

# Full-Time Officer Group (FTOG)

## Teams or Mandela

### Present

Simrah Inamdar, International Officer (**IO**) (Chair)  
 Emeline Brown, Activities & Employability Officer (**AEO**)  
 Jacob Dyke, Education Officer (**EO**)  
 Abhijeet Patel, Sports Officer (**SO**)

### Also in Attendance

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

### Apologies

Abby Kenrick, Welfare & Community Officer (**WCO**)  
 Aliasgar Gandhi, Postgraduate Officer (**PGO**)  
 Antonia Listratt, Guild President (**President**)

The Chair welcomed everyone, and the meeting started at 16:01.

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (06.01.26)</b>	<p>The Chair presented the minutes of the previous meeting, dated 6<sup>th</sup> January 2026 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 Top 3 Highlights from Previous Week</b>	<p><b>SO</b> – UB sports filming, UB Sports meeting workshop, UB Sports branding meeting, Sports Night planning, MMT/Officer away day.</p> <p><b>EO</b> – 121 with PVC Education, Elective Reps forum planning, COSS advisory group, MMT/Officer away day.</p> <p><b>AEO</b> – filming for Refreshers fair, complaint catch up meeting, Refreshers catch up, MMT/Officer away day, shortlisting.</p> <p><b>IO</b> – Predictive Analysis wellbeing meeting, MMT/Officer away day.</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><b>SO</b> – Guild Officer Group, 121 with Director of Engagement,</p> <p><b>EO</b> – Student Advisory Board, Open Day working group, RGSU, meetings with Dept Dir of Education in EPS, LES and CAL.</p> <p><b>AEO</b> – Complaints review, Open Day working group, Disciplinary panel, Guild Awards catch up, Worklink/Guild catch up, meeting with ACS.</p>	<b>Noted</b> <b>Noted</b> <b>Noted</b>

		<b>IO</b> – Communications & Marketing meeting, welcome talk, Q&A, PGI Forum planning, Associate Director of International recruitment meeting.	<b>Noted</b>
<b>4</b>	<b>Officer Projects</b>	<b>SO</b> – Accommodation event, Costume Swap, Sports Night themes. <b>EO</b> – Specimen Papers, Model Solutions, College feedback, library Study Spaces. <b>AEO</b> – Worklink/Community breakfast, ACS Careers workshop, Chair's Network, Employability and groups collaboration with UB Xtra <b>IO</b> – PGI forum, International Student Hub proposal, Eco Iftar.	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>
<b>5</b>	<b>Schools/Colleges/ Dubai Update</b>	EO noted a collaboration with the LES team and Dubai team. AEO noted the processes in place by the Dubai team. IO noted what information has been shared with the Dubai team. AEO noted that many jobs on campus are advertised by external job agencies as opposed to Worklink.	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>
<b>6</b>	<b>Part-Time Officers</b>	No items to discuss. Noting it was the GOG meeting this week.	<b>Noted</b>
<b>7</b>	<b>AOB</b>	CEO updated the Officers on the process for recruiting a new external mentor.	<b>Noted</b>

The meeting finished at 17:00.