

# Full-Time Officer Group (FTOG)

Teams

## Present

Emeline Brown, Activities & Employability Officer (**AEO**) (Chair)  
 Antonia Listratt, Guild President (**President**)  
 Abby Kenrick, Welfare & Community Officer (**WCO**)  
 Aliasgar Gandhi, Postgraduate Officer (**PGO**)

## Also in Attendance

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

## Apologies

Abhijeet Patel, Sports Officer (**SO**)  
 Jacob Dyke, Education Officer (**EO**)  
 Simrah Inamdar, International Officer (**IO**)

The Chair welcomed everyone, and the meeting started at 13:05.

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (10.11.25)</b>	<p>The Chair presented the minutes of the previous meeting, dated 10<sup>th</sup> November 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	<b>Officer Updates from Previous Week</b>	<p><b>WCO (past 2 weeks)</b> – HR Committee, Rent Distribution Process meeting, filming for Reclaim the Night, Jewish Society meeting, Sexual Misconduct working group pre-meet, BCU Safe Zone collaboration, Disability History Month planning meeting, Disabled Students Contribution Group.</p> <p><b>PGO</b> – PGI Forum, LES CQAAC, JUC, PGI Forum feedback, LES PGR communications meeting, Community PGT meeting.</p> <p><b>AEO</b> – PGI Forum, GOG, Incident meeting x2, Worklink visit, Chair Network pre-meet, Open Day preparation meeting, Alumni Impact Fund Panel, Engagement Committee briefing,</p> <p><b>President</b> – SPRC briefing, Operational plan, Community Breakfast and Pantry meeting, Rent Distribution Process meeting, Student Media Research meeting, 121 with VC, Liberation working group, JUC, Jewish Society meeting, SPRC, Democracy meeting, NUS reps pre-meet, Arab Society meeting, Warwick SU visit.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>
3	<b>Officer Diaries</b>	The Officer Team discussed their key meetings for the week ahead:	

		<p><b>WCO</b> – University Challenge try-outs, Rent Distribution Process meeting, meeting with Uni Police Officer – Sports Clubs' awareness training, Sexual Misconduct working group, Senior Tutor Forum, Student Onboarding meeting, Violence Against Women and Girls Communication meeting, Activities Committee, NUS President meeting – Birmingham bin strikes.</p> <p><b>PGO</b> – Student Experience Network, University Challenge try-outs, 121 with PVC Education, Student Experience Committee, 121 with Student Voice and Representation, Biosciences Restructuring meeting, Education Innovation Advisory Group. Student Onboarding Internal Audit, Apprenticeship and Partnership Committee, Graduate Employability Project.</p> <p><b>AEO</b> – Engagement Prep, Scrutiny Panel report, Engagement Committee, Team 12, UOB Xtra steering group, Activities Committee, MedSoc Committee, Incident meeting, Chairs Network filming.</p> <p><b>President</b> – NUS conference, Cost of Living paper preparation, Equality Act paper preparation, Rent Distribution Process meeting, Student drop-in meeting, filming for Scrutiny Panel, filming for ISOC.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>
4	<b>Officer Projects</b>	<p><b>WCO</b> – Violence Against Women and Girls, Reclaim the Night, Sexual Misconduct working group, Bin strikes, SHAG week.</p> <p><b>PGO</b> – PGT spaces, Graduate Employability, Timetabling project.</p> <p><b>AEO</b> – Worklink promotion, Careers Network workshop.</p> <p><b>President</b> – Community Pantry and Breakfast, Right to Protest Week.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>
5	<b>Schools/Collages/ Dubai Update</b>	<p>IO is currently in Dubai attending graduations.</p> <p>JT noted there is ongoing discussion regarding collaborative work with Dubai colleagues.</p>	<b>Noted</b> <b>Noted</b>
6	<b>Part-Time Officers</b>	<p>WCO – Liberation Week discussion and Reclaim the Night work with Women's Officer.</p>	<b>Noted</b>
7	<b>Arms Trade Policy</b>	<p>President noted the policy was previously passed but has not been actioned. Officers are responsible for driving the implementation of policies.</p> <p>President suggested creating a working group.</p> <p>WCO queried whether an Officer was assigned the policy. President noted there was no assignment, but an action group redrafted the policy and it was passed at Trustee Board.</p> <p>Officers requested the policy be distributed and agreed to meet w/c 24<sup>th</sup> November.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>President/ AS</b>

<b>8</b>	<b>AOB</b>	<p>WCO noted EO will cover School of Government graduation due to A/L.</p> <p>President queried whether student speeches at graduation and noted a paper could be presented at Council as well as liaison with College Reps.</p> <p>PGO left the meeting at 13:45.</p> <p>Officers agreed to work together on a paper.</p>	<b>Noted</b>
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The meeting finished at 13:51.