

Full-Time Officer Group (FTOG)

Mandela

Present

Jacob Dyke, Education Officer (**EO**) (Chair)
 Antonia Listratt, Guild President (**President**)
 Emeline Brown, Activities & Employability Officer (**AEO**)
 Abby Kenrick, Welfare & Community Officer (**WCO**)
 Simrah Inamdar, International Officer (**IO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Amy Simon, Executive Assistant (**AS**) (note taker)

Apologies

Abhijeet Patel, Sports Officer (**SO**)
 Aliasgar Gandhi, Postgraduate Officer (**PGO**)

The Chair welcomed everyone, and the meeting started at 12:32.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (01.08.25)	<p>The Chair presented the minutes of the previous meeting, dated 1st December 2025 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 Top 3 Highlights from Previous Week	<p>WCO – Student Living Group, Accessibility Oversight Group, Tackling Sexual Misconduct working group.</p> <p>EO – University Education Committee, Selly Oak tour with Deputy PCV for Student Experience, 121 with Head of College LES.</p> <p>AEO – Chairs Network, Carol Service, Complaints meeting with Committee member.</p> <p>IO – Scam Support meeting, Scrutiny Panel.</p> <p>President – Meeting with Deputy PCV for Student Experience, Cost of Living discussions.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
3	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>WCO – filming for Consent Matters course, NotOn consent project feedback, Drug & Alcohol steering group.</p> <p>EO – Graduations, DARO meeting, URAT, College Education Committee, 121 with Director of Education CoSS and Head of College EPS.</p>	<p>Noted</p> <p>Noted</p>

		<p>AEO – 121 with PVC Education, Guild Awards meeting, Graduations.</p> <p>IO – Dubai Student Forum, filming for International Student Information, Graduations.</p> <p>President – EDI FoS Task and Finish group, Guild Officer Group, 121 with PVC Education.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Officer Projects	<p>WCO – SHAG working week, Sexual Misconduct cases and comms promotion.</p> <p>EO – 125 talks preparation, Canvas premium accounts review.</p> <p>AEO – Chair’s Network, ACS Careers Network workshop.</p> <p>IO – International Students marketing request, Mandarin communications project.</p> <p>President – Marketing requests and planning events for January, paper writing.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
5	Schools/Colleges/ Dubai Update	WCO noted at the EPS College Education Committee there was confusion regarding whether Student Rep recruitment is a school responsibility. EO noted awareness of this matter	Noted
6	Part-Time Officers	<p>WCO noted work with Women’s Officer on Tackling Sexual Misconduct group – actions for the Guild have been developed.</p> <p>AEO noted work with Ethnic Minority Student’s Officer on a Cultural International Societies and Business Development event.</p>	<p>Noted</p> <p>Noted</p>
7	Bournemouth University visit	President noted on 15 th December the FTOs from Bournemouth Students’ Union would like to have a tour of the Guild and meet up with several officers. President will look to rearrange the date to January.	President/ CEO
9	Strategy Day	President noted that the External Mentor can return for the Strategy Day subject to availability once the Officers decide the intended outcomes of the session.	Noted
10	AOB	<p>IO queried the format of the Officer Action Plan item for the Trustee Board. CEO noted updated action plans can be submitted in line with recent Officer Wins.</p> <p>AEO noted Careers Network would like to meet with the Officers regarding employability. ASi to organise a meeting. 2 hours w/c 12th Jan officers.</p> <p>President noted the Director of Engagement could be brought into the conversation regarding entrepreneurship. AEO agreed and suggested Business Development Manager should also be involved.</p>	<p>Noted</p> <p>Noted</p> <p>ASi</p>

The meeting finished at 13:16.