

Full-Time Officer Group (FTOG)

Teams

Present

Simrah Inamdar, International Officer (**IO**) (Chair)
 Emeline Brown, Activities & Employability Officer (**AEO**)
 Antonia Listratt, Guild President (**President**)
 Jacob Dyke, Education Officer (**EO**)
 Abhijeet Patel, Sports Officer (**SO**)
 Aliasgar Gandhi, Postgraduate Officer (**PGO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Amy Simon, Executive Assistant (**AS**) (note taker)

Apologies

Abby Kenrick, Welfare & Community Officer (**WCO**)

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

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (03.11.25)	<p>The Chair presented the minutes of the previous meeting, dated 3rd November 2025 for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	Noted Noted
2	Officer Updates from Previous Week	<p>SO – Trustee Board, UB Sports feedback, Event prep meeting, UB Sport SMT, PTO support meeting</p> <p>EO – Trustee Board, Senate pre-meet, meeting with PVC Education and Academic Registrar, meeting with Director and Assistant Director of Registry, Law School meeting, Senate, Quality Standards Enhancement Committee.</p> <p>PGO – Trustee Board, Trustee chair meeting, PGI Forum pre-meet, LES College Education Committee briefing and meeting, Senate pre-meet, Doctoral Research Board, QESC briefing and committee, PTO support meeting, meeting with Director and Assistant Director of Registry.</p> <p>AEO – Trustee chair meeting, incident meetings, SHAG week working group, Student Misconduct Appeal meeting, Sports Christmas Dinner Room Bookings meetings, Good Campus Relations meeting, Open day meeting, interview panel, Worklink meeting, Careers Network meeting.</p> <p>IO – Trustee Board, Trustee Board chair meeting, Guild/Student living biweekly meeting, SHAG week working group, HR Committee</p>	Noted Noted Noted Noted Noted Noted

		<p>briefing, International Students Levy meeting, 121 with Director of Student Affairs, UoB Investments meeting, Dubai student forum, PTO support.</p> <p>President – Trustee Board, Cost of living working group, Officer project meeting, University Investments briefing, Good Campus Relations meeting, Student EDI meeting, Decolonisation meeting.</p>	Noted
3	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>SO – PGI Forum, GOG, UB Sports equipment meeting, Sport Access Fund meeting, UB Sports Funding meeting, SSG meeting, JUC.</p> <p>EO – 121 with Director of Digital Learning and Technologies and Learning Environments, Remembrance event, GOG, 121 with Provost, JUC.</p> <p>PGO – PGI Forum, PGI debrief, LES CQAAC, JUC, GOG</p> <p>AEO – PGI forum, Incident meeting, GOG, Student media meeting, Worklink meeting at Community Breakfast, Chair Network preparation meeting, Alumni Impact Fund Panel, Engagement Committee Briefing, SHAG week planning meeting, Open Day.</p> <p>IO – meeting with Student Living Project Manager, GOG, PGI Forum and debrief, Rent Distribution Process pre-meet, HR Committee, Careers Network panel pre-meet, CQAAC pre-meet, JUC, Dubai Leaders debrief, SHAG week comms meeting.</p> <p>President – SPRC, GOG, Communications meeting, 121 with Vice-Chancellor, College of Social Sciences meeting, JUC, 121 with Trustee Board Chair.</p>	Noted Noted Noted Noted Noted Noted Noted Noted
4	Officer Projects	<p>SO – Sports Access Fund, costume swap drop in, Accommodation and Participation project with UB Sports.</p> <p>EO – Mid-module questionnaires, Placement quality.</p> <p>PGO – Careers Network meeting – PG employment opportunities, PGI Forum, PG Community elections.</p> <p>AEO – Underrepresented groups careers workshop, Race Equality week – careers network workshop, Worklink fliers, Chairs Network.</p> <p>IO – Orientation programme, Mandarin communications, Accommodations website project.</p> <p>President – Event planning, student staff decolonisation network, Community fridge.</p>	Noted Noted Noted Noted Noted Noted Noted
5	Schools/Colleges/ Dubai Update	<p>EO – all College Reps have been contacted.</p> <p>IO – met with Dubai Forum student leaders</p>	Noted

6	Part-Time Officers	No items to discuss.	Noted
7	AOB	<p>EO and President requested additional topics for their senior University 121s.</p> <p>AS noted December graduation ceremonies that need Officer cover. Officers agreed to offer the dates to the PTOs at the end of the week.</p>	Noted Noted

The meeting finished at 13:50.