

**Present**

Alex Keen, Education Officer (**EO**)  
 Hope Aquilina, Welfare & Community Officer (**WCO**)  
 Devansh Jhamnani, Activities & Employability Officer (**AEO**)  
 Ravikiran Rajashekar, International Officer (**IO**)  
 Lara Parker, Sports Officer (**SO**) (Chair)  
 Ritakshi Maheshwari, Postgraduate Officer (**PGO**)

**Also in Attendance**

Jo Thomas, Chief Executive (**JT**)  
 Chike Dike, Executive Assistant (**CD**) (note taker)

**Apologies**

Syed Sadath, Guild President (**President**)

The Chair welcomed everyone, and the meeting started at 12:00.

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (07.10.24)</b>	<p>The Chair presented the minutes of the previous meeting, dated the 7<sup>th</sup> of October 2024 for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
3	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p><b>SO</b> – Sustainability Steering Group, meeting campus services, meeting with Warwick and BCU, sports club events meeting.</p> <p><b>WCO</b> – EDI committee, mental health campaigning webinar, campus community safety group.</p> <p><b>EO</b> – Learner Analytics Oversight Board, Audit and Risk Committee, EPS.</p> <p><b>PGO</b> – Senate induction, welcome debrief, social media training, fortnightly catchup,</p> <p><b>AEO</b> – Health and Safety induction, filming, MedSoc grant meeting, student volunteering week planning.</p> <p><b>IO</b> – Audit and Risk Committee, EDI committee, BIA life skills workshop, filming w Nicole, welcome debrief.</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>

4	<b>Officer Projects</b>	<p>EO – exam timetable; met with registry and spoke about what is possible, ongoing chat on releasing timetables earlier.</p> <p>WCO – housing project.</p> <p>AEO – career department event for international students.</p> <p>PGO – pumpkin carving event on 31<sup>st</sup> October.</p> <p>SO - Women in Sports.</p> <p>IO – wellbeing event for international students, career network 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>
5	<b>Schools/Colleges/ Dubai Update</b>	EO flagged that the autumn elections are open on the Guild website for voting.	<b>Noted</b>
6	<b>Part-Time Officers</b>	Nothing to discuss.	<b>Noted</b>
	<b>Joined Up Conversations</b>	<p>JT noted that a couple university meetings were coming up and a presentation on welcome week would be circulated to the officers.</p> <p>JT flagged that the first Joined Up Conversations meeting is on the 30<sup>th</sup> of October and asked that the officers think about agenda items they would like to add on for that meeting. Officers to get back to JT this week.</p>	<p><b>Noted</b></p> <p><b>All</b></p>
	<b>Officer Feedback on School and College Welcome Talks</b>	<p>SD joined the meeting at 12:26.</p> <p>SD noted this item was to collect any thoughts from the officers on how they found the welcome talks, the bits they enjoyed and the things to think about for next year.</p> <p>JT added that the officers have a debrief with EB on Thursday so this debrief should feed into that.</p> <p>EO noted that the audience seemed more engaged with Guild talks than other departments.</p> <p>AEO noted that the length of the talks was good.</p> <p>SO noted that the slide decks were good, but some social media QR codes would be helpful. SO also highlighted that for some welcome talks involving returning students, the slides should be readjusted to have a more 'welcome back' narrative.</p> <p>WCO noted that it was useful just coming for the time slot rather than being present for the whole talk duration.</p> <p>PGO and AEO flagged that they had instances where they were cut off during their talks.</p> <p>SO also noted a slightly more tailored set of slides for the PGs would be useful.</p> <p>SD left the meeting at 12:34</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> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

7	AOB	SO added the need to discuss the treatment of AEO during the open day welcome talks.  JT flagged that the drafted message will be sent to the officers and is happy for the team to address it as they see fit.	<b>Noted</b>  <b>Noted</b>
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The meeting finished at 13:00.