# Executive Meeting

## Date: 10th October 2022

## Location: Moss House Board Room

Members: Leilani-Gabrielle Courtney (LC, President), Tom Hillen (TH, Vice President), Jay Henri (JH, Executive Officer), Shriram Kaneri (SKa, Executive Officer), Lisa Cham (LCh, Executive Officer)

In Attendance: Nabeela Mowlana

Apologies: None received

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| Item | Title | Format | Action | Lead | Time |
| 1 | Welcome/Introductions/Apologies | Verbal | For Information | LC | 5 |
| 2 | Conflicts of Interest | Verbal | Discussion | LC | 5 |
| 3 | Minutes of the previous meeting | Paper | Discussion | LC | 5 |
| 4 | Guild OKRs | Verbal | For Information | All | 10 |
| 5 | Feedback on Goal Progression | Verbal | Discussion | All | 10 |
| 6 | Addressing Current Roadblocks | Verbal | Discussion | All | 10 |
| 7 | Finalising Board Allocations | Verbal | Discussion | All | 10 |
| 8 | AOB | Verbal | Discussion | Chair | 5 |

Apologies: all in attendance

Minutes of the previous meeting: approved

**OKRs**

LC reminded team of November deadline for sending in suggestions for refreshers events.

LC went through Guild OKRs and Officers OKRs. NM sent example of OKR.  
  
TH and LC went through Guild’s OKRs.

Officers discussed different key results for officer OKRs. ACTION: Officers arranged a meeting for 3:30pm today to discuss in further details.

**Feedback on Goal Progression**

TH working on SpLDs. He is working with Natalie from Board and NM to do this work. UCB has one of the highest levels of support needs but many do not declare this.

TH still working out scope of project and what students need most support with so no tasks can be delegated at this moment. Will continue to bring updates to Exec.

LCh suggested working with University teams to develop this. TH will be working with them, especially to target support to new students to make sure they are aware of support available from the beginning.

JH is working on getting the University to simplify processes for student name changes. JH would like support from Guild staff members to develop comms that let students know what the process is.

LC suggested we get the process from the university first. JH agrees but would like a plan in place so we can launch comms as soon as the information is received from the University. ACTION: JH to set up meeting with NM.

JH not receiving many responses from the University. LC suggested sending follow up emails and visiting offices if we still don’t receive responses.

LCh has a meeting with Alice Wilby later this month and will use this opportunity to raise questions about the quiet room. Exec team have a meeting with Alice Wilby later this month so will raise then.

SKa is waiting for confirmation from University on setting up cooking workshops. ACTION: TH or LC will drop them a reminder also.

SKa also spoke to the UCB’s International Marketing Director to do some comms on the Guild. Exec will be kept updated on what comms need to be sent.

JH and LCh also happy to support.  
  
LC working on Cousins scheme, Black History Month, Cost of Living campaign. JH assisting with BHM. TH raised that LC is leading the projects but all officers are happy to help. ACTION: Officers to attend project meeting or send input to LC if they are not able to attend.  
  
Guild have been asked to run a student engagement piece as part of the University’s BHM calendar. ACTION: LC to brief NM outside the meeting.

LCh reiterated that she would like support with the quiet room. Officers will support LCh however possible. TH suggested another officer attends meetings with Lisa to show that it is something that all of Exec want and not an individual officer ask. ACTION: LCh to update officers when her next meeting is.

**Board allocations**

TH fed back that he enjoyed the last board meeting and it reminds us of how much we can contribute to shaping student experience.

LC sits on Students Services and Corporation by default.

LC happy to carry on sitting on AEPO. Board meets every 6 weeks.

SKa sitting on APP Task Group

TH sitting on Academic Quality Standards

LCh sitting on Safer Partnerships

**AOB**  
  
TH updated that the University has lost their ITT accreditation. TH working with the University on what support will be available to students once it becomes public. TH requested Exec keeps it confidential until then.

Officers agreed that they would be happy to support work once they receive updates from TH.

Exec meeting next week rearranged for 1:15pm instead of 12pm due to a clash with a course mixer. ACTION: NM to send updated calendar invite.

Close of meeting