

Full-Time Officer Group (FTOG)

Teams or Mandela

Present

Alex Keen, Education Officer (**EO**)
 Syed Sadath, Guild President (**President**) (Chair)
 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	Minutes of the Previous meeting (26.08.2024)	The Chair presented the minutes of the previous meeting, dated the 26.08.2024 for the Officer Team's approval. The Officer Team approved the minutes as an accurate record of the meeting.	Noted Noted
2	Officer Diaries	The Officer Team discussed their key meetings for the week ahead: SO – Meeting with UBsport, Activities Committee. WCO – Interview Panel, meeting with Comms, Campus Community Safety Group with university and police, College Community Group. EO – Learner Analytics Oversight Board, 1-1 with Head of Social Sciences, meeting with DPVC for Education Innovation. PGO – C&M buddy meeting, meeting with Careers, COSS College Committee, filming with comms. AEO – Democracy 101 training, Activities Committee, meeting with Registry. IO – International Welcome Events meeting, Careers meeting, COSS College Committees briefing. President – 125th anniversary meeting, President Coffee Interviews project meeting.	Noted Noted Noted Noted Noted Noted Noted

3	Officer Projects	EO: working towards an interdisciplinary education project.	Noted
		SO: working on getting codes of conduct and committee expectations for the sports clubs document approved and rolled out.	Noted
		PGO: working on PGT friending, preparing talking points for meeting with careers using previous surveys.	Noted
		IO: working on welcome speech, social media campaign for Guild online engagement.	Noted
		AEO: working on life chat project with career network and streamlining application process for students. Working to generate jobs with PSG students with university research study assistance roles and Valefest event.	Noted
		WCO: working on cookbook with comms, doing a review to update and improve the housing hub, drafting safe walking routes.	Noted
		President: working on engaging societies, self-development workshops and the coffee with President interview project.	Noted
4	Schools/Colleges/ Dubai Update	JT informed the group that there will be an operational meeting on for staff, JT to update officers on what is discussed.	JT
5	Part-Time Officers	Nothing to discuss.	Noted
6	UoB staff invites to Welcome week events	JT added that it would be a good idea for the FTOs to extend invitations to university staff for welcome week so that they can see the students and all the activities the Guild runs.	Noted
		FTOs to have a think about which stakeholders they would like to invite and discuss at next meeting.	All
7	AOB	EO highlighted a calendar clash with staff forum, JT and CD to review forum agenda.	JT, CD
		IO asked if the Guild runs any skills development workshops, JT noted that we used to but do not anymore and there currently isn't anyone internally to deliver it. JT added it would be worth lobbying the university to deliver the workshops as they already have the resources.	Noted

The meeting finished at 12:46.