

Full-Time Officer Group (FTOG)

Teams or Mandela

Present

Alex Keen, Education Officer (**EO**)
 Syed Sadath, Guild President (**President**) (Chair)
 Hope Aquilina, Welfare & Community Officer (**WCO**)
 Devansh Jhamnani, Activities & Employability Officer (**AEO**)
 Ravikiran Rajashekar, International Officer (**IO**)
 Ritakshi Maheshwari, Postgraduate Officer (**PGO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Chike Dike, Executive Assistant (**CD**) (note taker)

Apologies

Lara Parker, 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 (02.12.24)	<p>The Chair presented the minutes of the previous meeting, dated the 2nd of December 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 Updates from Previous Week	<p>EO noted that there was Surveys Action Group last week which went well and there was a follow up meeting to develop an action plan which will be presented to MMT.</p> <p>AEO noted a a podcast project being developed and noted the 'Be Inspired' campaign is ongoing. AEO highlighted meeting on a recycling bottle project which is looking to launch next year.</p> <p>IO noted meeting with investment subcommittee and work on student visa queries.</p> <p>PGO noted meeting with Registry and GTV training.</p> <p>WCO noted meeting with private investigator for Selly Oak, student group card making events, Christmas hampers.</p> <p>President noted EDI committee which went very well.</p>	<p>Noted</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>Staff Christmas social and Staff Forum on Friday.</p>	<p>Noted</p> <p>Noted</p>

		<p>WCO – Graduation ceremonies, Drugs and Alcohol group, SANDAM.</p> <p>EO – Misconduct Committees, MMT, meeting with SANDAM, meeting with the Deputy Pro VC for Education.</p> <p>PGO – CMH Speak and Lead, Graduation, CQAAC.</p> <p>AEO – PhD research portal development group meeting, Hurdles catch up, Incidents meeting, Guild awards 2025 Working Group meeting,</p> <p>IO – CoSS College Education Committee, Christmas Cake mixing event, Graduation, Finance Committee Meeting.</p> <p>President – Graduation, Finance Committee.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Officer Appraisals	The officers considered which staff will be asked to complete their 360 feedback.	Noted
5	Officer Projects	<p>EO – Research Showcase project.</p> <p>AEO – PHD Portal, Students Success Story Podcast.</p> <p>IO – Christmas event, Language Café and cake event.</p> <p>PGO – Postgraduate Wellbeing event.</p> <p>WCO – Cookbook, stall at Refreshers to giveaway eco-friendly items.</p> <p>President – Two-pound lunch, Coffee with President.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Schools/Colleges/ Dubai Update	Nothing to discuss.	Noted
7	Part-Time Officers	Nothing to discuss.	Noted
8	AOB	President highlighted the University's new EDI strategy and asked the group to consider and share any feedback on the priorities.	Noted

The meeting finished at 13:00.