

## Full-Time Officer Group (FTOG)

12:00 – 13:00, Online Meeting (Zoom).

### Present

Mikey Brown, President (**President**) (Chair)

Aaliyah Simms, Welfare & Community Officer (**WCO**)

Danielle Murinas, Postgraduate Officer (**PGO**)

Josephine Conway, Activities and Employability Officer (**AEO**) (Arrived at 12:40)

Jules Singh, Education Officer (**EO**)

Wei-Lun Chen, International Officer (**IO**)

### Also in Attendance

Adam Sheridan, Director of Engagement (**AS**)

Sam Jones, Executive Assistant (**SJ**) (note taker)

Tom Snape, Campaigns & Policy Coordinator (**TS**) (Agenda Item 1-2 only)

### Apologies

George Christian, Sports Officer (**SO**)

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 29.11.2021</b>	The minutes from the 29th November 2021 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Priority Campaigns</b>	<p>TS updated the Officer Team on progress with their 'Change in Mind' mental health campaign.</p> <p>TS noted that the Guild had now recorded 123 conversations as part of the campaign, which was significant progress as compared to the previous week. TS noted a number of planned events by the SO with sports teams over the next week.</p> <p>The PGO noted a number of outreach event for the campaign planned over the coming two weeks in collaboration with the Westmere PG student hub.</p> <p>The President updated the Officer team on plans for events in the coming week, including an online drop-in session for students on the coming Wednesday. The WCO noted a significant drop-off with the number of students on campus as the Christmas break approached. The PGO noted greater success with scheduling conversations and sessions with specific groups of students.</p> <p>The WCO noted plans to work with the liberation Part-Time Officers on possible events. TS noted that the conversations were planned as a semi-structured conversation format,</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>however it was not necessary to complete every section and every question if the participants did not feedback on every point.</p> <p>The EO noted plans for additional conversations with student reps and events planned for the following weeks. The PGO suggested reaching out to contacts in UCU.</p> <p>TS noted plans to maximise the number of conversations held prior to the Christmas break, and then to review the state of the campaign and next steps in January 2022.</p> <p>TS left the meeting at 12:20.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>3</b>	<b>Graduations</b>	<p>SJ updated the Officer Team on the arrangements to their participation with Graduation congregations over the coming week.</p>	<b>Noted</b>
<b>4</b>	<b>Trustee Board Away Day</b>	<p>SJ updated the Officer Team on plans for the Guild's Trustee Board Away Day, planned to be held at the Exchange on Monday 10<sup>th</sup> January.</p> <p>SJ noted that Officer's would be expected to present an updated action plan for the Board's scrutiny. Officers to complete updated action plans for circulation by the 16<sup>th</sup> December.</p>	<p><b>Noted</b></p> <p><b>All</b></p>
<b>8</b>	<b>Officer Key Meetings</b>	<p><b>President</b> – Appointments Panel, Change in Mind forum, 'Forum for Global Challenges' board, COSS CQAC, Commonwealth Games Steering Group, Russell Group Steering Group.</p> <p><b>Sports</b> – n/a.</p> <p><b>IO</b> – LES CEC, Activities Meeting, Travelling home.</p> <p><b>Education</b> – SAEC, Graduations, HEFI Management Group, Disability History Month planning Postgraduate Mixer, Student Rep Forum.</p> <p><b>PGO</b> – Appointments Panel, Graduate Taught Board, Westmere Scholars, SAEC, CEO 1:1, Graduations, A/L.</p> <p><b>WCO</b> – Guild Hardship fund, Change in Mind planning, CQAC, Black Voices Campaign meeting, A/L.</p> <p><b>AEO</b> – Redbrick Proofing, Facilities Manager interviews, Student Entrepreneurship Working Group, Change in Mind student forum, Incidents meeting,</p> <p>The EO asked the President to attend a committee meeting on their behalf.</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> <p><b>Noted</b></p>

9	<b>Schools/ Colleges/ Dubai Update</b>	<p>The EO noted that they had received an open letter from 125 students and the school reps in the school of mathematics, asking for their December assessments to take place online rather than in person in light of COVID-19. The EO noted that the school was unwilling to facilitate online assessments, despite the open letter.</p> <p>The President noted a similar situation with Physics students, where a positive compromise had been reached. The President noted that student who were not able to attend assessments in person due to COVID-19 self-isolation would have their assessments deferred to the supplementary exam period, which was not appropriate for students who needed exam results in a timely manner to apply for postgraduate study. The President suggested that the University needed to think more creatively and flexibly for students to be able to take their assessments online when required.</p> <p>The PGO suggested discussing the issue in Joined Up Conversations to understand the University’s central policy. The President noted their preference for online exams as a default in light of increasing COVID-19 rates in the UK. AS suggested raising the issue of a possible national lockdown with the University and the need to have the flexibility for students. The President noted that the University’s inflexibility may affect NSS scores further down the line. The EO noted that the majority of schools within EPS were planning for in-person assessments.</p> <p>The President noted the added accessibility of online assessments, particularly for international students who may be travelling overseas during the Christmas break and face longer travel times due to requirements to self-isolate.</p> <p>The WCO noted a number of students reporting that their entitlement to additional time in assessments had been reduced. The EO noted data in the Guild’s Disabled Students Commission indicating dissatisfaction among Disabled students with the University’s current handling of time extensions with exams. The President noted that the rigidity of the University’s current position may be grounds for a lack of reasonable adjustments. The President suggested raising the issue in the next ‘Joined Up Conversations’ meeting.</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>
10	<b>Guild Communications &amp; Social Media</b>	<p>The Officer team discussed their planned communications for the coming week. The Officer Team noted the following items for promotion:</p> <ul style="list-style-type: none"> <li>• ‘Change in Mind’ campaign.</li> <li>• Guild Christmas Fair.</li> <li>• Disabled Students Commission publication.</li> </ul>	<p><b>Noted</b></p>

		The AEO updated the Officer Team on proof-reading for the latest copy of Redbrick, noting that one article had not been printed due to media law considerations.	<b>Noted</b>
<b>11</b>	<b>Part Time Officers</b>	The WCO noted that the EEO had recently missed a University Town Hall panel meeting, and the SO had agreed to be included in future communications and invitations on sustainability with the University.	<b>Noted</b>
<b>12</b>	<b>AOB</b>	The AEO noted plans in the Venues team to hold an additional 'Fab 'n' Fresh' club night on the 8 <sup>th</sup> January. The WCO noted concerns about the number of students on campus at the time, and whether the event would be profitable. The AEO noted their concern that students may not have returned to campus by the 8 <sup>th</sup> January. AS noted that they would review potential ticket sales with the Venues Development Manager.	<b>AS</b>
<b>13</b>	<b>Meeting Reflection</b>	No Items Noted.	<b>Noted</b>