

Full-Time Officer Group (FTOG)

Mandela

Present

Abhijeet Patel, Sports Officer (**SO**) (Chair)
 Jacob Dyke, Education Officer (**EO**)
 Abby Kenrick, Welfare & Community Officer (**WCO**)
 Emeline Brown, Activities & Employability Officer (**AEO**)
 Simrah Inamdar, International Officer (**IO**)
 Aliasgar Gandhi, Postgraduate Officer (**PGO**)

Also in Attendance

Adam Sheridan, Director of Engagement (**AS**)
 Lisa Clark, People & Administration Manager (**LC**) (note taker)

Apologies

Antonia Listratt, Guild President (**President**)

The Chair welcomed everyone, and the meeting started at 13:00.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (18.08.25)	<p>The Chair presented the minutes of the previous meeting, dated the 18.08.25 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>Approved</p>
2	Officer Updates from Previous Week	<p>SO – Met with the Head of UB Sport and shared manifesto, met with Head of Participation at UB Sport and discussed the Accommodation Leagues, met with the Guild Venues team, about Sports Night, met with Careers Network, had a 121 meeting with the Director of Engagement, attended recruitment training.</p> <p>WCO – Advertised the student scholarship drop in sessions, looking at the Hardship Fund and how they may access this to support them, the Officer statement for Gaza had over 1000 likes, looked at arrangements for students having biometric checks in other countries, had a catch up with the University Head of Security, had a meeting with catch up with the Director of Accommodation & Operations and the Head of Wellbeing & Partnerships to understand projects for the year and introduction to their teams.</p> <p>EO – Met with the Pro Vice Chancellor and Head of College of Life and Environmental Sciences and the Director of Education for the College about how we can work together to improve the student experience within the college, for example through Mid-Module Reviews, Specimen Papers, and Feedback Trackers, and introduced the Director of Community & Representation to the new Deputy Pro Vice Chancellor (Student Experience). Attended Rep Training and completed filming for training resources, attended a Wellbeing catch-</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>up with the People & Administration Manager, and held my 1-1 meeting with the CEO.</p> <p>PGO – Attended a meeting re the Birmingham Awards with the AEO, had 121 meetings with Guild with staff, went to a meeting in relation to the Post Graduate Group, attended training sessions, met with the Student Voice team and the IO about the International and Post Graduate Forum, continued work on the action plan.</p> <p>AEO – Had 121 meetings with Guild staff, attended Activities Committee training, attended Complaints catch up with the Complaints & Incidents Coordinator, completed some filming for Welcome Week, met with Student Activities to understand the Redbrick processes, had a 121 meeting with the external mentor, met with the Business Development Manager to approve the Welcome Week acts.</p> <p>IO – Was on leave last week for 2 days, attended training and had a planning meeting.</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>SO – Meeting with Sports & Fitness, meeting with Student Activities for Activities Committee, attending training, meeting with the Sports Centre about gym membership, having a 121 meeting with the Director of Engagement, attending anti-islamophobia and antisemitism training.</p> <p>WCO – Attending a catch up re alcohol & drug impact programme with a view to gaining the accreditation, attending anti-islamophobia and antisemitism training, having a catch up with Community, Advice & Support Manager on various projects for SHAG week and cost of living, holding drop ins for students affected by the Gaza student crises.</p> <p>EO – Meeting with both Deputy Directors of Education for the College of Arts & Law, meeting with the new Director of Digital Learning and Technology to discuss Canvas pages and bookable spaces, attending the Rep Away Day, and completing Anti-Islamophobia and Antisemitism training.</p> <p>PGO – Recording reps training, coffee morning, attending anti-islamophobia and antisemitism training, catch up with the AEO re the Birmingham Awards, catch ups with the Student Voice team, attending a Cost of Living meeting to discuss priorities, attending a Student Rep Away afternoon, looking at the data from the national Student Survey.</p> <p>AEO – Chairing Activities Committee, catch up with Student Activities team re the Chairs Network event, meeting DJ Soc with the SO, meeting with the Director of Community & Representation, attending anti-islamophobia and antisemitism training,</p> <p>IO – Attending Coffee morning, meeting the Systems team re dashboards, attending the Welcome Coordination meeting, meeting</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		the Deputy Director of Dubai, meeting with external vendors for the Food Festival, attending anti-islamophobia and antisemitism training.	
4	Officer Projects	<p>SO – Accommodation League, Sports Night, Student participation during Welcome Week, Sport Access Fund.</p> <p>WCO – Community Safety Campaign, working on the Liberation Forum, Sexual Health Campaign.</p> <p>EO – Planned officer projects include writing a Wonkhe article, organising 125 Talks, working with the WCO on an event and working with LES on Mid Module Reviews</p> <p>PGO – Planning for a forum with different depts for students, careers network looking at data on how we can improve, collaborate and partner on part time jobs, and how we can increase Post Graduate jobs.</p> <p>AEO – Working on the first Chairs Network event, started talks with Careers Network specifically to work with them and the PTOs on targeting communities such as women, ethnic minorities etc within Student Groups in respect of their careers.</p> <p>IO – Food Festival meeting with external vendors looking at Health & Safety requirements, working on a Student Forum with the PGO, liaising with the Head if IST and how we can work together, working on the Cultural Calendar with Communications & Marketing.</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 looking at sports exercise science in schools/ colleges</p> <p>IO has a meeting with the Deputy Director of Dubai.</p>	<p>Noted</p> <p>Noted</p>
6	Part-Time Officers	EO noted some PTOs would like to engage more in Welcome Week activities. Director of Community & Representation to catch up with the EO & WCO.	Noted
7	Freedom Of Speech (FOS) discussion re lobbying the University	<p>Noted the FTO's have training with the Director of Legal Servies on FOS, re the duties and responsibilities as Officers & Trustees.</p> <p>The AEO & President will also have Guild training on FOS.</p> <p>EO noted will be interested to understand how the new legislation will work in practice particularly in relation to definitions related to viewpoints / beliefs.</p> <p>AS noted it may be useful for FTO's to have a discussion with the Director of Legal to understand this in more detail.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
7	AOB	AS noted an invite from Coventry Student Union for an informal Officer networking event on 4 th September, for the Officers to consider if they would like to attend.	Noted

The meeting finished at 13.55.