

**FULL TIME OFFICER GROUP MINUTES**

11:30 – 13:0  
 Online Meeting (via Zoom)

**Present**

Rob Hegarty, Sports Officer **(SO) (Chair) (Joined meeting at 12:10)**  
 Tobiloba Adeyemi, President **(President)**  
 Wei-Lun Chen, International Officer **(IO)**  
 Jules Singh, Education Officer **(EO)**  
 Amie Raphael, Activities and Employability Officer **(AEO)**

**Also in Attendance**

Jo Thomas, CEO **(JT)**  
 Mollie Jones, HR Administrator **(MJ)** (note taker)

**Apologies**

Charlotte Minter, Welfare & Community Officer **(WCO)**  
 Rebecca Cutler, Postgraduate Officer **(PGO)**

The Chair opened the meeting at 11:30

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Previous Minutes (09.06.21)</b>	The minutes from 9th June 2021 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Handover Planning</b>	<p>JT requested an update from the Officer Team on their progress with the handover planning. The Officer Team discussed potential diary clashes during the handover period and clarified the meetings that were essential for the new Officer Team to attend.</p> <p>The AEO noted they had arranged meetings with the new AEO Officer and they were in the process of producing the handover documents. The AEO noted they would be able to complete the handover documents by Thursday 24<sup>th</sup> June.</p> <p>The President noted they would be able to send their completed hand over documents across by Monday 21<sup>st</sup> June.</p> <p>JT requested the EO and IO provide an update at the end of the week.</p> <p>The AEO discussed an upcoming careers network meeting asking if the new AEO could attend as it was beneficial to their role. JT asked the AEO if the careers meeting could be rearranged as the training the new AEO was already booked in for was essential.</p> <p>The SO noted they had started reading through the previous Officers handover documents and had begun to produce their</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>EO/ IO</b></p> <p><b>Noted</b></p>

		<p>own. The SO noted they were unsure if they could complete this by Monday 21<sup>st</sup> due to annual leave, JT asked the SO to provide an update on this towards the end of the week.</p> <p>The IO noted there were two days in the diary that had potential clashes due to annual leave, JT noted it would be useful for the IO email across any potential clashes.</p> <p>JT noted no incoming officer should miss the training that was on the handover planning.</p>	<p><b>SO</b></p> <p><b>IO</b></p> <p><b>Noted</b></p>
<b>3</b>	<b>UoB Dubai Queries</b>	<p>JT discussed some of the UoB Dubai Queries with the Officer Team and requested feedback.</p> <p>The questions that were discussed were:</p> <ul style="list-style-type: none"> <li>• Are students in Edgbaston aware of the Dubai campus?</li> <li>• Do students feel the campus is good, bad or indifferent?</li> <li>• Do they know how the Dubai campus can benefit them?</li> </ul> <p>The IO and EAO felt first years were not aware of the Dubai campus.</p> <p>AEO noted they felt the student's opinion of the campus was indifferent. The President noted due to the rules of the country and lack of rights students may have felt negatively towards the campus.</p> <p>The Officer team agreed they did not feel students would be aware of how the Dubai Campus could benefit them.</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>
<b>4</b>	<b>Diaries</b>	<p><b>President</b> – 121 with CEO, FTOG, briefing for SPRC, Finance Committee briefing, SPRC in person, Finance Committee, campus services meeting, filming for graduation speech with the VC, Welcome 2021 planning, University relationships, 121 with Student Voice &amp; Representation Manager, Officer training catch up, Officer voice communications catch up, GEMT, senior police partnership meeting, corporate inductions.</p> <p><b>IO</b> – International Committee Meeting, Dubai student forum, University Education Committee, international students employability, University relationships, international Officers end of year meeting, C&amp;M meeting, project board meeting.</p> <p><b>AEO</b> – Guild catch up, strategy group meeting, LGBTQ Meeting, careers network meeting, UOB catch up, Nightline, Venue Development Manager interviews, Thursday Friday annual leave</p> <p><b>EO</b> – 1 2 1 With Kathy, 1 2 1 with John, meeting to discuss, senate briefing, University Education Committee, University relationships, student access, 121 with Student Voice &amp;</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		Representation Manager, C&M catch up, University Misconduct Committee.	<b>Noted</b>
<b>5</b>	<b>Officer Wins/Priority Campaigns</b>	<p><b>President</b> - VC Recruitment, Trip to exchange, and Recruitment for the BAME Student Trustee. Priority – Work on Trustee Board.</p> <p><b>AEO</b> –Trip to exchange, they were very keen to discuss student groups and the opportunities.</p> <p><b>EO</b> – VC Recruitment panel, Outstanding teaching awards, trip to exchange.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>6</b>	<b>Guild Communications and Social Media</b>	<p>The Officer Team discussed items for promotion via the Guild's communications:</p> <p>The EO noted that a campaign was going out to students regarding what should the Guild take forward to lobby the University in relation to the pandemic. The President asked the Officer team to complete and promote.</p>	<b>Noted</b>
<b>7</b>	<b>Schools/Colleges Dubai Update</b>	The EO noted when reviewing the UEC papers they noticed a verbal update would be provided, the EO noted they would take minutes so they could provide the Officer Team with an update.	<b>Noted</b>
<b>8</b>	<b>Part-Time Officer</b>	The President requested the Officer team contacted their Part-time Officer buddy to arrange one more meeting, the purpose of this meeting was to check in to see how they are and to see if they needed any final support.	<b>Noted</b>
<b>9</b>	<b>Any Other Business (AOB)</b>	<p>JT asked the FTOG if there was anything that they would like raised in the registrars meeting.</p> <p>The EO noted it may be useful to mention the VC recruitment. The President noted handovers were on the agenda to be discussed.</p> <p>The SO joined the meeting at 12:10.</p> <p>JT requested feedback on the careers training session. The SO noted people providing the training were quite blunt however they found that this approach was useful.</p> <p>The President noted this session was very helpful, especially the part surrounding linked-in. The President noted they asked lots of questions, and were provided with lots of useful information and tips.</p> <p>The AEO noted they had a different experience and felt there was a lack of understanding and empathy in some cases. The AEO noted they would not want to have a follow up session with them.</p> <p>The President noted they attended an 'NUS – Think like a recruiter' session which they found very helpful as it was</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>

		tailored to sabbatical officers. The President noted it may be useful to keep this in mind for next year's Officers.	<b>Noted</b>
<b>10</b>	<b>Strategy Discussion</b>	MJ left the meeting, as no notes were required for this item.	<b>Noted</b>

The meeting closed at 13:00.

Signed .....

Date .....

DRAFT