

Present

Benjamin Lockley, Postgraduate Officer (**PGO**) (**Chair**)
 Vanessa Chigariro, Education Officer (**EO**)
 Acacia Matthews, Guild President (**President**)
 Florence Craddock, Sports Officer (**SO**)
 Isobel Lawson, Activities & Employability Officer (**AEO**)
 Tinajie (Alice) Liu, International Officer (**IO**)
 Reeve Isaacs-Smith, Welfare & Community Officer (**WCO**)

Also in Attendance

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

Apologies

None.

| No | Item for Discussion | Notes | Action |
|----|---|---|--|
| 1 | Minutes from 12.09.2022 | <p>The Chair presented the previous minutes, dated the 12th September 2022, for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p> | <p>Noted</p> <p>Approved</p> |
| 2 | 'EDI Committee - Full-Time Officer | SJ updated the Officer Team on the Terms of Reference for EDI Committee, for a Full-Time Officer to be put forward as a member of the Committee. The Officer Team agreed to appoint the IO to EDI Committee for the rest of the academic year. | Agreed |
| 3 | Shadow Shifts | The Officer Team discussed the possibility of Officer's taking on front-line staff shifts, including cleaning, bar and receptions shifts to better understand the importance of these roles. JT suggested discussing the shift with the relevant department manager, and putting themselves forward for a shift during a club-night or cleaning role. The Officer team discussed possible front-line shifts to put themselves forwards. All to contact the relevant department manager. | All |
| 4 | Lifetime Membership | The WCO noted a query from a former Officer about access to a Lifetime Membership of the Guild of Students. SJ noted that Lifetime Membership was granted to previous Guild Officers and was granted automatically, however if previous officers wanted to join a society they would need to set up an external account via the Guild's Website, for free. The Officer Team discussed the process for awarding honorary life membership to the Guild. JT/SJ to share the nominations process. | JT/SJ |

| | | | |
|---|--------------------------------------|--|---|
| 5 | Sustainability Steering Group | <p>The SO noted an upcoming meeting of the Guild’s E&E Committee. The Officer Team discussed the draft Green Impact plan, which was due to be reviewed at the next E&E Committee meeting. JT and SJ updated the Officer’s on the context of the Guild’s historical engagement with the Green Impact programme.</p> <p>The President noted a request from the University for an Officer to join the University’s Sustainability Steering Group. The Officer Team agreed for the SO to join the group.</p> <p>The PGO suggested re-visiting the Guild’s Green Impact work at future FTOG meetings. SJ to include on agenda.</p> | <p>Noted</p> <p>Agreed</p> <p>SJ</p> |
| 6 | Campaign Pot Snacks | <p>The SO noted a spending request for approval, for snacks provided during sports committee training during welcome week. JT suggested making use of the Engagement pot to cover the costs.</p> | <p>Noted</p> |
| 7 | Officer Team Residential | <p>The Officer Team discussed the possibility for an Officer Away day, scheduled in diaries for the 17th and 18th November. JT updated the Officer’s on arrangements for previous Officer teams. JT noted that the Officer Training Group would discuss possible itineraries and report back to FTOG.</p> | <p>Noted</p> |
| 8 | Officer Key Meetings | <p>President – Staff House meeting, Campus Services Catch-up, MDS Committee meeting, Interviews, National Express meeting, Interviews, ‘To Good to Go’ meeting, A/L and TOIL.</p> <p>IO – University Council Induction, Mental Health Catch-Up, College Education Meeting, EDI Catch-Up, Internal 1:1 meetings.</p> <p>SO – E&E Committee briefing, E&E Committee meeting, DARO/UB Sport meeting, Coole Insight meeting, Officer Team meeting, Active Resident’s Coordinator meeting, Mental Wellbeing training, 1:1 with Director of Engagement.</p> <p>AEO – A/L.</p> <p>WCO – College Education Committee, Community Pantry Planning, PTO Training, Interview panel, DSA support discussions.</p> <p>EO – Catch-Up with Director of Student Support, EDI Workshop, Collaborative Provision Committee, 1:1 CEO, 1:1 President.</p> <p>PGO – Coole Insights workshop, Interviews, Collaborative Provision Committee, PGR Induction sessions, PGR welcome social.</p> | <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> |
| 9 | Remits/ Projects | <p>The IO updated the Officer Team on plans for Language Café events, which was moving ahead with the support of the Modern Languages department and the Library. The IO noted very positive feedback from cultural groups for the event during Welcome Week.</p> <p>The AEO noted that the first clothing swap event of the year was confirmed for the 13th October, in the Guild.</p> | <p>Noted</p> <p>Noted</p> |

| | | | |
|----|--|---|--|
| | | <p>The WCO noted that the Guild's Community Pantry would be shortly opening in the Guild building.</p> <p>The President noted plans to bring forward the launch of the 'Don't Rush to Rent' campaign. The AEO noted growing discussions on the Fab N Fresh Facebook page about housing pressures. The Officer Team discussed targeting the campaign at 1st year students, and launching the campaign in the w/c 10th October. The PGO suggested including guidelines on what students should expect to reasonably pay for a room in a shared house.</p> | <p>Noted</p> <p>Noted</p> |
| 10 | Schools/Colleges/ Dubai Update | No items discussed. | Noted |
| 11 | Guild Communications & Social Media | <p>The Officer Team discussed the use of their personal officer social media accounts, noting that they had previously aimed to share 1-2 updates per week, as a minimum. The IO noted their increasing use of shorter 'stories' online. The Officer Team discussed continuing to expand their presence on social media, and put aside time in diaries to write content for social media. The AEO suggested uploading photos from events and activities, as well as lengthy written posts. The Officer Team agreed to regularly post on their personal social media channels, as much as possible.</p> <p>The Officer Team discussed the Guild's Communications Plan.</p> | <p>Noted</p> <p>Noted</p> |
| 12 | Part Time Officers | The Officer's noted that the Part-Time Officers were receiving training and inductions during the coming week from the Student Voice team. | Noted |
| 13 | AOB (Any Other Business) | <p>The IO noted significant delays for some arriving international students receiving their British Residence Permit (BRP) cards after welcome week, due to delays in processing visas at the Home Office. The IO asked the Officer Team to direct any student enquiries to the International Student Team (IST) at the University.</p> <p>The WCO noted that Community Welfare events over the weekend had been very positive, with large numbers of students attending.</p> <p>The WCO asked about processing the Officer's registry changes to the 'Sabbatical Officer' course code. SJ to review.</p> <p>The President noted the hard work of the Officer Team and staff during Welcome Week, and thanked the Officer for their support over the busy week.</p> | <p>Noted</p> <p>Noted</p> <p>SJ</p> <p>Noted</p> |

The Chair closed the meeting at 13:10.