

# Full-Time Officer Group (FTOG)

## Teams or Mandela

### Present

Abhijeet Patel, Sports Officer (**SO**) (Chair)  
 Simrah Inamdar, International Officer (**IO**)  
 Emeline Brown, Activities & Employability Officer (**AEO**)  
 Antonia Listratt, Guild President (**President**)  
 Abby Kenrick, Welfare & Community Officer (**WCO**)

### Also in Attendance

Amy Simon, Executive Assistant (**AS**) (note taker)

### Apologies

Aliasgar Gandhi, Postgraduate Officer (**PGO**)  
 Jo Thomas, Chief Executive (**JT**)  
 Jacob Dyke, Education Officer (**EO**)

The Chair welcomed everyone, and the meeting started at 09:15.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (08.12.25)	<p>The Chair presented the minutes of the previous meeting, dated 8<sup>th</sup> December 2025 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	Officer Top 3 Highlights from Previous Week	<p><b>SO</b> – UB Sport catch up, Graduation, BUCS Officer Away Day, Finance Committee, Semester 2 Grant Allocation meeting.</p> <p><b>WCO</b> – Drug and Alcohol steering group, Graduations, SHAG week drop ins.</p> <p><b>AEO</b> – Guild Awards catch up, Graduation, Semester 2 Grant Allocation meeting, meeting with ACS.</p> <p><b>IO</b> – 121s with Academic Registrar and Deputy PCV for Student Experience, Graduations.</p> <p><b>President</b> – EDI and Freedom of Speech Task &amp; Finish group, 121s with PVC Education and Academic Registrar, Finance Committee.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>
3	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p><b>SO</b> – Activities Committee, Interviews, Guild Action Group</p> <p><b>WCO</b> – RSPV Sexual Violence Awareness training, Supporting Association with Campaigns meeting, Rent Distribution Process meeting.</p>	<b>Noted</b> <b>Noted</b>

		<b>AEO</b> – Guild Awards meeting, Activities Committee, Complaints catch up meeting.  <b>IO</b> – Cultures Connect Winter Social, Rent Distribution Process meeting, EMSO.  <b>President</b> – Cost of Living meeting, Action Group, Rent Distribution Process meeting.	<b>Noted</b> <b>Noted</b> <b>Noted</b>
4	<b>Officer Projects</b>	<b>SO</b> – Accommodation with UB Sports, Social Media Gym Promotion.  <b>WCO</b> – SHAG week, Drug and Alcohol Harm Reduction communications, Women's Safety Group.  <b>AEO</b> – Worklink/Community Breakfast, ACS Careers Workshop, Chair's Network.  <b>IO</b> – International Student Hub website, Mandarin communications, Cultures Connect Winter Social.  <b>President</b> – Cost of Living Hub, Amnesty International Pledge.	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>
5	<b>Schools/Colleges/ Dubai Update</b>	IO noted conversations with the Dubai team regarding the Student Manifestos, the funding for societies and a member of staff responsible for careers.  WCO noted that the responsibility of student elections has been clarified with EPS.	<b>Noted</b> <b>Noted</b>
6	<b>Part-Time Officers</b>	WCO noted collaborations with the Women's Officer on Sexual Misconduct Group, International Women's Day and Women's Month.	<b>Noted</b>
7	<b>Leeds Visit</b>	AEO, IO and WCO noted that the visit is during SHAG week.  Officers agreed to bring this item to the next meeting.	<b>Noted</b> <b>Noted</b>
8	<b>AOB</b>	AEO noted the Careers Network has confirmed their availability in January to discuss employability and are requesting some agenda points in order for them to invite relevant staff.  AEO noted she and the President wish to discuss entrepreneurship.  IO noted in India, colleges invite companies to a careers fair on campus, where interviews take place and each company commits to hiring a fixed number of students. IO further noted, she and PGO are researching how these agreements are made.  IO noted she is exploring how to further support students seeking jobs in their home countries, focusing on other countries as well as India and China.  WCO noted information on managing time effectively when applying to graduate schemes is important and queried what support with applications is available.	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>

	<p>President noted the important of having commercial awareness in the law field and noted a workshop on this would be useful as well as interview and application support.</p> <p>President requested that the Officers provide topics for their strategy day.</p> <p>AEO noted there are no team projects currently due to a focus on individual officer projects. President noted that ideas can be brought to the strategy day and the External Mentor will support the development.</p> <p>President noted that the Good Governance working group suggested the Officers present a paper at a Trustee Board. WCO noted an update can be provided on the previous Officer away day.</p> <p>President noted a paper for Council is being authored and suggested more suggestions for its contents were discussed at the strategy day.</p> <p>SO noted EO will be chairing Joined Up Conversations.</p> <p>AEO noted a potential collaboration with the Guild Officers and the University of Nottingham Students' Union.</p>	<b>Noted</b>
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The meeting finished at 09:43.