**National Association for Hospital Education – Annual General Meeting**

Date – 6th November 2023

Present – Cath Kitchen (Chair), Stephen Deadman (CHS, Leicester), Gwyneth Stephen (Leeds MNTS), Jayne Franklin (GOSH/UCLH), Maarten Crommelin (Maudsley & Bethlem), Janine Zablocki (James Brindley), Steve Lowe (Oxfordshire Hospital School), Lydia Thomas (Wiltshire Council Medical Needs), Lisa Biggar (Manchester Hospital School), Jim Bowyer (Skylark Partnership), Bev Williamson (STARS), Tara Bell (Wandsworth), Helen Casson (WAVE MAT< Devon & Cornwall), Mark Hilton (Alderhay Children’s Hospital part of Sandfield Park Special School), Lindsey Watson (Nightingale Hospital and Home Tuition Services, Wolverhampton)

Apologies – Janet Doherty (Vice chair, Manchester Hospital School)**,**

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item | Discussion points | Actions | Notes |
| 1. Welcome and apologies | Cath welcomed everyone to the virtual meeting and thanked people for giving up their time to attend.  People were asked to enter their names via the chat box.  Apologies were taken and accepted from people named above. | None |  |
| Minutes of last AGM, 28.11.22 | Minutes were shared and agreed as a correct record of the meeting. | None |  |
| 1. Annual report | This was circulated prior to the meeting.   * One director has retired from the board. * There are two classes of membership, individual and organisational. * Annual report was agreed and no further questions. * Draft priorities for 2023-2024 was highlighted as a key area of change. * Cath thanked everyone for all their help with Peer Networks. * Cath asked if there were any speakers or webinars members would like to please let her know. * Green paper proposal to be recognised as part of AP sector.   Questions and comments – none were raised at the meeting.  The report was positively received. | None |  |
| 1. Development plan 23-24 | This was circulated prior to the meeting.  Evaluation of National Association for Hospital Education Development Plan 2022-23 also circulated prior to the meeting.   * Areas have been developed for this year. * Future focus is to move forwards and continue to grow and develop the organisation. * To raise the profile of NAHE on a national level. * Develop networks * Develop the members area of the NAHE website * Aims have changed but core focus is the same. * Plan to develop structure and financial strategy. * Plan for succession of directors and Chair.   Agreement of new aims:   * New website chat function. * Work with website developers to set up Slack Microsoft product, this is an in-touch system where networks can be set up. * Continue to improve outcomes for children with medical needs. * Produce manifesto to engage with political parties.   Questions and comments – none were raised at the meeting.  The report was positively received. | None |  |
| 1. Receipt of annual accounts | * These have been submitted and shared. * Income and expenditure account viewed on screen and shared. * Balance sheet shared. * Stephen Deadman raised queried reappointing auditors. * Accounts remain healthy. * Will continue to provide events for members. * Cath confirmed that claims are made for travel expenses. * Stephen Deadman clarified amount shown within accounts was not a true reflection of actual accounts, more realistic figure 8-9k. | Cath to distribute accounts |  |
| 1. Appointment of company auditors | MLG Education Services is proposed. Agreed continue to use.  Proposed: Steve  Seconded: Jayne  Pr  A | Cath to inform MLG |  |
| 1. Election of officers for 23-24 | Chair: Cath Kitchen  Proposed: Jayne  Seconded: Bev  Vice Chairs: Jayne Franklin, Janet Doherty, Steve Deadman  Proposed: Cath  Seconded: Bev | All officers appointed |  |
| AOB | * Cath thanked Caroline for the NAHE admin work and chasing of invoices etc. * It has been noted that people are finding the word ‘hospital’ in the title of NAHE confusing – this will go through a consultation. * Set of dates for published events is available. 21st November is the next event re Ofsted experiences. * Stephen Deadman thanked Cath for all her work and commitment to the NAHE. * The next conference is in January in Birmingham, a reminder will be sent soon. | None |  |
|  | **Meeting closed at 4.30pm** |  |  |