

**Present**

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

**Also in Attendance**

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

**Apologies**

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

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (21.10.24)</b>	<p>The Chair presented the minutes of the previous meeting, dated the 21<sup>st</sup> 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>
2	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead: Joined-Up Conversations, Trustee Board, Guild Officer Group.</p> <p><b>SO</b> – catch-up with UBSport SMT, Alumni Impact Fund Shortlisting.</p> <p><b>WCO</b> – filming with comms, EDI taskforce, meeting with student living and accommodation, meeting with local MP.</p> <p><b>EO</b> – University Misconduct Committee, Surveys Action Group, student voice and representation manager interviews, meeting with local MP.</p> <p><b>PGO</b> – West Midlands Sabbatical Officer Group meeting, catch up with Career Network, Surveys Action Group, pumpkin carving event.</p> <p><b>AEO</b> – Careers Network &amp; BBS Careers, UOB Xtra steering group meeting, Alumni Impact Fund Shortlisting.</p> <p><b>IO</b> – EDI taskforce committee meeting, Surveys Action Group, BIA 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>

		<b>President</b> – West Midlands Sabbatical Officer Group meeting, ISOC meeting.	<b>Noted</b>
<b>3</b>	<b>Officer Projects</b>	<p>IO – Christmas events.</p> <p>AEO – career department networking event, student success stories project, alumni impact fund.</p> <p>WCO – Housing, Renter’s Right.</p> <p>President – Motivational Workshop, Coffee with President.</p> <p>SO – breast cancer awareness sports, green week swap shop, Halloween sports night.</p> <p>PGO – Christmas event, PG international Christmas party, postgraduate opportunities project with careers.</p> <p>EO – Rep awards.</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>4</b>	<b>Schools/Colleges/ Dubai Update</b>	Nothing to discuss.	<b>Noted</b>
<b>5</b>	<b>Part-Time Officers</b>	<p>EO noted that the Sustainability Officer fed back about the visit to Southampton and highlighted that Southampton SU President is keen to visit UOB.</p> <p>AEO added that they are developing a recycling bottles idea with the Sustainability Officer.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>6</b>	<b>Officer Away Day Agenda</b>	<p>JT shared the away day agenda for the officers to review.</p> <p>The Officer team to review the agenda and give feedback if any.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>7</b>	<b>AOB</b>	<p>President highlighted that the university has requested WCO or EO for the open day welcome talk and requested a student groups performance.</p> <p>JT flagged that getting a group to perform on a Saturday might be difficult, SO added that the request is also a bit last minute.</p> <p>SO highlighted that explosion event has been cancelled for American football.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

The meeting finished at 12:58