

# Full-Time Officer Group (FTOG)

Mandela

## Present

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

## Also in Attendance

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

## Apologies

Lara Parker, Sports Officer (**SO**)  
 Ritakshi Maheshwari, Postgraduate Officer (**PGO**)

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

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (07.04.2025)</b>	<p>The Chair presented the minutes of the previous meeting, dated 7<sup>th</sup> April 2025 for the Officer Team's approval.</p> <p>Several queries were required to be actioned.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p><b>Noted</b></p> <p><b>CD</b></p> <p><b>Approved</b></p>
2	<b>Officer Updates from Previous Week</b>	<p><b>WCO</b> – Positive meeting with Al Carns (Selly Oak MP)</p> <p><b>EO</b> – Positive meeting with Al Carns (Selly Oak MP)</p> <p><b>AEO</b> – Met with the Student Voice team to discuss feedback on officer training, worked on podcast</p> <p><b>IO</b> – Met with the Career Network team to discuss the PGT bursary</p> <p><b>President</b> – University Council strategy day</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>
3	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p><b>WCO</b> – Interview panel for Senior Student Voice Coordinator role, Officer Training Feedback</p> <p><b>EO</b> – Activities panel.</p> <p><b>AEO</b> – Disciplinary panel, Portal catch up meeting, PG webinar with the Careers Network Team.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p><b>IO</b> – Officer Training Feedback, Catch up with the Student Voice Manager</p> <p><b>President</b> – EDI Committee, 121 with the Vice Chancellor</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
4	<b>Officer Projects</b>	<p><b>WCO</b> – Digital version of cookbook, housing videos</p> <p><b>EO</b> – No project work currently as taking annual leave</p> <p><b>AEO</b> – Student success stories podcast, Worklink event at the Guild</p> <p><b>IO</b> – Language café, Food festival</p> <p><b>President</b> – International Student Forum, 125<sup>th</sup> Anniversary podcast</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>
5	<b>Graduation Roster</b>	The President asked the Officer Team to complete their availability for attending the summer graduation ceremonies.	<b>Officer Team</b>
6	<b>Schools/Colleges/ Dubai Update</b>	No items to discuss.	<b>Noted</b>
7	<b>Part-Time Officers</b>	No items to discuss.	<b>Noted</b>
8	<b>AOB</b>	<p>The Officer Team discussed sending a welcome letter from the Guild to the new Registrar &amp; Secretary.</p> <p>The Officer Team discussed the IO, the PGO, the AEO and the President moving to part time employment contracts in June.</p> <p>The Officer Team agreed to rearrange the upcoming GOG meeting due to diary conflicts.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

The meeting finished at 13:00.