

Full-Time Officer Group (FTOG)

Online - Microsoft Teams

Present

Tianjie (Alice) Liu, International Officer **(IO) (Chair)**
 Benjamin Lockley, Postgraduate Officer **(PGO)**
 Joseph Hill, Education Officer **(EO)**
 Harry Brooks, Activities & Employability Officer **(AEO)**
 Dean Turner, Welfare & Community Officer **(WCO)**

Observing

Syed Sadath, Incoming Guild President
 Alex Keen, Incoming Education Officer
 Hope Aquilina, Incoming Welfare & Community Officer
 Devansh Jhamnani, Incoming Activities & Employability Officer
 Ravikiran Rajashekar, Incoming International Officer
 Lara Parker, Incoming Sports Officer
 Ritakshi Maheshwari, Incoming Postgraduate Officer

Also in Attendance

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

Apologies

Amira Campbell, Guild President **(President)**
 Cat Hardiman, Sports Officer **(SO)**

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

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (01.07.24)	<p>The Chair presented the minutes of the previous meeting, dated the 1st July 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	Trustee Board papers	The AEO noted that the Officer Team had already been briefed on the papers for the Trustee Board meeting happening that evening.	Noted
7	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>EO – Sitting on the panel for interviews for the new C&M manager, attending the Computer Science Graduation, Staff Forum</p> <p>PGO – Meeting with the incoming PGO, attending Graduations, Final Comms meeting</p>	<p>Noted</p> <p>Noted</p>

		<p>IO – Filming with Birmingham International Academy, attending a disciplinary hearing, running a training session for the incoming Officer Team about the Dubai Campus</p> <p>AEO –Attending a disciplinary hearing, Officer Exit Interview, attending Psychology Graduation</p> <p>WCO – Attending graduations, meeting with the university and the encampment, Staff forum</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
8	Officer Projects	Nothing to discuss.	Noted
9	Schools/Colleges/ Dubai Update	Nothing to discuss.	Noted
10	Part-Time Officers	Nothing to discuss.	Noted
11	AOB	The IO and AC explained the process of the FTOG meetings to the incoming Officer Team.	Noted

The meeting finished at 12:20.