted EO Noted EO Approved
	Senate Rep Allocation Changes	SD noted that there were 6 spaces on the university Senate and noted that there was a proposal to safeguard 1 of the 2 undergraduate spaces for a woman or non-binary person.	Noted

		SD noted that this was proposed due to a lack of diversity within the senate.	Noted
		The WCO noted that they should consider safeguarding spaces for other underrepresented groups as well.	Noted
		The Officer Team approved the proposal.	Approved
	Old Joe Trip	The AEO joined the meeting.	Noted
		The AEO asked the Officer team if they would like to go up Old Joe (the clocktower), the Officer Team confirmed that they would.	Noted
		It was noted that the President needed to email the University to request permission for this trip.	Noted
		The President to email regarding this.	President
	Mental Health First Aid Training	The AEO noted that it would be beneficial for the Officer Team to complete Mental Health First Aid (MHFA) training.	Noted
		The Officer Team discussed this item and agreed that some training may be beneficial, but only if it is within the scope of the Officer role.	Noted
		JT noted that they would take this item to Student Voice and the People and Admin manager to discuss if the content of the MHFA training would be appropriate and relevant for the Officer Team	JT
	Joined Up Conversations	JT noted that JUC was in 2 weeks and asked the Officer Team to consider agenda items.	Officer Team
	General Election	The President joined the meeting.	Noted
		The Officer Team discussed the upcoming General Election and the communications that the Guild should put out in advance of it.	Noted
		The Officer Team agreed to advise students to register to vote at both their term-time and home address.	Noted
	Callout for VC 121 items	The President noted that they would email the VC to enquire about UOB hosting the national debate.	Noted
2	Officer Diaries	The Officer Team discussed their key meetings for the week ahead: EO – GOG, Rep awards briefing speech, Annual leave WCO – EDI committee, Campus and Community Safety Group, Meeting with Emma Robinson and John Elsmore regarding harm reduction. IO – EDI committee, planning for Language Picnic, GOG	Noted Noted Noted

		PGO – PG mental health and wellbeing group, GOG, Wonkhe catch-up AEO – Filming Gradball content, Scrutiny panel reports, creating handover document President – Hosting SOAS AGM, GOG, Meeting with I-SoC	Noted Noted Noted
3	Officer Projects	The President noted the upcoming Activist Conference that is being held at the Guild. The IO noted their Summer Party.	Noted Noted
4	Schools/Colleges/ Dubai Update	The IO noted that the President of the Dubai Students' Union would be visiting campus next week.	Noted
5	Part-Time Officers	The Chair noted that the Officer Team would be attending GOG this week.	Noted
6	AOB	Nothing to discuss.	Noted

The meeting finished at 13:00