

Full-Time Officer Group (FTOG)

Mandela

Present

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

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Amber Challinor, HR Coordinator (**AC**) (note taker)

Apologies

Syed Sadath, Guild President (**President**)

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

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (25.11.24)	<p>The Chair presented the minutes of the previous meeting, dated the 25th November 2024 for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Noted</p>
2	Officer away day	This agenda item was deferred to the next meeting.	Noted
3	Officer 360 appraisals	<p>JT explained the process of a 360 appraisal to the Officer Team, noting that it is a useful tool to receive feedback from a rounded group.</p> <p>JT noted that the Officer Team would each be undergoing a 360 appraisal and asked them to begin identifying their key stakeholders who could give them feedback.</p>	<p>Noted</p> <p>Officer Team</p>
4	Officer updates from previous week	<p>The SO noted the first swap shop was successful but has room for improvement, with around 20 transactions taking place.</p> <p>The AEO noted volunteering week and the Be Inspired campaign with the careers department.</p> <p>The IO noted the council meeting and that student recruitment has had an increase from last year.</p> <p>The PGO noted a potential new robotics course which would see collaborative provision between the UK and Canada.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>The EO noted that the university found the Guilds NSS plans positive. The EO also noted the mandatory consent training that is currently in development.</p> <p>The WCO noted attendance of 20-25 students at reclaim the night, and that the SOS UK drug and alcohol welcome meeting was very well-attended.</p> <p>The President provided an update via email on the Council meetings and the Bi-Monthly catch up with the Food & Beverage services director</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
5	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>All the Officers were attending Joined Up Conversations and all the Officers had their scrutiny panel.</p> <p>SO – Activities committee, BUCS WM Chair catch up, LEC CEC.</p> <p>WCO – Meeting a Birmingham council investigator, interviewing for a core staff role, speaking at the university carol service.</p> <p>EO – UQAC, URAT, Surveys Action Group meeting.</p> <p>PGO – 121 with the Voice & Representation manager, UQAC meeting, Surveys Action Group meeting.</p> <p>AEO – Activities Committee, UOBXtra Steering Group meeting, Valefest meeting.</p> <p>IO – University Investments Sub-Committee meeting, International Students’ Team meeting.</p> <p>President – EDI Committee, Education Committee.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Officer Projects	<p>SO: Sports Access Fund.</p> <p>AEO: Alumni Networking Event.</p> <p>IO: International Students’ Christmas events and Freshers Food Festival.</p> <p>PGO: PGT Wellbeing Event.</p> <p>EO: Research Showcase project.</p> <p>WCO: Blog about looking after your mental health while revising.</p> <p>President: Coffee with the President podcast, West Midlands Conference.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

7	Schools/Colleges/ Dubai Update	The IO noted that the Dubai campus is considering changing the election dates for the leaders of their Students' Association.	Noted
8	Part-Time Officers	Nothing to discuss.	Noted
9	AOB	The President requested the Officer Team to push the ASV2 to increase engagement	Officer Team

The meeting finished at 13:00.