



# Full-Time Officer Group (FTOG)

Online - Microsoft Teams

**Present**

Dean Turner, Welfare & Community Officer (**WCO**)  
 Harry Brooks, Activities & Employability Officer (**AEO**)  
 Joseph Hill, Education Officer (**EO**)  
 Cat Hardiman, Sports Officer (**SO**) (Chair)  
 Benjamin Lockley, Postgraduate Officer (**PGO**)  
 Tianjie (Alice) Liu, International Officer (**IO**)

**Also in Attendance**

James Lindsay, Director of Representation & Welfare (**JL**)  
 Jen Toone, Senior HR Coordinator (**JT**) (note taker)

**Apologies**

Amira Campbell, Guild President (**President**)

The Chair welcomed everyone and the meeting started at 12:33.

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (29.04.24)</b>	The Chair presented the minutes of the previous meeting, dated the 29th April 2024, for the Officer Team’s approval.  The Officer Team approved the minutes as an accurate record of the meeting.	<b>Noted</b>  <b>Noted</b>
2	<b>FoP Social Media</b>	The AEO discussed the FoP Social media post and discussed the officer’s opinions on how to ensure this does not happen again.  JL noted that they had a meeting around this and it was best for the Student Activities Manager to take this forward.	<b>Noted</b>  <b>Noted</b>
3	<b>HSBC panel member at committee training conference</b>	The AEO discussed the impact of having HSBC at the welcome week and Committee training conference and asked for feedback from the officers.  The officers discussed their options and it was decided that the AEO would discuss further with the President and report back.	<b>Noted</b>  <b>Noted</b>
4	<b>Officer Diaries</b>	The Officer Team discussed their key meetings for the week ahead:  <b>IO-</b> International Committee, China Institute committee, 121 with CEO & Guild Staff, Education Committee  <b>WCO –</b> Time to talk, Filming invisible disability, meeting with Jon Elsmere.	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>

		<p><b>EO</b> – Student Experience &amp; Engagement Group, Visit from the President of Sheffield, Guild Education Committee.</p> <p><b>SO</b> – Girls night in with UOB Sport, Director of sport meeting.</p> <p><b>AEO</b> – H&amp;S committee, Walk around Chaplaincy, Medsoc Committee.</p> <p><b>PGO</b> – Research Committee, UQAAC, Student Experience &amp; Engagement,</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>Officer Projects</b>	The IO noted that the Language picnic was happening on the afternoon of 6 <sup>th</sup> June along with the international & Postgraduate summer party on the 7 <sup>th</sup> June.	<b>Noted</b>
6	<b>Schools/Colleges/ Dubai Update</b>	IO noted that the Dubai President was visiting in June and will be giving them a tour of the Guild if time permitted.	<b>Noted</b>
7	<b>Part-Time Officers</b>	Nothing to discuss.	<b>Noted</b>
8	<b>AOB</b>	The Chair noted they had VIP Guest tickets for all officers to attend the Sports Ball on 7 <sup>th</sup> June and to let them know if they will be attending.	<b>Noted</b>

The meeting finished at 12:54