

# Full-Time Officer Group (FTOG)

Teams or Mandela

### Present

Alex Keen, Education Officer (**EO**) (Chair)  
 Hope Aquilina, Welfare & Community Officer (**WCO**)  
 Lara Parker, Sports Officer (**SO**)  
 Ritakshi Maheshwari, Postgraduate Officer (**PGO**)

### Also in Attendance

Jo Thomas, Chief Executive (**JT**)  
 Chike Dike, Executive Assistant (**CD**) (note taker)  
 Scott Dawson, Student Voice & Representation Manager (**SD**)

### Apologies

Syed Sadath, Guild President (**President**)  
 Devansh Jhamnani, Activities & Employability Officer (**AEO**)  
 Ravikiran Rajashekar, International Officer (**IO**)

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

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (02.09.24)</b>	<p>The Chair presented the minutes of the previous meeting, dated the <b>02.09.24</b> 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>Noted</b></p>
3	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p><b>SO</b> – UB Sports Management meeting, accommodation tour, sports night allocation meeting, staff forum, BIA meeting, MedSoc networking, welcome talk.</p> <p><b>WCO</b> – meeting with police to talk about safety concerns for the year, accommodation tour, staff forum, training with SOS UK for drug and alcohol related update, meeting with local councillors about Selly Oak to improve relationship between students and residents.</p> <p><b>EO</b> – 125<sup>th</sup> Anniversary Engagement Meeting, staff forum, Russell Group SU meeting, Activities Committee.</p> <p><b>PGO</b> – Meeting with member of Registry, working on PGTR survey, welcome week coordination group, Trustee Board Briefing, Staff Forum.</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>
4	<b>Officer Projects</b>	<p>WCO – meeting to talk about updating the website and laying the groundwork for manifesto projects.</p>	<b>Noted</b>

		SO – meeting with SO from Warwick SU, meeting to discuss the rollout of sport access funds.	<b>Noted</b>
		PGO - PGTR surveys and speed friending.	<b>Noted</b>
		EO – interdisciplinary education project, research showcase, laying groundwork for projects.	<b>Noted</b>
5	<b>Schools/Colleges/ Dubai Update</b>	PGO updated she received a query from a student at the Dubai campus who needed guidance and support with academic appeals and advised them to reach out to the guild academic advice team.	<b>Noted</b>
		JT updated that there was a meeting with the Dubai team and staff at the guild and the notes will be shared with the IO.	<b>Noted</b>
6	<b>Part-Time Officers</b>	SO highlighted that the Sustainability Officer raised some concerns about when the Guild is hosting sustainability week and wondered if the Guild is aligning with university. JT to ask LM to provide clarity and catchup with SO and Sustainability Officer.	<b>JT</b>
		WCO added that the LGBTQ+ and Trans Officers wanted an update on the gender-neutral toilets which should've been completed for welcome week, have been informed that the completion has been pushed back to Christmas.	<b>Noted</b>
	<b>Welcome Week Invitations</b>	JT asked the group to share which stakeholders they would like to invite for welcome week.	<b>Noted</b>
		JT to catch up with the President to see his list.	<b>JT</b>
	<b>Staff Forum &amp; Board Away Day Presentations</b>	JT highlighted that officers will have the opportunity to talk through their action plans at staff forum and the board away day. Officers will have 2-3 minutes each.	<b>Noted</b>
	<b>University Committee Meetings</b>	SD joined the meeting and shared the officer committee meeting tracker which is a live document for officers to know what meetings they are going to and what's coming up.	<b>Noted</b>
		SO added it might be worth having guild committees on there as well, SD confirmed that is being updated.	<b>Noted</b>
	<b>Update on Welcome Week Talks</b>	SD highlighted that final tally of welcome talks is about 50 talks that will be split between the officers.	<b>Noted</b>
		Spreadsheet to be circulated to officers which shows how they are allocated.	<b>SD</b>
		The team is also happy to give officers public speaking support if they need it and if there are any clashes with the talks, officers to flag.	<b>Noted</b>
7	<b>AOB</b>	JT noted that officers' diaries are now starting to get full with a lot meeting requests coming in.	<b>Noted</b>
		JT encouraged the officers to be diligent with meeting requests in terms of accept tentatively or declining when there's a clash and encouraged the officers to seek support from JT, CD or SD if they are unsure.	<b>Noted</b>

		JT flagged that officers should remember to put their annual leave in their diaries so everyone can know when officers are away and register it on staff savvy so it is recorded properly.	<b>Noted</b>
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The meeting finished at 12:41.