

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**)
 Simrah Inamdar, International Officer (**IO**)
 Abhijeet Patel, Sports Officer (**SO**)
 Aliasgar Gandhi, Postgraduate Officer (**PGO**)
 Antonia Listratt, Guild President (**President**) (Chair)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Jen Toone, Senior HR Coordinator (**JTo**) (note taker)

The Chair welcomed everyone, and the meeting started at 13:05.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (01.09.25)	<p>The Chair presented the minutes of the previous meeting, dated the 01.09.25 for the Officer Team's approval.</p> <p>EO noted they would update on their projects and email it to JTo</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p>
2	Officer Updates from Previous Week	<p>SO – Attended their Library Induction, met with their external mentor, had a discussion on sports and fitness memberships, had 121 with CEO, met with Aston University Officers and attended Trustee Board.</p> <p>WCO – Had an Induction to Library services, meeting to discuss cost of living, discussed the drug & addiction impact accreditation, attended the accessibility oversight group, met with the campus safety team, met with Registry to discuss Student Scholarship crisis, attended Trustee Board and delivered their wellbeing plan.</p> <p>EO – Met DPVC (Education Innovation) to discuss employability and graduate outcomes, introduction meeting around personal learning profiles (PLP). 121 with Senior Rep coordinator. 121 Catch Up with Director of Education for CMH. Introduction meeting with Director of Education (COSS). Activities Committee Appeal Hearing with AEO and President. 1-1 with Deputy Director of Education of Quality for CMH and Trustee Away Day.</p> <p>PGO – Cost of living discussion, induction with the Chair of the Post graduate committee, Student Advisory Board, Trustee Board and 121 with external Mentor.</p> <p>AEO – Attended the Library Induction, Met with Careers Network, attended a complaints catch up, attended a committee appeal, met</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>with Med Soc President, caught up with the Residence Life manager to discuss a collaboration with Worklink. Met with 3 members of Redbrick committee and attended Trustee Board away day.</p> <p>IO – Met with the external mentor, attended cost of living discussion, met to discuss food on campus and food festival and attended their 121.</p> <p>President- Attended Student Governance training in London, attended Activities committee panel, attended meeting with Registry. Met with the University and MPS to discuss evacuations and the government immigration plans.</p>	<p>Noted</p> <p>Noted</p>
3	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>SO – Welcome coordination meeting, sustainability meeting, meeting to discuss the sports access fund and club meeting, meeting with university, 121 sessions with the Director of Engagement, staff forum, legal services induction.</p> <p>WCO – Drug and Alcohol impact work, Shag week meeting, cost of living working group, briefing with the Accommodation team on their residential strategy and discuss harm reduction work and UOB Accredited renters scheme, Activities committee grant allocation meeting, catch up on housing campaign, catch up on liberation forum, looking at webpages and how to make the harm reduction work more obvious and Team 12 social.</p> <p>EO – Teaching and Learning Strategy Group, CMH Education Committee. 2-1 with Pro Vice Chancellor (Education) with PGO. 1-1 with Provost. 1-1 with Director of Student Recruitment. Residential Strategy with the Other Officers. University Recruitment and Targets Board. Me and the PGO had our regular meeting with director of registry. Staff Forum, and STARS Meeting.</p> <p>PGO – Student forum meeting, 121s with voice team and CEO, catch up with registry, staff forum and legal service induction.</p> <p>AEO – 121 with Student Activities Manager, staff forum, meeting with IO and Comms & Marketing Manager to discuss international student careers network event, grant allocation meeting, MDX Med Soc committee meeting, Legal Services induction and Health & Safety Committee briefing.</p> <p>IO – Trustee board away day, meeting to plan marketing request form for food festival, cost of living working group, meeting with PGO to discuss student forum, career network meeting with AEO, staff forum, legal service induction and team 12 social.</p> <p>President – University EDI Committee, 121 catch up Student Voice & Representation Manager, 121 with Comms & Marketing Manager, Liberation catch up, training at Aston Students Union</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Officer Projects	<p>SO – accommodation project working with participation team form UOB Sport. Working with Venues on sports night to set up new music in Mermaid bar, working on collaboration into societies to help engage</p>	<p>Noted</p>

		<p>more sports students, sports access fund to discuss how can make more diverse and inclusion and improve awareness regarding sports.</p> <p>WCO – Shag week catch up, harm reduction work, update safe night out page, liberation forum booked, international student scholarship crisis made progress and get updates form registry. update to Redbrick on Palestine students and the work we have been doing.</p> <p>EO – Meeting with UEB Members for 5 College Strategy. Community Safety Campaign with WCO. Mid Module Reviews with DPVC (Student Experience) DOE (LES) and International Student Experience Meeting with EPS</p> <p>PGO – Working with IO on the forum, student group project, looking to increase engagement over welcome week and be more active on social media, 121 with the Student Voice & Representation Manager to catch up pre welcome week to help improve engagement.</p> <p>AEO – Chairs Network event, International Part Time job careers network with IO. Working with careers network and being interviewed for their 9 to thrive podcast. Conversation happening with Residential Life and Worklink and their collaborations. Discuss with PTO's regarding underrepresented groups they represent.</p> <p>IO – Food festival, student staff forum need to decide on a name and then work on sending the invites to university staff. Careers network – part timework for international students and talk about part time work at the Guild and preparing the script. Culture calendar.</p> <p>President- Meetings, catching up on emails, catch up on Community Fridge work.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
5	Schools/Colleges/ Dubai Update	<p>EO noted CMH is a new record the university tool releasing on canvas in time for September. Neurodiversity training for staff and students. New assessment template being delivered. NSS BioMed gone from 2nd to 16th. 5th year medics will now be funded by Chamberlain award.</p> <p>EO noted on Dubai – Master courses with only 7/8 students on and feedback on time is not 100% and I have raised that as a concern as would expect feedback to be on time. JT noted those staff maybe UK staff and have other courses. EO agreed they would follow it up and ask the question.</p>	<p>Noted</p> <p>Noted</p>
6	Part-Time Officers	<p>WCO noted that they have had confirmation that PTO'S can contribute towards the student voice community events.</p> <p>WCO noted that they have received a prompt from the EHCR guidance on gender expression and looking at getting the Women's Officer and Trans and non-binary student Officer to respond and reach out to see how they can be supported by the Guild.</p>	<p>Noted</p> <p>Noted</p>
7	AOB	<p>EO noted an Open Day on October 11th and the planning for this. JT reach out the Director of Operations as they have started work on this.</p> <p>PGO noted that they had been contacted by the EO of BCU to discuss the safety email and they had not received a response. EO noted we</p>	<p>Noted</p> <p>Noted</p>

		are unaware of who they have spoken to previously. WCO noted they had not any communication from previous officer team and asked if JT could get some clarifications, JT to provide further clarification.	
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The meeting ended at 14:04