

## Full-Time Officer Group (FTOG)

Teams or Mandela

### Present

Alex Keen, Education Officer (**EO**)

Hope Aquilina, Welfare & Community Officer (**WCO**)

Devansh Jhamnani, Activities & Employability Officer (**AEO**) (Chair)

Ravikiran Rajashekar, International Officer (**IO**)

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)

### Apologies

Syed Sadath, Guild President (**President**)

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

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (14.01.25)</b>	<p>The Chair presented the minutes of the previous meeting, dated 14<sup>th</sup> of January 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>
2	<b>Officer Updates from Previous Week</b>	<p><b>WCO</b> – Birmingham City Council meeting on move-in/move-out period.</p> <p><b>PGO</b> – Student Access, Progress and Inclusion Committee Group, PhD research portal meeting.</p> <p><b>IO</b> – Study Abroad and Exchanges Orientation Briefing, discussion with comms about online engagement with students.</p> <p><b>SO</b> – BUCS roundtable, UBSport Management Meeting.</p> <p><b>EO</b> – RGSU, newsletter launch.</p> <p><b>AEO</b> - Selly Express catch-up meeting, final podcast proposal.</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> <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> – UBSport SMT meeting, Misconduct Committee, 1-1 with Head of Sport.</p> <p><b>WCO</b> – Activities &amp; Employability Fair meeting, Housing Discussion, Refreshers Fair, EDI taskforce.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p><b>EO</b> – Strategic Review of Academic Services consultation, 1-1 with PVC Education, interviews for Student Group Coordinator.</p> <p><b>PGO</b> – PG wellbeing event, Graduate Research Board meeting, PG Society initial meeting, CoSS SEQUAC.</p> <p><b>AEO</b> – Guild Award Speech planning, Health &amp; Safety Committee Meeting, Guild Award Planning Meeting.</p> <p><b>IO</b> – catch up with International Tutor in School of Chemistry, EDI Taskforce Group Meeting,</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
4	<b>Officer Projects</b>	<p><b>WCO</b> – Housing discussion, Housing stall, Cookbook launch.</p> <p><b>PGO</b> – second Speed Friending Event, Go-Green Week Event, Postgrad Space.</p> <p><b>IO</b> – walk-in Wellbeing Talks, Food Festival.</p> <p><b>SO</b> – Women in Sport project.</p> <p><b>EO</b> – Student Charters, Research Showcase Project, Focus Group with EPS students.</p> <p><b>AEO</b> – Student Success Story Podcast, PhD portal project.</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> <p><b>Noted</b></p>
5	<b>Schools/Colleges/Dubai Update</b>	IO noted that there was a Dubai feedback meeting following recent visit.	<b>Noted</b>
6	<b>Part-Time Officers</b>	No items to discuss.	<b>Noted</b>
7	<b>AOB</b>	SO flagged that there is a Trustee Board meeting during voting week.	<b>Noted</b>

The meeting finished at 13:00.