

Present

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

Also in Attendance

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

Apologies

None.

No	Item for Discussion	Notes	Action
1	Minutes from 25.07.2022	<p>The Chair presented the previous minutes, dated the 25th August 2022, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Approved</p>
2	Democracy Review	<p>The President updated the Officer Team on plans for a session with an external consultant facilitating to support Officers to develop their aims for the Guild's Democracy Review, possibly to hold on the 22nd August.</p> <p>The PGO noted the value of discussing quicker changes to Guild's elections regulations and processes ahead of the planned elections in October 2022. The President noted that most major changes to elections processes would require amendments to the Guild's Byelaws, which would need approval from University Council. The PGO suggested discussing the issue while away at NUS Lead and Change conference. SJ to include on the next agenda.</p>	<p>Noted</p> <p>SJ</p>
3	Gender Neutral Toilets	<p>The President noted recent discussions on changes to the Guild's toilet provision to designate more toilets as 'gender neutral'. JT noted that the planned changes had been initially proposed in 2020 but had been delayed with the closure of the building during the COVID-19 pandemic.</p> <p>JT noted that plans for new capital expenditure and building work were now progressing again and gender-neutral toilets works could be expanded as part of this. The Officer team discussed the</p>	<p>Noted</p>

		<p>number of gender-neutral toilets required, including having gender neutral provision in the basement floor for club night events.</p> <p>The President noted the importance of maintaining student welfare, particularly during club nights, as part of the change. The President agreed to discuss with the TSO.</p> <p>The Officer Team agreed to discuss the proposal further outside the meeting.</p>	<p>Noted</p> <p>TSO</p> <p>All</p>
4	One City Meeting	<p>The President noted an upcoming planned meeting with the President of BCUSU.</p> <p>The President suggested arranging time to meet with the officer teams across One City. SJ to look at availability for an afternoon for the Guild's officer team in August. SJ to include on the next FTOG agenda.</p>	<p>Noted</p> <p>SJ</p>
5	Remit and Project Landing	<p>The WCO noted that there was significant overlap between the manifesto commitments and project plans for each of the full-time officers. The WCO noted the value of keeping other officer's informed and involved where there were areas of overlap between remits, and including other officers in communications with the University.</p> <p>The Officer Team discussed the possibility of defining remits within a document. The AEO noted the value of keeping the structure flexible and informal rather than defined in a document. The SO suggested sharing action plans between the officers to help understanding of project work.</p> <p>JT noted that the Officer's action plans were with senior staff form information, and would be re-circulated later in the week.</p> <p>The Officer team discussed the possibility of having a weekly project whiteboard in their shared officer. The Officer Team agreed to add 'Projects/ Remits' as a standing item to the FTOG agenda. SJ to include on future agendas.</p> <p>The Officer Team discussed their priority projects in relation to communications with University contacts.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>SJ</p> <p>Noted</p>
6	Policy Session	<p>SJ updated the Officer Team on plans for a Guild Policy session planned for the coming weeks.</p>	<p>Noted</p>
7	Registry Information	<p>SJ collected information from the Officer Team to share with University registry for the administration of their student status changes.</p>	<p>Noted</p>
8	Officer Key Meetings	<p>President – NUS Lead & Change Conference, Catch-Up with Director of Student Services, Not On and Consent Catch-Up.</p> <p>AEO – NUS Lead & Change Conference, Interviews, Student Groups meeting, Student Groups FAQ's planning.</p>	<p>Noted</p> <p>Noted</p>

		<p>WCO – NUS Lead & Change Conference, Catch-Up with Director of Student Services, Not On and Consent Catch-Up’</p> <p>IO – NUS Lead & Change Conference, Careers Network team meeting.</p> <p>PGO – NUS Lead & Change Conference.</p> <p>SO – NUS Lead & Change Conference, Guild Strategy and Action Planning Catch-Up.</p> <p>EO – NUS Lead & Change Conference, Wellbeing meetings Interviews.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Schools/Colleges/ Dubai Update	The PGO noted that the UoB Dubai campus graduations had gone ahead successfully. The IO noted that the Dubai Students’ Association were in the process of hiring a new wellbeing officer to support the elected student committee.	Noted
10	Guild Communications & Social Media	<p>The Officer Team discussed their usage of social media and content to share over the rest of the summer.</p> <p>The President noted recent social media posts about cost-of-living support available for students and a planned graphic for officers to share.</p> <p>The Officer Team discussed the cross-promotion of content through social media from each other’s accounts. The WCO asked the Officer Team to promote a Community Wardens survey which was currently live.</p>	<p>Noted</p> <p>Noted</p> <p>All</p>
11	Part Time Officers	<p>The Officer Team discussed the current level of engagement with the part-time officers, noting that the part-time offices had not yet received training, which was planned for September.</p> <p>The Officer Team discussed ‘buddy’ support for the part-time officers. The PGO suggested that the part-time officers be able to choose which full-time officers they would like to share with them. The PGO suggested each full-time officer reach out to a full-time officer to offer support over the summer.</p>	<p>Noted</p> <p>Noted</p>
12	AOB (Any Other Business)	<p>The IO asked about student staff support to help with International Student arrivals in August. JT noted that campus students’ ambassadors were employed by the University rather than the Guild, however awareness of this among University staff was poor.</p> <p>The EO asked about 1:1 meetings for the Officer Team. The Officer Team discussed plans and availability to have regular 1:1 meetings, possibly on a rotating annual basis.</p> <p>The EO noted that work was ongoing on the Student Voice Report 2022. The EO asked the Officer team to feed into the content for the report via Student Voice.</p>	<p>Noted</p> <p>Noted</p> <p>All</p>