

# Full-Time Officer Group (FTOG)

## Officer's Office

### Present

Jacob Dyke, Education Officer (**EO**) (Chair)  
 Emeline Brown, Activities & Employability Officer (**AEO**)  
 Simrah Inamdar, International Officer (**IO**)  
 Aliasgar Gandhi, Postgraduate Officer (**PGO**)  
 Abby Kenrick, Welfare & Community Officer (**WCO**) (joined at agenda item 3)

### Also in Attendance

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

### Apologies

Abhijeet Patel, Sports Officer (**SO**)  
 Antonia Listratt, Guild President (**President**)

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

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting 13.10.25</b>	<p>The Chair presented the minutes of the previous meeting, dated 13.10.25 for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<b>Noted</b> <b>Noted</b>
2	<b>Officer Updates from Previous Week</b>	<p><b>EO</b> – UEB/Guild meeting, meeting with Chancellor, 121 with PVC Education, NSS working group, Audit &amp; Risk Committee, Team 12, 125 talk, 121 with Senior Rep Coordinator and Director of Education for College of Engineering and Physical Science, UB Sports meeting, Chat for Change event with Local MP, Leeds Students' Union visit.</p> <p><b>PGO</b> – 121 with External mentor, UEB/Guild, 121 with PVC Education, Audit &amp; Risk Committee, Team 12, LES College QA Committee, Worklink meeting, 125 talk, Food Festival, DARO meeting, UB Sports meeting, Leeds Students' Union visit.</p> <p><b>AEO</b> – Activities Committee, University Chaplaincy Engagement group, Ethical &amp; Environmental Committee brief, Sustainability Officer meeting, Room Bookings meeting, Community Organising training, Leeds Students' Union visit.</p> <p><b>IO</b> – Deputy PCV for Student Experience meeting, UEB/Guild, Audit &amp; Risk briefing and Committee, Council, International Food Festival, DARO meeting, 121 with Director of Student Affairs, Meeting with Director of Accommodation and Operations, Community Organising training, Diwali event, Leeds Students' Union visit.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>

3	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>WCO joined at 13:26.</p> <p><b>WCO</b> – Drug and alcohol steering group, meeting with West Midlands Police, College wellbeing leads meeting, Democracy and Representation Review meeting, meeting with Staff Disability Network lead, Chat for Change debrief, meeting with Director of Accommodation and Operations, meeting with Head of Student EDI.</p> <p><b>EO</b> – 121 with Deputy PCV for Student Experience, Wonkhe/Guild meeting, 121 with Head of College for Social Sciences, Welcome Coordination meeting, Democracy &amp; Representation meeting, University Relationships meeting, Student Experience meeting, Director of Digital learning and technologies, Chat for Change debrief, Student Academic Experience Survey meeting, meeting with Director of Registry and Assistant Director of Registry, supporting the University Misconduct Hearing, SANDAM meeting.</p> <p><b>PGO</b> – 121 with Deputy PCV for Student Experience, Wonkhe/Guild meeting, Democracy &amp; Representation meeting, Birmingham Award Meeting, meeting with Director of Registry and Assistant Director of Registry.</p> <p><b>AEO</b> – Ethical &amp; Environmental Committee, Careers Network meeting, Careers Network International event, Birmingham Award event, DARO event, Alumni Impact Fund shortlisting.</p> <p><b>IO</b> – University relationships meeting, Careers Network event, Chinese Society meeting, Democracy &amp; Representation meeting, Wonkhe/Guild meeting, meeting with Director of Accommodation and Operations, Leeds Students' Union visit.</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> <p><b>Noted</b></p> <p><b>Noted</b></p>
4	<b>Officer Projects</b>	<p><b>WCO</b> – Liberation Forum, Chat for Change with Local MP, West Midlands Police and Feminist Society collaboration, SANDAM meeting.</p> <p><b>EO</b> – Guild Elections, Canvas page, EPS, Office Hours rebranding, Community Safety discussion with West Midlands Police and Feminist Society, Bookable Study spaces, University Survey.</p> <p><b>PGO</b> – PG&amp;I Forum, PG Community event, Careers Network collaboration, PG Society communications.</p> <p><b>AEO</b> – Collaboration with Careers Consultant from Careers Network, Chairs' Network, Treasurers' Network, Residence Life and Worklink collaboration.</p> <p><b>IO</b> – PG&amp;I Forum, Chinese Society – Chinese New Year, Careers Network collaboration, Orientation programme.</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>	<p><b>IO</b> – Conversations with Dubai Association</p>	<p><b>Noted</b></p>

<b>6</b>	<b>Part-Time Officers</b>	<b>WCO</b> – Black History Month, spotlight Society Events, Black Student feedback session.	<b>Noted</b>
<b>7</b>	<b>December Graduations</b>	<b>ASi</b> – Ceremonies will be 8 <sup>th</sup> December – 16 <sup>th</sup> December. Specific times to be confirmed early November.	<b>ASi</b>
<b>8</b>	<b>AOB</b>	No items to discuss.	<b>Noted</b>

The meeting finished at 14:00.