

**Present**

Danielle Murinas, Postgraduate Officer (**PGO**) (Chair)  
 Mikey Brown, President (**President**)  
 George Christian, Sports Officer (**SO**)  
 Wei-Lun Chen, International Officer (**IO**)  
 Jules Singh, Education Officer (**EO**)  
 Aaliyah Simms, Welfare & Community Officer (**WCO**)

**Also in Attendance**

Emily Badger, Director of Operations (**EB**)  
 Sam Jones, Executive Assistant (**SJ**) (note taker)

**Apologies**

Josephine Conway, Activities and Employability Officer (**AEO**)

No	Item for Discussion	Notes	Action
1	<b>Minutes from 30.05.2022</b>	The minutes dated the Monday 30th May 2022 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Committee Effectiveness Reviews</b>	SJ reminded the Officer Team to complete the outstanding Committee and Board Effectiveness surveys if they had not already done so.	<b>Noted</b>
3	<b>Officer Handover Planning</b>	<p>The SO noted that Officers are preparing their handover documents. The SO noted that handover documents should be completed by 4<sup>th</sup> July 2022.</p> <p>The Officer Team discussed their University meeting calendars. The WCO noted the value of including core staff support as part of the meeting cycle for next year. The President suggested reaching out to University committee chairs to discuss new proposals.</p> <p>The PGO noted the importance of consistent briefings from Guild Staff members for Officers attending high-level University meetings. The PGO noted their preference for increased briefings rather than core staff attendance at University meetings. The EO noted some difficulty in arranging briefings.</p> <p>The President noted the aim for additional staff capacity in the Student Voice team to facilitate an expanded briefing structure for future years. EB updated the Officer team on progress on additional staff posts to support the Guild's Engagement theme, and other areas of work.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
4	<b>Graduation Ceremonies</b>	SJ presented the updated graduation ceremonies timetable. The President signed up for several ceremonies.	<b>Noted</b>

5	<b>Officer Key Meetings</b>	<p>The Officer Team discussed their key meetings for the coming week:</p> <p><b>President</b> – Handover time, NUS Anti-Semitism group call.</p> <p><b>SO</b> – New Balance Update, Club Conference Planning, E&amp;E Committee, Wellbeing Group.</p> <p><b>IO</b> – SAEC meeting, Dubai Student Forum, Catch-Up with Student Groups</p> <p><b>PGO</b> – Dean of Postgraduates meeting PG Marketing catch-up, PGT Student Experience Away Day.</p> <p><b>EO</b> – Interviews for Student Administration, SRSAB, HEFI Management Group.</p> <p><b>WCO</b> – ‘Not On’ Catch-Up, Staff Interviews, Handover planning.</p> <p><b>AEO</b> – n/a.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>Schools/ Colleges/ Dubai Update</b>	<p>The SO noted an issue with past papers being available ahead of exams in the college of EPS. The SO noted that the issue would best be discussed at an upcoming CQAC meeting.</p> <p>The President noted an issue raised on social media about a typo on an exam paper which had caused confusion for students.</p> <p>The WCO updated the Officer Team on an ongoing issue for nursing students in terms of placements planned over the summer period when no accommodation would be available. The EO noted that the issue had been exacerbated by limited accommodation on campus during the Birmingham Commonwealth Games. The EO agreed to ask for an update from the University.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
6	<b>Guild Communications &amp; Social Media</b>	<p>The Officer team noted the following items for promotion via the Guild’s Communication channels:</p> <ul style="list-style-type: none"> <li>• Grad ball Tickets</li> <li>• Pride Month promotion.</li> </ul>	<p><b>Noted</b></p>
7	<b>Part Time Officers</b>	<p>No Items noted.</p>	<p><b>Noted</b></p>
8	<b>AOB</b>	<p>The WCO noted an idea submission from a student, requesting a significant monetary payment to students and raising issues with online forms for the University. The WCO agreed to respond to the student to ask for more specific information and proposals.</p> <p>The EO updated the Officer Team on plans to allocate a portion of the Guild’s 2021/22 hardship funding to support students with the costs of graduation. The EO noted plans to offer retrospective funds in the case that students had already booked graduation packages. The Officer Team discussed their attendance at the upcoming Guild Rep Awards.</p>	<p><b>WCO</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>