

## Full-Time Officer Group (FTOG)

Teams or Mandela

### Present

Jacob Dyke, Education Officer (**EO**) (Chair)  
 Abby Kenrick, Welfare & Community Officer (**WCO**)  
 Emeline Brown, Activities & Employability Officer (**AEO**)  
 , International Officer (**IO**)  
 Simrah Inamdar, Sports Officer (**SO**)  
 Aliasgar Gandhi, Postgraduate Officer (**PGO**)

### Also in Attendance

Jo Thomas, Chief Executive (**JT**)  
 Lisa Clark, People & Administration Manager (**LC**) (note taker)

### Apologies

Antonia Listratt, Guild President (**President**)

The Chair welcomed everyone, and the meeting started at 13:00.

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (26.08.25)</b>	<p>The Chair presented the minutes of the previous meeting, dated the 26.08.25 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>Approved</b></p>
2	<b>Officer Updates from Previous Week</b>	<p><b>SO</b> – Attended Activities Committee, completed 3 training sessions, met with Venues about Welcome Week Sports Night, meet with Sport &amp; Fitness in respect of student membership &amp; engagement.</p> <p><b>WCO</b> – Had a catch up with the Community, Advice &amp; Support Manager on projects, completed 3 training sessions, attended a drug and alcohol impact session attended, my first Activities Committee, hosted 2 student drop ins, reviewed the new consent matters course, attended a Cost of Living discussion.</p> <p><b>EO</b> – Met with Deputy Director of Education for College of Arts &amp; Law, met with new Director of Digital Learning, attended training sessions, went to the Rep Away afternoon with the IO, wrote a Wonkhe article.</p> <p><b>PGO</b> – Completed a Rep training video with the EO for a session on Canvas, completed 3 training sessions, catch up with the Director of Community, Support &amp; Representation, attended the student Rep Away afternoon, met with the IO for the student Forum to combine PGO &amp; International students and expanding the work that the President 24/25 started, attended a Cost of Living meeting.</p> <p><b>AEO</b> – Met with the IO and the Systems team to work on the events dashboard, attended Welcome Week Coordination meeting, chaired</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>Activities Committee, catch up with Students Activities re the first Chair Network event, had a catch up with the Director of Community, Support &amp; Representation.</p> <p><b>IO</b> – Met with the Systems team with the AEO, went to the Welcome Week Coordination meeting, attending 3 training sessions, met with the Deputy Director of Dubai, went to a Cost of Living meeting, had a 121 meeting with the Director of Community, Support &amp; Representation.</p>	<b>Noted</b>
<b>3</b>	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p><b>SO</b> – Going to a Library induction, meeting with the Director of Community, Support &amp; Representation, meeting with Sport &amp; Fitness, meeting the CEO for a 121, attending a BUCS West Midlands meeting.</p> <p><b>WCO</b> – Meeting the Director of Student Engagement re projects about accessibility, attending a Cost of Living discussion with Officers, having an induction with the liberty team, holding drop ins for students, introduction with SOS Uk re drug &amp; alcohol impacts, catch up with the Deputy Pro Vice Chancellor Student Experience to look at projects, catch up with the Director of Student Experience, meeting with Campus &amp; Community Safety Group meeting, meeting with Registry to discuss how they may support students affected by the Gaza crises, meeting with Student Services re the Community Hub in Welcome Week.</p> <p><b>EO</b> – Introduction to the Library, meeting with Careers Network with the AEO, meeting the Deputy Pro Vice Chancellor Creation &amp; Innovation, 121 meeting with the Senior Voice Coordinator, Activities Community Appeal panel, 121 with CEO, having a briefing re the College Medical &amp; Health Education meeting, Teaching &amp; Learning environmental meeting,</p> <p><b>PGO</b> – Meeting with the Graduate School for introductions and speak about priorities, catch up with Communications &amp; Marketing re Social Media account, catch up with the Director of Community, Support &amp; Representation, attending a 121 with the CEO, spending some time researching.</p> <p><b>AEO</b> – Meeting the Redbrick Committee for an introduction, meeting the Library team, meeting Careers Network re the mentoring project, Student media catch up, working on the Chairs network event, Activities Committee appeal panel with EO and President, attending a 121 with the CEO.</p> <p><b>IO</b> – Meeting with the external mentor, Cos of Living discussion, meeting Student Voice to discuss the Food Festival, attending advanced HE Council training in London, meeting with the Deputy Director of Dubai.</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>Officer Projects</b>	<p><b>SO</b> – Sports Night planning, working with UB Sport re participation, working on Accommodation League.</p>	<b>Noted</b>

		<p><b>WCO</b> – International student scholarship crisis, Palestine students support, working on Sexual Health week, looking at ideas to promote consent work, community safety working with Campus Community Safety Group, working to deliver Cost of Living report, accessibility meeting.</p> <p><b>EO</b> – Working with the library to look at bookable spaces on Campus, working on the Wonkhe article.</p> <p><b>PGO</b> – PGO community event, increasing engagement for Welcome Week with better social media presence to students who have not yet arrived on campus in particular international students.</p> <p><b>AEO</b> – Chairs Network event, working with Careers Network on a podcast to speak about experiences as a student and as an Officer, working on a complex complaint, liaising with Residence Life re flat checks in week 6 &amp; 8.</p> <p><b>IO</b> – Working with the with PGO finalised some things for the student forum, Cultural Calendar work, working with the external vendors for the Food Festival.</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 noted the Officer are invited to the 1 <sup>st</sup> October bioform in Staffordshire on 1 <sup>st</sup> October, all agreed to attend and also extend the invite to the Sustainability Officer.	<b>Noted</b>
6	<b>Part-Time Officers</b>	WCO noted discussions were ongoing regarding the PTOs involvement in Welcome Week.	<b>Noted</b>
7	<b>AOB</b>	<p>EO noted an invite to speak at the College of Life &amp; Sciences.</p> <p>PGO has been invited to complete a pre recorded PGO Open Day talk.</p> <p>WCO noted the Cost of Living discussion which is on all the FTO action plans to discuss which area each Officer will work on, actions have been split into 4 areas, housing, food, transport &amp; finance.</p> <p>PGO noted the rationale to decide make it a group project to work effectively as a collective on Cost of Living.</p> <p>CEO noted the Trustee Board Away Day and Staff Forum agendas for the Officers to present their Action Plans.</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>

The meeting finished at 13:55