

Present

Danielle Murinas, Postgraduate Officer (**PGO**)
 Mikey Brown, President (**President**)
 Jules Singh, Education Officer (**EO**)
 Aaliyah Simms, Welfare & Community Officer (**WCO**)

Also in Attendance

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

Apologies

George Christian, Sports Officer (**SO**)
 Josephine Conway, Activities and Employability Officer (**AEO**)
 Wei-Lun Chen, International Officer (**IO**) (Chair)

No	Item for Discussion	Notes	Action
1	Minutes from 14.06.2022	<p>The chair presented the minutes of the previous meeting</p> <p>The minutes of the previous meeting were approved as an accurate record of the previous meeting.</p>	<p>Approved</p> <p>Noted</p>
2	PVC CAL Recruitment - 21.06.22	<p>The EA noted a request from the University for Guild to participate in an upcoming recruitment round for the Pro-Vice Chancellor and head of college for the College of Arts and Law. The EO noted that they were free to participate.</p> <p>The Officer Team discussed their involvement with University senior staff recruitment. The President noted the importance of having student representation on all recruitment panels at the University. JT noted that the Officer Team involvement was valuable but Officer Team availability was variable. JT noted the importance of regularising the process, with officer expectations clear in advance. The WCO noted the value of students being involved, even if that was not always elected Guild Officers. The EO noted difficulties faced by the University in recruiting senior members of staff.</p>	<p>Noted</p> <p>Noted</p>
3	Officer Handover Planning	<p>The Officer Team discussed progress on their handover documents.</p> <p>The President reminded the Officer Team to plan to take their remaining annual leave.</p> <p>SJ reminded the Officer Team to return their Guild laptops in good time for the incoming officer team to have them ready for their first day.</p>	<p>Noted</p> <p>Noted</p>

			Noted
4	Degree Dinner (07.07.22)	<p>The Officer Team discussed arrangements for their attendance at the Chancellor's Degree Dinner on the 7th July. JT noted that in previous years, and each attendee also taking a plus one.</p> <p>The EO noted that they had not been invited. SJ to liaise with the University.</p> <p>The Officer Team discussed arrangements for the incoming officer team to attend as guests.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
8	Officer Key Meetings	<p>The Officer Team discussed their key meetings for the coming week:</p> <p>President – Joined Up Conversations, Finance Committee, Registrar's meeting, VE Garden Party.</p> <p>SO – n/a.</p> <p>IO – n/a.</p> <p>PGO – 1:1 Dead of PG's, Joined Up Conversations.</p> <p>EO – PVC Head of College recruitment, UQAAC< Collaborative Provision Committee, Activities Committee, VE Garden Party, A/L.</p> <p>WCO – Joined Up Conversation, DROG, HR Committee.</p> <p>AEO – n/a.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Schools/ Colleges/ Dubai Update	No Items Noted.	Noted
10	Guild Communications & Social Media	<p>The Officer team noted the following items for promotion via the Guild's Communication channels:</p> <ul style="list-style-type: none"> • ValeFest and GradBall – very successful events. • Officer 'Wins' information from 2021/22. <p>JT noted plans to release Welcome Week 2022 event tickets ahead of the end of term.</p>	<p>Noted</p> <p>Noted</p>
11	Part Time Officers	No Items Noted.	Noted
12	AOB	<p>The EO noted that the 'Fab N Desi' event had been very successful. The WCO noted the hard work of staff to deliver GradBall and ValeFest over recent weeks.</p> <p>SJ reminded the Officer team to return their final action plan updates to be circulated to the Trustee Board.</p> <p>The EO noted ongoing work on communications content for 'Officer Wins' as their terms in office came to an end. The Officer Team</p>	<p>Noted</p> <p>All</p>

		discussed information to share on social media. The WCO suggested focusing on a 're-cap' of each officers project work and 'behind-the-scenes' progress on University issues.	Noted
		JT asked about Officer availability to take part in open day talks and tours for the University on Saturday 25 th June. The Officer team discussed arrangements for the upcoming open day.	Noted