

Full-Time Officer Group (FTOG)

Teams or Mandela

Present

Alex Keen, Education Officer (**EO**)
 Syed Sadath, Guild President (**President**)
 Hope Aquilina, Welfare & Community Officer (**WCO**)
 Devansh Jhamnani, Activities & Employability Officer (**AEO**) – Joined 12:11
 Ravikiran Rajashekar, International Officer (**IO**) – Joined 12:11
 Lara Parker, Sports Officer (**SO**)
 Ritakshi Maheshwari, Postgraduate Officer (**PGO**) (Chair)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Jen Toone, Senior HR Coordinator (**JTo**) (note taker)
 Jane Baston, Student Voice and Representation Manager (**JB**) – Joined 12:30

Apologies

The Chair welcomed everyone, and the meeting started at 12:05.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting 27.05.2025	<p>The Chair presented the minutes of the previous meeting, dated the 27.05.2025 for the Officer Team's approval.</p> <p>SO raised one amend which was BUCS rather than BUS.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
2	Officer Updates from Previous Week	<p>EO – STARS Steering Group, Education Values Project meeting, Activities Committee Disciplinary Panel, Audit & Risk Committee.</p> <p>WCO – CAL CQAAC, EDI Committee.</p> <p>PO & AEO joined the meeting at 12:11</p> <p>SO – Sports Awards, Disciplinary Panel, last E&E Committee</p> <p>IO – Audit & Risk Committee, Food Festival.</p> <p>PGO- Survey Action Group Meeting, Officer project</p> <p>President – Annual Leave</p> <p>AEO – E&E Committee meeting, Room booking meeting, 121 meeting with the wellbeing team to provide feedback.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		The Officer Team discussed the recent Joined Up Conversations meeting.	Noted
3	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>IO – PG and International Careers Monthly Meeting, and Guild Registry Catch-Up.</p> <p>JB joined the meeting at 12:30.</p> <p>SO noted that GOG was scheduled for Thursday and asked if JB could move due to some officers being unavailable on Thursday. JB confirmed they can reschedule.</p> <p>EO – Personal Learner Profile Oversight Board, June SRSAB.</p> <p>AEO – ValeFest meeting to discuss promotion of final ticket sales, Activities Committee Subgroup.</p> <p>WCO – Cookbook Stall, Leeds SU discussion on Community Pantry.</p> <p>SO – Activities Committee Subgroup, Sports Award, Sports attendance process.</p> <p>PGO – Welcome Coordination Meeting, June SRSAB, Catch up with C&M for content planning.</p> <p>President – Welcome Coordination Meeting, Arms Trade Policy Action group.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Officer Projects	<p>IO – Food Festival scheduled for Monday 9th June, Language Picnic scheduled for Friday 13th June.</p> <p>EO – Education Value project – Script completed and student outreach ongoing.</p> <p>AEO – Workshop with Work link/</p> <p>WCO – Promotion of Cookbook, Housing, Move in/out.</p> <p>SO – Review Sports award with UOB sport, Sport Access fund.</p> <p>PGO – Event planning with Voice, discussions with BIA.</p> <p>President – Coffee with President on the 11th of June, International Student Forum on the 23rd of June.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
5	Democratic Idea	<p>JB presented a democratic idea that was submitted.</p> <p>The Officers discussed this could be delivered in the timeframe.</p> <p>The Officers noted that this was submitted anonymously and would require further information which would be difficult to deliver due to time constraints.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		The Officers agreed that JB would ask the student who submitted the idea to get in contact with the officers for support, noting that due to timings this may be difficult.	JB
6	UoB Council	JT noted that the UOB council members would be decided in FTOG and opened this up for discussion. The Officers discussed and agreed it should continue with the incoming International Officer.	Noted Noted
7	Schools/Colleges/ Dubai Update	No items to discuss.	Noted
8	Part-Time Officers	No items to discuss.	Noted
9	AOB	JT informed the officers that they had received an invite from an External Trustee to meet and provide feedback on their experiences the Guild. The Officers agreed to attend. JT noted they would confirm their acceptance and get some dates together. JT asked if all officers had chance to compete the graduations schedule. The Officers confirmed it was complete with one ceremony outstanding. The President questioned if the new incoming officers would be attending. JT confirmed they will and will have their separate schedule.	Noted Noted Noted Noted

The meeting finished at 13:08.