

Minutes of the Committee Meeting held on Friday 16th June 2023

PRE-CONFERENCE

Virtual platform: Microsoft Teams

Chaired by Kathy Haigh

9am – 11am

1. Welcome:

AJ welcomed those present to the meeting. The meeting had 13 committee members in attendance, therefore the meeting was quorate.

2. Present:

Kathy Haigh (Chair)	KH	University of Cumbria	Kathryn.haigh@cumbria.ac.uk
Anna Jones (Deputy Chair)	AJ	Cardiff University	Jonesa23@cf.ac.uk
Helen Francis-Wenger (Secretary)	HW	University of Plymouth	helen.wenger@plymouth.ac.uk
Jonathan Thomas (Membership Secretary)	JT	Swansea University	jonathan.w.thomas@swansea.ac.uk
Deborah Slade (Treasurer)	DS	Oxford Brookes University	daslade@brookes.ac.uk
Clair Graham	CG	NHS Scotland Academy	clair.graham@nhs.scot
Vicky MacArthur	VMc	Oxford Brookes University	vmacarthur@brookes.ac.uk
Pippa Clark	PC	Midwife/Neonates Advisor	Pippa.Clark@fhft.nhs.uk
Colette Henderson	CH	University of Dundee	c.m.j.henderson@dundee.ac.uk
Diane Reid	DR	Manchester University NHS Trust	Diane.reid4@nhs.net
Donna McConnell	DMc	Ulster University	d.mcconnell@ulster.ac.uk
Angela Banks	AB	Sheffield Hallam university	A.C.Banks@shu.ac.uk
Melanie Clarkson	MC	Sheffield Hallam University	m.clarkson@shu.ac.uk
Sue Faulds	SF	University of York	sue.faulds@york.ac.uk
Apologies:			
Katrina Maclaime	KMc	Advisor	katmaclaime@gmail.com
Helen Rushforth	HR	Southampton University	her@soton.ac.uk
Louise Beesley	LB	Birmingham University	L.D.Beesley@bham.ac.uk
Hilary Walsgrove (Co-opted member)	HWa	Health Education England projects oversight	Hw4acpdevelopment@btinternet.com

3. Approval of minutes and action log of previous meeting

Minutes from the meeting on 12th May 2023 were reviewed and approved. Minor amendments made and shared on the AAPE UK website.

4. Action log

Action log reviewed for outstanding tasks across committee. Updated and for review in July 2023 meeting

5. Matters arising from the minutes (AOB)/actions points:

MOU between Hallam Medical and AAPE UK shared via email with committee and agreed. Shared on Hallam and AAPE UK webpages and via social media.

6. Conference and AGM

AJ shared thanks to the conference sub-group for all their work. This years planning has been smooth and everyone has taken jobs making a really good programme come together. There has been attendance from Charlotte Currie from Hallam Medical demonstrating a strength in our working relationship with them.

615 delegates to date and a few more expected. Event Bright link - <http://aape.eventbrite.com>

Throughout the day, committee asked to ensure they represent AAPE UK in the networking sessions. When logging into event, ensure your name is followed by AAPE UK committee. In this networking, please:

Plug for Hallam Medical relationship and affiliation

Plug for ICN conference in Aberdeen in 2024

Plug for OSCE research work being undertaken

Plug for the use of the discussion board on the members section of the webpage.

All presenters bio's and tech checks arranged by CG. Thanks to Clair.

Committee asked to generate questions and send via email to AJ, any questions to be posed to the panel discussion in case the chat from delegates does not provide them. These will be collated by the sub-group in the 'green' room on a Google doc shared form so AOTV can present them online. AJ liaising with Dan from AOTV to finalise these technical points.

Presentations from speaker are coming in ready for AOTV to upload – final deadline close of play Monday 19th June.

Posters:

Prizes are good from Hallam, so thanks shared with them.

1st place £150 and £100 book token

2nd place £100 and £40 book token

3rd place £50.

All get a Hallam Medical 'goody bag'

So far, 11 narrated posters have been submitted and uploaded to the webpage. Expecting 9 more, but deadline due Monday 19th June. Those submitted look professional and of high quality

Voting will take place on an MS forms link – code to be promoted throughout the day.

Voting will close at 1450 on the day to allow for collation of results and results shared after the AGM by Alex Munro from Hallam.

Social Media:

For the twitter users: tweet and re-tweet widely - **#aapeuk23**

Please tag in Hallam Medical - **@Hallam_Medical** and AAPE UK **@AAPEUK**

7. Chair's report:

NMC role:

Recent advert from NMC for chair position of the Advanced Practice Steering Group. KMc has been in discussions with Sam Foster (Exec Director, Professional practice). KH promoted for an AAPE UK committee member to consider applying for to ensure AAPE UK has a place around the table for this piece of work. Vacancy closes 19th June.

Committee membership and voting:

Voting has been completed. 5 committee places available. 4 clear candidates. 4 others with 2 votes each. Committee undertook discussion and bespoke voting to ensure all vacant seats filled. Decision made via voting and successful applicants will be notified by KH on the 22nd June and announced at AGM on the 23rd.

NHSE work: AAPE UK approached by Jan Zeitara on behalf of NHSE WTE to undertake a scoping exercise/research surrounding costings for MSc work. KH has declined this request and NHSE reminded that AAPE UK is a non-remunerated organisation and there was no funding attached to the significant piece of work. KH has stated that we would be happy to contribute.

AGM: AGM scheduled for 50 mins. Constitution to be updated to include a clause surrounding non-engagement from committee members, if no involvement after a set period of time, they will be removed from the committee.

Also, reiterated that there must be representation from the four countries. If, through the voting structure, there is no representation, then a co-opted member will be appointed from that country.

KH announced that she would be stepping down before the conference in 2024. Thanks and sincere gratitude extended from AJ and the whole committee. Kathy has been amazing and has made the committee a safe and welcoming place which has allowed everyone on the committee to have a voice.

8. Date of next meeting:

Forthcoming years committee meeting dates have been set:

MS Teams invites have been sent out for the following:

- 23rd June CONFERENCE – all day
- 14th July 2023 – 1000-1200 (amended from 12.5.23 meeting)

New academic year dates to be sent out by HFW once new committee members have been elected:

- 29th Sept 2023 9-1
- 24th Nov 2023 9-11 (?? A face to face meeting and gathering to be planned for November)
- 26th Jan 2024 9-1
- 22nd March 2024 9-11
- 10th May 2024 9-1
- 12th July 2024 9-11

Pre-AGM and conference dates TBC to align to ICN NP/ANP conference in Sept 2024.

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