University of Nottingham Students’ Union
Full-Time Officer Committee

1st November 2019 Meeting Minutes

Members Present:
Georgina Pittman (GP) Activities Officer
Cassie Ulrich (CU) Education Officer
Myles Smith (MS) Equal Opportunities and Welfare Officer
Abdi Ahmed (AA) Postgraduate Officer
Millie Doherty (MD) Sports Officer (Chair)

In Attendance:
Chloe Durack-Robinson (CDR) Officer Receptionist (Secretary)
Ellie Cullen (EC) Representation Coordinator

[item 4 only]

Apologies:
Jacob Collier (JC) Community Officer
James Pheasey (JP) President

Not in Attendance:
Part-Time Officers, CEO, Directors

19.17.

1 Welcome, Apologies & Quoracy

.1 MD welcomed everyone to the meeting, noted apologies, and noted that the meeting was quorate.

2 Minutes of the Previous Meeting and Action Log

.1 The Committee postponed the approval of the previous week’s minutes until the next FTOC meeting. The Committee noted the updated Action Log.
.2 The following were noted as complete and removed from the Action Log:
19.16.13.3
.3 ACTION: Committee to approve the 19.16 minutes at the next FTOC meeting

3 Officer Updates

.1 President

JP sent his apologies.

.2 Activities Officer

GP held the Halloween Film Screening and praised the success of the event with 220 attendees and £80 raised for the chosen charities.

GP attended the first Societies Council of the term and believes it will be a useful
forum. The Council featured an introduction to the Democratic Review.

GP attended the Volunteer Awards and praised the successes of students past and present.

.3 Community Officer
JC sent his apologies.

.4 Education Officer
CU had the first meeting of the Academic Representation Working Group and felt the meeting was constructive.
CU attended the Project Group for the additional build on Jubilee Campus and raised concerns regarding the price of the accommodation and the way in which this might raise prices of other accommodation.

.5 Equal Opportunities and Welfare Officer
MS created an Action Log with the Pro-Vice-Chancellor for Equality, Diversity and Inclusion to help speed up progress on collaborative aims.
MS attended EDI and helped shape proposed changes to childcare provisions by the university for both students and staff.

.6 Postgraduate Officer
AA attended the Academic Representation Working Group and praised its effectivity.
AA continued working with the Education Enhancement and Assurance Review for Biosciences.
AA attended a meeting with the Pro-Vice Chancellors and President of UCU to discuss new guidelines for Postgraduates who teach, including the provision of pay.
AA emphasised the importance of SU input in this discussion as it is an issue that impacts all students.
AA noted that he will be taking flexi 3-pm Friday, 9-12pm Monday and 3-5pm Wednesday.

.7 Sports Officer
MD attended the first planning meeting for BUCS Big Wednesday and voiced her excitement for this.
MD attended Sports Council and outlined the ways in which it could be a more effective forum. Sports Council also featured on presentation on the Democracy Review.
MD raised concerns regarding CAPEX funding with a particular emphasis on the problems arising regarding matched funding for Rowing’s new boat.
MD began receiving applications for Varsity.

.8 ACTION: CU and JC to meet with the Student Living Manager to discuss the proposed accommodation on Jubilee Campus

4 Feedback from Scrutiny Panel
.1 EC joined the meeting and requested feedback on Scrutiny Panel and any training that can be provided.

.2 MS noted the need for a more rigid brief and requested a longer period between the submission of reports and the Scrutiny Panel in order to prepare effectively. MS suggested possible improvements in terms of the management of the event in regard to timekeeping and the limits on questions.

.3 GP requested a more standardised format of questioning in order to create a more robust conversation. GP noted the need for Officers to see the marking criteria in advance in order to improve.

.4 CU noted that feedback was unclear and requested the opportunity to formally respond to feedback.

.5 MD noted the need for clearer guidelines to create a more standardised format for reports and presentations. MD noted that externals need to be better briefed on how Scrutiny Panel runs as it may be a different format than they have previously experienced.

.6 MS noted the need for scrutineers to be better briefed on the limits of officer remit.

.7 EC noted that Officers may need to be clearer in terms of acronyms used in the reports and presentations in order to clarify for scrutineers.

.8 EC requested suggestions for training the Committee may value. MD noted the need for public speaking training and GP noted the need for guidance on report writing.

.9 The Committee noted that many Officers will be absent from Union Council due to annual leave and prior commitments. EC noted that attending officers can offer endorsements on behalf of other officers.

5 Any Other Business

.1 The committee updated ORF with annual leave and flexi. The Committee also issued a reminder that timesheets need to be kept up to date.

.2 GP promoted the Halloween Screening feedback survey and encouraged the Committee to share the posts on social media.

.3 MS updated the Committee on steps he is taking to provide Kosher food provisions in halls and at formals.

Date of Next Meeting: 08 November 2019

Chair of Next Meeting: Jacob Collier