



## Full-Time Officer Group (FTOG)

Online Meeting (via Zoom)

### Present

Tinajie (Alice) Liu, International Officer **(IO) (Chair)**  
 Benjamin Lockley, Postgraduate Officer **(PGO)**  
 Joseph Hill, Education Officer **(EO)**  
 Catherine Hardiman, Sports Officer **(SO)**

### Also in Attendance

Jo Thomas, Chief Executive **(JT)**  
 Sam Jones, Executive Assistant **(SJ)** (note taker)  
 Scott Dawson, Student Voice & Representation Manager **(SD)** (Agenda Item 2 only)  
 James Lindsay, Director of Community & Representation **(JL)** (Agenda Item 2 only)

### Apologies

Amira Campbell, Guild President **(President)**  
 Harry Brooks, Activities & Employability Officer **(AEO)**  
 Dean Turner, Welfare & Community Officer **(WCO)**

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

No	Item for Discussion	Notes	Action
1	<b>Minutes 31.07.23</b>	<p>The Chair presented the minutes of the previous meeting, dated Monday 31<sup>st</sup> July 2023, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the previous meeting.</p>	<p><b>Noted</b></p> <p><b>Approved</b></p>
2	<b>Part-Time Officers</b>	<p>SD and JL joined the call at 12:10.</p> <p>SD updated the Officer Team on arrangement for the induction and training for the Part-Time Officers, noting that as volunteers most PTO's were not available during the summer for training and development. SD noted that previously the Guild would look to arrange a day of training before the end of the academic year, however this had now been planned for Monday 4th September, as well as continuing training after student's returned to campus.</p> <p>SD noted that the Part-Time Officers now had access to their officer email accounts, and had the opportunity over the summer to access support from the Student Voice team.</p> <p>SD noted that the two PTO's had successfully stood for election as Postgraduate Taught students, meaning that their terms of office would end in September 2023 after their graduations. SD noted that the student voice team would be discussing options with the affected officers, including possible by-elections after their graduations. The IO noted that they had discussed the issue with the WO.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		SD and JL updated the Officer Team on the timeline for upcoming remaining session of Officer Training, up to Welcome Week 2023.	<b>Noted</b>
		SD and JL left the meeting at 12:25.	<b>Noted</b>
3	<b>Coole Insights – Transport to Keele – 24.08.23</b>	The Officer Team discussed their attendance at a Coole Insights Officer Support day on the 24 <sup>th</sup> August. The PGO noted they were on leave. The EO, SO and IO indicated that they would be attending.	<b>Noted</b>
4	<b>External Membership Update</b>	The PGO updated the Officer Team on the process for applying for External Membership and ongoing discussions in relation to the DBS checking service for a basic DBS check. The PGO noted that the process would only be expected to affect a small number of applicants for External Membership. The Officer Team discussed the draft process. JT noted that an update was due to be shared with the Trustee Board on the 11 <sup>th</sup> September.	<b>Noted</b>
5	<b>Welcome Week Ideas - Open Air Cinema &amp; Games</b>	The Officer Team agreed to defer his item to the following week.	<b>Noted</b>
6	<b>Officer Rail Cards</b>	The Officer Team discussed using railcards to save costs on train travel over the year. SJ noted that if Officer's did not already have a railcard, the Guild would cover the cost of purchasing one for the year.	<b>Noted</b>
7	<b>UOB Masterplan - Student Consultation</b>	<p>JT updated the Officer Team on the University's project to develop its new Campus Masterplan, outlining the use of space on campus for the coming 20 years. JT noted that several outgoing and incoming Guild officers had been invited to attend meetings on the project at late notice, however consultation had not been ideal or sufficient. JT noted that, to date, student consultation on the plan had been lacking.</p> <p>The PGO and IO updated the Officer Team on a recent meeting with representatives from the external company conducting the review. The PGO noted that the Guild had put the case for additional, wider student consultation on the plan. The PGO noted that arrangements for campus operations after 5pm did not include any facilitation for the Guild's evening events, student group meetings, or for postgraduates over the summer and out of term time. The EO noted that the meeting had not been satisfactory, and the content of the current review appeared brief and lacking detail. JT noted that the officers, as elected student representatives, had not been asked to contribute to the process, as they should have been.</p> <p>The Officer Team discussed the next steps of engaging with the Masterplan, noting that an update was due to be shared with University Council in September. The EO and PGO agreed to discuss with senior University staff.</p> <p>The Officer Team agreed to discuss at the next meeting. SJ to include on agenda.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>SJ</b></p>

<b>8</b>	<b>Sport Hardship Fund</b>	The SO updated the Officer Team on developments with the Sports Hardship Fund, noting that the final criteria and awarding process was being agreed. The SO noted that a joint panel between the Guild and University would meet to review applications regularly, bringing in expertise as required. The SO noted their aim for having a majority of students on the panel. The Officer Team discussed arranging for student volunteers with knowledge of University sports to sit on the panel. JT and the SO agreed to discuss the financial arrangements for the fund.	<b>JT/SO</b>
<b>9</b>	<b>Officer Action Plans</b>	SJ reminded the Officer Team to share their completed Action Plans by Monday 14 <sup>th</sup> August, for circulation to the Trustee Board.	<b>All</b>
<b>10</b>	<b>Officer Diaries</b>	<p>The Officer Team discussed their diary priorities for the coming week:</p> <p><b>SO</b> – College Reps introduction, Action Plan finalising, Sport Hardship fund planning.</p> <p><b>PGO</b> – Graduate School Scholars Interviews, Campus Trade Union Meetings, PG Fun Day events.</p> <p><b>EO</b> – Student Reps Catch-up, Registry Catch-Up on Synoptic Assessment, RGSU Residential.</p> <p><b>IO</b> – Fitness to Practice hearing, Student Communications Steering Group, Inductions for Pre-sessional Students.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>11</b>	<b>Projects</b>	The SO noted that they were in touch with the EEO on their priorities for the year, planning for an in-person meeting early September.	<b>Noted</b>
<b>12</b>	<b>Schools/Colleges/ Dubai Update</b>	The IO noted that each Officer had now met with Student Voice for an induction to their College committees.	<b>Noted</b>
<b>13</b>	<b>AOB</b>	The Officer Team discussed issues through the University's Registry Team related to their student status. SJ and JT to discuss.	<b>SJ/JT</b>

The Chair closed the meeting at 13:00.