

Present

Benjamin Lockley, Postgraduate Officer (**PGO**) (Chair)
 Joseph Hill, Education Officer (**EO**)
 Amira Campbell, Guild President (**President**)
 Cat Hardiman, Sports Officer (**SO**)
 Dean Turner, Welfare & Community Officer (**WCO**)
 Tinajie (Alice) Liu, International Officer (**IO**) (arrived at 12:40).

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Sam Jones, Executive Assistant (**SJ**) (Note taker)
 James Lindsay, Director of Community & Representation (**JL**)

Apologies

Harry Brooks, Activities & Employability Officer (**AEO**)

The Chair welcomed everyone and the meeting started at 12:05.

No	Item for Discussion	Notes	Action
1	Minutes of the previous meeting (16.01.24)	<p>The Chair presented the minutes of the previous meetings, dated the 16th January 2024.</p> <p>The Officer Team agreed to circulate the minutes for approval. SJ to circulate.</p>	<p>Noted</p> <p>Noted</p>
2	Company Law Meeting Promotion	<p>The President updated the Officer team on plans for the Company Law Meeting, and the current level of engagement from student. The President noted that the Officer Team would be pushing for students to engage with the process and drive student turnout at the event and via the proxy vote process. SJ updated the Officer Team on the current level of engagement.</p> <p>The President noted a range of activity planned to promote the event. The Officer Team discussed their availability to drive turnout.</p>	<p>Noted</p> <p>Noted</p>
3	Elections Regulations	<p>JL updated the Officer Team on progress with planning and delivery for Officer Election 2024, including the opportunities for Officer's to help to promote their roles to students who were interested. JL updated the Officer Team on their responsibilities to be impartial and provide support to potential candidates. JL agreed to share information and media assets with the Officer Team to promote their role, such as through drop-in sessions open to all students. The Officer Team discussed opportunities to promote Officer elections.</p>	Noted
4	Reception & Retail Update	<p>JT updated the Officer Team on prospects for new commercial and retail services in the Guild Building, as had been discussed in the</p>	

		<p>recent Trustee Board away day. JT noted discussions with several potential tenants for the Guild's retail spaces.</p> <p>JT updated the Officer Team on the Guild's planned Reception Refresh project, which was shortly due to begin student consultation. JT noted a large amount of feedback from the recent Trustee Board Away Day on new commercial ideas for the ground floor of the building. JT noted that, if the project were to go ahead, it would need to be agreed in the coming weeks.</p> <p>The IO joined the meeting at 12:40.</p> <p>The WCO asked about the possibility for adding gender neutral toilets outside of the Reception refresh project. JT noted the possibility for gender neutral toilets on the 1st floor, if the reception project did not go ahead. JT noted that the project was also being discussed with Finance Committee later that day.</p> <p>JT noted that if the reception project did not go ahead, separate works would be required to increase the number of desks available for staff working in the building.</p> <p>The PGO suggested arranging for an opportunity for the Officer Team to meet with the project designer. JT to review.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>JT</p>
5	JUC - 26.10.24	<p>The Officer Team discussed agenda items for the upcoming Joined Up Conversations agenda for the 26th January 2024:</p> <ol style="list-style-type: none"> 1. Student Surveys 2. Cost of Living <ol style="list-style-type: none"> a. Deals and Discounts b. Commuter Students Travel Costs. 3. Harm Reduction 	Noted
8	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>SO – LES CQAAC, Placement Students 1:1, Finance Committee.</p> <p>PGO – Company Law Meeting, Student Rep Away Day, CEO 1:1.</p> <p>EO – Survey Action Group, Student Reps Away Day, President – Finance Committee, External Governance Training, Holocaust Memorial Day, Company Law Meeting.</p> <p>AEO – A/L, Redbrick proofing process, Canvas Training, UoB Xtra Meetings, Liberation Associations meeting on Bye-Laws.</p> <p>WCO – EDI Committee, ASCS EDI Task Force, Company Law Meeting.</p> <p>IO – University Misconduct Hearing, Company Law Promotion, Lunar New Year planning, Guild & IST meeting, Survey Action Group, Podcast Filming.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

9	Officer Projects	No Items Noted	Noted
6	Schools/Colleges/ Dubai Update	No Items Noted	Noted
7	Part-Time Officers	No Items Noted	Noted
8	AOB	No Items Noted	Noted

The meeting finished at 13:00