

FULL TIME OFFICER GROUP MINUTES

12:00 – 13:00
 Online Meeting (via Zoom)

Present

Tobiloba Adeyemi, President (**President**)
 Amie Raphael, Activities and Employability Officer (**AEO**) (**Chair**)
 Rebecca Cutler, Postgraduate Officer (**PGO**)
 Wei-Lun Chen, International Officer (**IO**)
 Charlotte Minter, Welfare & Community Officer (**WCO**)
 Jules Singh, Education Officer (**EO**)
 Rob Hegarty, Sports Officer (**SO**)

Also in Attendance

Sarah Wright, Director of Support & Development (**SW**)
 Lisa Clark, HR & Admin Manager (note taker)
 Sam Macbeth, Student Groups Manager (SM) (Agenda Item 4 only)

Apologies

None.

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 24.08.20	The minutes from the meeting held on 24 th August 2020 were approved as an accurate record of the meeting.	Approved
2	Student Minds	The WCO updated the officer team on the success of the Student Minds sponsored walk. The WCO thanked the Officer team for their support, and noted that over £280 had been raised.	Noted
3	Return to Campus	<p>The Officer team discussed their return to campus and their responsibility to follow COVID-19 regulations. The EO noted that they had returned to campus. The PGO noted plans to return to the Guild ahead of welcome week.</p> <p>The PGO noted discussions with the University about the testing of asymptomatic students returning to campus, and the University's approach to enforcing social distancing regulations on campus.</p> <p>The Officer team discussed their stance on the enforcement of social distancing regulations on and off campus. SW updated the Officer team on the University's current approach and the Guild's existing anti-social behaviour policy. SW noted that prior to COVID-19, incidents in the community were rarely escalated beyond the local PCSO's, however the police would be enforcing COVID-19 regulations in the local area.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		The SO noted that breaches of COVID guidelines were likely following the start of term. The SO suggested following the government guidelines on socialising with other households. The WCO noted plans for communications from the Guild to students on appropriate behaviour in the local community.	Noted Noted
4	COVID-19 Groups Guidance	<p>SM joined the meeting at 12:10</p> <p>SM updated the Officer team on the finalised Student Groups guidance in preparation for the return to campus. SM noted that the University's guidance for staff returning to work had been adapted for the return of student groups to campus. SM noted that student groups would be supported to risk assess individual in-person activity, however most events would be encouraged to be held virtually.</p> <p>SM noted that Student Groups was continuing to work with religious groups to hold in-person meetings with social distancing in place as an exception. SM noted that several outdoor sports teams had begun to plan practices and matches without social distancing in place, under the guidance of sports governing bodies. The SO noted that they continued to support sports teams to implement national guidance on in-person matches.</p> <p>The EO noted EPS guidance for holding in-person meetings for student groups. The AEO noted that the Guild did not have the room capacity of resources for all society to events to be held in person over the next week.</p> <p>SM noted that society events were in-effect Guild organised events, therefore Guild guidelines would be required for events to go ahead.</p> <p>SM left the meeting at 12:30.</p>	Noted Noted Noted Noted
5	Support for Officers Delivering Welcome Week Events.	The IO updated the officer team on plans for Officer-led events during welcome week. The IO asked officers to inform EB of any event plans for Welcome Week. The President noted plans for some limited in-person events in Welcome Week, which Student Voice were able to support.	Noted
6	Diaries	<p>The Officer team discussed their key meetings for the week ahead:</p> <p>WCO – Welcome Meeting, Joined up Conversation, Harassment Meeting, DBFO meeting, C&M National Express planning, SPAT, UoBe Festival Operations Group, A/L.</p> <p>EO – Welcome Meeting, Joined up Conversation, Social media planning, SPAT, Student Reps meeting.</p> <p>AEO – – Welcome Meeting, Joined up Conversation, ISOC meeting, DSO catch-up, Student Reps meeting, SPAT, Black Voices working group, College society meeting.</p>	Noted Noted Noted Noted

		<p>IO – Welcome Meeting, Joined up Conversation, Year Abroad accommodation planning, IST catch-up, J-SOC meeting.</p> <p>SO – – Welcome Meeting, Joined up Conversations, Go Green Week planning, UB Sport SMT meeting, SPAT, 1-1's, Black Voices Working Group, Club Development Catch-up.</p> <p>PGO – – Welcome Meeting, Joined up Conversation, UQAC briefing, Black Voices working group, SPAT, A/L, EPS Postgraduates catch-up.</p> <p>President – – Welcome Meeting, Joined up Conversation, Parent's welcome address, PTO engagement, SPAT, Campus Services catch-up, DBFO, speech recording, Black Voices working group meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
7	Manifesto and Priority Campaigns Updates	<p>The President updated the Officer team on plans for the Black Voices campaign.</p> <p>The IO noted ongoing work on University communications for International students and students going on a year abroad.</p>	<p>Noted</p> <p>Noted</p>
8	Officer Wins	<p>The Officer's presented their 'Officer Wins' from the last week:</p> <p>WCO – Updated 'Money' pages on Guild website.</p> <p>AEO – Arranged meetings with SEO's across multiple colleges.</p> <p>President – Successful meeting with DARO on supporting Black History Month and Old Joe interview.</p> <p>EO – Roll out of University app.</p> <p>PGO – First time returning to Guild building.</p> <p>SO - Useful planning session with EEO on their manifesto plans.</p> <p>IO – Walk through Selly Oak with President.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Guild Communications/ Social Media	<p>The Officer Team discussed plans for the virtual neighbourhood. The EO noted plans for live streaming head of college Q&A sessions via Facebook live. The Officer team agreed to re-launch the virtual neighbourhood as a space for societies and sports teams.</p>	<p>Noted</p>
10	Schools/Colleges /Dubai Update	<p>No Items noted.</p>	<p>Noted</p>
11	Part Time Officers	<p>The EO noted a recent catch-up with the EEO.</p>	<p>Noted</p>
12	Officer Training and Development	<p>No Items noted.</p>	<p>Noted</p>
13	AOB	<p>The Officer Team discussed the presentation of their diaries each week during FTOG. The President suggested officers actively</p>	<p>Noted</p>

		listen to diary run-through and compare weekly schedules to better identify overlaps and issues.	All
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The meeting closed at 13:00.

Signed

Date

DRAFT