

National Association for Hospital Education – Annual General Meeting



Date – 11th November 2025

Present – Cath Kitchen (Chair), Maarten Crommelin (Maudsley & Bethlem), Janine Zablocki (James Brindley), Laura Webb (Devon Hospital School), James Shryane (Hospital & Outreach Education, Northamptonshire), Karen Ingham (Cloughside College), Amanda Lacey (Ancora House), Beth Warren (GHES), Cathy Heels (RNOH), James Gibson (Sheffield), Phill Arrowsmith (Wirral), Ranjana Shiyani (Ashley College), Steve Lowe (Independent), Mark Hilton (Alder Hey), L Watson (Vireo Academy) Gwyneth Stephen (Leeds MNTS), Andy Moran (Skylark Partnership), Helen Casson (WAVE), Julia Holder (Slough, Haybrook College)

Apologies – Stephen Deadman (CHS, Leicester), Joanna Beswick (Manchester Hospital School)

Agenda item	Discussion points	Actions	Notes
1. Welcome and apologies	Cath welcomed everyone to the meeting. People were asked to enter their names via the chat box. Apologies were taken and accepted from people named above. It was explained the AGM is a requirement of the organisation.		
2. Minutes of last AGM 4.11.24	Minutes from the last meeting are available on the website. The only matter arising was to arrange a directors meeting for the purpose of strategic planning in order for long-term planning.		This has been completed
3. Election of officers & notification of changes in directors	Janet Doherty (Manchester Hospital School) has submitted her resignation. Bev Williamson (STARS) has resigned. Three new directors have been invited – Maarten Crommelin, Joanna Beswick and Janine Zablocki. Need to look at skills of directors.	Complete a review of director's skills	
4. Annual report	Karen thanked Cath for putting the report together. No further comments.		
5. Proposal for changes to membership fees	Cath explained there has been no changes to the membership fees for a number of years. The below prices were proposed: Individual members - £60 Less than 10 employees - £80 Between 10 to 30 employees - £160 More than 30 employees - £240 This proposal is to support the sustainability of the infrastructure of the NAHE going forwards. There was a favourable response - agreed will commence from September 2026.	Increase fees from September 2026 Members to be notified	

<p>6. Development plan: evaluation of 24-25 and 25-26</p>	<ul style="list-style-type: none"> ● Looked at what had taken place in 2024-25. ● Need to look at the Members area of the NAHE website. ● Cath said there were many contributions towards the Supporting Medical Needs book. ● Cath explained the overall aims are the same and the priorities are structure and finance. ● The organisation relies a lot on good will and people contributing their time. It is not a money driven organisation. ● The NAHE is growing and developing. ● It is important to continue to share and collaborate, we need to encourage more organisations to join. ● James S and Jayne F have agreed to look at grants and funding opportunities. ● Need to develop operating procedures, e.g. for conferences etc. ● There is a new Finance Committee which includes Stephen Deadman and Cathy Heels. ● The Subject Network Lead is Gwyneth S ● Plan to use the software Padlet for website to share approaches etc. ● Look at outreach support for mainstream schools and how to share supporting children to remain in school. ● Raise the voice of children with medical needs. ● Look at equalities of provisions and supporting new Headteachers. ● Encourage members to participate in research. ● Karen mentioned the importance of growing memberships and suggested offering free webinars. ● Phill agreed sustainability needs reviewing. Information only sent out to NAHE members, raised how to get information across to other organisations. Also suggested a 2-tier pricing for conference etc to open to non-members. ● Cath mentioned Gwyneth had previously put in a Freedom of Information request which had contacts for schools/LAs. This is very out of date now and we need to do it again ● Need to look at the cost of conferences going forwards so that we can cover costs. ● Ranjana raised a lot of boroughs that don't provide what others do and find it difficult to manoeuvre around issues around funding. Need to share issues with others. ● Cath mentioned Helen and Lyndsey are both link people for PRUsAP Group. ● It was raised how beneficial members found the newsletter. ● Janine raised the Section 19 angle and likes the idea of tiered membership in regards to the LA. 	<p>Review members area of website</p> <p>James S & Jayne to look at funding and grants</p> <p>Develop standard operating procedures</p> <p>Review software Padlet</p> <p>Review conference costs</p> <p>Review reaching out to other organisations</p> <p>Look at another FOI</p>	
---	--	---	--

	<ul style="list-style-type: none"> ● Cath confirmed that the constitution does state the LA can be members. Cath confirmed when we had the Green Paper consultations, the LA members had the best attendance. Need to do another Freedom of Information which will need support. ● L Watson said she is heavily involved re S19 and there needs to be a good local offer for every provision. Everyone needs to look at their own areas and liaise. She asked if Janine would work with her. It was suggested using AI. ● Karen suggested using co-pilot. ● Cath said she needs to look at tweaking the plan and mentioned the DfE doesn't hold a list of hospital schools or medical PRUs. She said they won't tell LAs what to do or how best to meet their S19 duties. ● Ranjana raised how it can't be dictated how high needs funding is spent. ● Cath mentioned within the S251 there is a return line for Hospital education, however this is not ringfenced and they do not have to pass on all of the money. . 		
7. Proposed events 2025-26 – Future of webinars	<p>Cath asked for feedback on webinars. She said she has tried different days and times but still only has a maximum of around 20 people. She asked whether it is worth carrying on with webinars or would people prefer a recording that could be put onto the website.</p> <p>Mark Hilton stated a recording would offer more flexibility.</p> <p>Janine brought up market research. She also stated putting a recording on the website would be beneficial.</p> <p>Karen suggested people should have to sign up for webinars as there would then be a commitment which could encourage more attendees.</p> <p>Phill agreed with Mark that a recording with contact details for Q&As would be a good idea.</p> <p>Maarten also agreed about recordings.</p> <p>Cath confirmed she will put out a questionnaire.</p>	Cath to put out a questionnaire re webinars	
8. Receipt of annual accounts	The annual accounts are not ready yet, Cath will send when they have been prepared.	Send annual annuals once received	
9. Appointment of Company auditors	Cath proposed to carry on using the same auditor, MLG Accounting, as these auditors are familiar with education. This was unanimously agreed		
10. Any other business	Cath thanked Caroline for keeping things on track with finance.		

	<p>Cath mentioned NAHE had received an invitation to host the HOPE International Conference in 2027. Joanna (HT at Manchester Children's HS) and Cath have started to look at the feasibility of possibly hosting this in Manchester. She said what a wonderful opportunity this was to work with colleagues internationally. Cath said she will be asking who wishes to be involved as part of a committee. It will be a two-day conference. Some people will visit for the week and look at different settings and take part in external talks and conferences. Marie Sherlock (Chelsea and Westminster HS) is part of the Hope Committee. Cath is keen to look at venues including football stadiums.</p> <p>James G mentioned there are still tickets for the Medical AP Conference.</p> <p>Karen Ingham mentioned that the Units United Conference will take place a week earlier next year.</p> <p>Cath apologised for the meeting going over the expected timeframe.</p> <p>The meeting finished at 4.45pm.</p>		
--	--	--	--