

**Present**

Benjamin Lockley, Postgraduate Officer (**PGO**) (**Chair**)  
 Tinajie (Alice) Liu, International Officer (**IO**)  
 Acacia Matthews, Guild President (**President**)  
 Isobel Lawson, Activities & Employability Officer (**AEO**)  
 Vanessa Chigariro, Education Officer (**EO**) (arrived at 12:15)

**Also in Attendance**

Jo Thomas, Chief Executive (**JT**)  
 Jennifer Toone, HR Coordinator (**JTO**)  
 Sam Jones, Executive Assistant (**SJ**) (note taker)

**Apologies**

Florence Craddock, Sports Officer (**SO**)  
 Reeve Isaacs-Smith, Welfare & Community Officer (**WCO**)

| No | Item for Discussion          | Notes   | Action  |
|----|------------------------------|---|---|
| 1  | <b>Minutes from 16.01.23</b> | <p>The Chair presented the minutes of the previous meeting, dated 16<sup>th</sup> January 2023.</p> <p>The Officer Team approved the minutes as accurate record of the meeting.</p>   | <p><b>Noted</b></p> <p><b>Approved</b></p>                  |
| 2  | <b>VC Dinner</b>             | <p>The President noted that the upcoming Guild dinner with the Vice-Chancellor, fell on a planned UCU strike day. The President noted their plan to continue with the dinner as planned, as it was taking place outside of teaching hours and off campus, and in terms of the benefit to the Guild's relationship with University senior management. The Officer Team discussed their plans to attend the dinner.</p>   | <b>Noted</b>  |
| 3  | <b>Guild Hardship Fund</b>   | <p>The PGO updated the Officer Team on feedback from several students who had sought support from the University's Hardship Fund and had been turned down on the basis that they were currently registered as 'external students' at the University and not currently paying tuition fees, but had done so in the past. The PGO noted their concern that the Guild's hardship fund currently followed the same guidelines.</p> <p>The EO arrived at 12:15.</p> <p>The PGO noted their view that all students should be able to access support from the Guild, regardless of their registered status. The Officer Team discussed the support available to external students.</p> | <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> |

|           |                                       |   |   |
|-----------|---------------------------------------|---|---|
|           |                                       | SJ noted that external students were not considered to be full members of the Guild. SJ to circulate further information.   | <b>SJ</b>   |
| <b>4</b>  | <b>Officer Diaries</b>                | <p>The Officer Team discussed their diaries for the week ahead and possible clashes.</p> <p><b>President</b> – J-Soc Meeting, Scrutiny Panel Meeting, Elections Working Group, Sheffield Russell Group Conference.</p> <p><b>IO</b> – Language Café, Scrutiny Panel, IST Catch-Up, EDI Committee.</p> <p><b>PGO</b> – Education Committee, University Research Committee, Graduate School Strategy work, DPVC Education 1:2, Graduate School Networking event, PG Welcome Back social &amp; Commuter Students social.</p> <p><b>WCO</b> – n/a.</p> <p><b>EO</b> – Education Committee, Student Rep of the Month award panel meeting, University 1:1's, Sheffield Russell Group Conference.</p> <p><b>SO</b> – n/a.</p> <p><b>AEO</b> – Coaching Meeting, E&amp;E Committee, Fossil Free Careers discussions, CQAAC 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> <p><b>Noted</b></p> <p><b>Noted</b></p> |
| <b>8</b>  | <b>Remits/ Projects</b>               | The Officer Team discussed and updated their FTO projects list, discussing plans for the Guild Sustainability Forum, Go Green Week, and Marginalised Gender Night, which would be rescheduled.  | <b>Noted</b>  |
| <b>9</b>  | <b>Schools/Colleges/ Dubai Update</b> | The PGO noted a recent meeting with the Postgraduate Student leader at UoB Dubai Campus, which had been positive, including plans to restructure the teaching calendar to suit students who were observing Ramadan. The PGO noted the possibility of expanding more training on the student voice to the Dubai student leaders. The IO noted that the Dubai student leaders had received several training sessions from the Guild. JT noted plans to check-in with the lead University staff in Dubai about support for the student leaders.  | <b>Noted</b>  |
| <b>10</b> | <b>Part Time Officers</b>             | <p>The IO noted recent meetings with the LGBTQSO about planned events.</p> <p>The EO noted plans with the EMSO to arrange new events for Black History in February, in collaboration with the Black Voices campaign. The EO updated the Officer Team on a proposal to the University for additional funding to address the black student awarding gap.</p> <p>The AEO updated the Officer Team on progress to date on the Guild's gender-neutral toilets. The President noted that a campus map including the location of gender-neutral toilets was available online.</p>  | <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>   |

|           |            |  |                                      |
|-----------|------------|--|--------------------------------------|
|           |            | The EO noted that the Part-Time Officer Team were not regularly in touch with each other about projects. The Officer Team discussed the participation of the PTO's at the Guild's Scrutiny Panel meeting and the amount of time allotted to each Part-Time Officer.  | <b>Noted</b>                         |
| <b>11</b> | <b>AOB</b> | <p>The IO updated the Officer team on an alleged theft from an international student on campus on the previous Friday evening, on campus. The Officer Team discussed additional communications to students about safety on campus. JT suggested discussing the case with the Community Wardens team. IO to discuss with CM/KC.</p> <p>The EO noted that the Guild's Teaching Excellence Framework (TEF) student submission would be submitted shortly.</p> | <p><b>IO</b></p> <p><b>Noted</b></p> |

The Chair closed the meeting at 12:40.