

12th GGPET Edward Jenner Lecture and AGM

Tuesday 24th April 2018
Star College, Ullenwood

Charity Commission Number 111757

18:30-19:30	Buffet Supper & Exhibition
19:30-20:30	The 12th Edward Jenner Lecture by Dr Hein Le Roux 'Let's hear it for the Team'
20:30-21:30	GGPET AGM Chaired by Dr Martin Nicholas, Chair of GGPET Board of Trustees

Sponsors: Internis Pharma, MSD & Pfizer Ltd

In attendance:

Dr Martin Nicholas (MN)	GGPET Trustee and Chair of Board
Dr Stuart Nelson (SN)	GGPET Treasurer and Trustee
Dr Sadaf Haque (SH)	GGPET Committee Chair
Dr Sam Boden (SB)	GGPET Committee Vice-Chair
Dr Michael Kilshaw (MK)	GGPET Committee
Dr Chris Remfry (CR)	GGPET Committee
Dr Olesya Atkinson (OA)	GGPET Committee
Dr Alex Ferguson-Wood (AFW)	GGPET Committee
Dr Harry Thorogood (HT)	GGPET Committee
Dr Kim Benstead (KB)	DME & Consultant Oncologist
Dr Brigid Lomax (BL)	Locum GP
Mrs Jackie Pinkerton (JP)	GGPET Book-keeper
Miss Rachel Gadsden (RG)	PGME & GGPET Administrator
Mrs Lindsey Buckenham (LB)	Medical Education Administrator for GP
Mrs Sam Taylor (ST)	Medical Education Manager

- 1. Apologies:** Lizzie Eley
- 2. Minutes of 11th AGM and Trustees Meeting 7th March 2017** – agreed
(OA now submitting trustee report not SN)



Minutes 7th March 2017
Deborah Lee.docx

- 3. Matters arising:** discussed in AGM

4. Update of GGPET Trustees

- Ruth happy to stay as Trustee for now but will step back as now retired.
- MN as Chair of Trustees wishes to step down in a years' time. **Action: MN to ascertain interest and speak with Ingrid Barker (commitment is 2 hours a year for Trustee meeting plus AGM one evening a year)**
- Welcomed OA back after maternity leave
- SN happy to continue as Treasurer until replacement found

5. Trustees Annual Report (tabled with accounts):

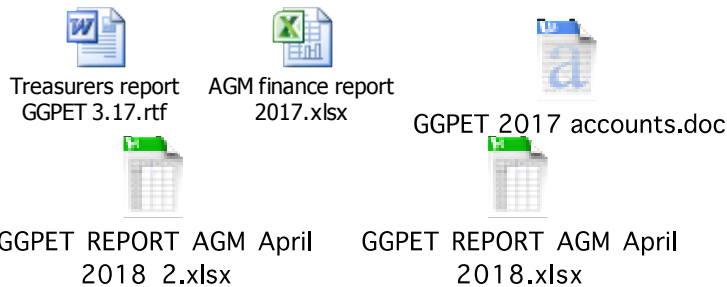
- The accountants alerted OA that our reserve is currently £60,000-£80,000. It was roughly £52,000 in 2017. On discussion it was decided that we didn't need that much to hold as reserve and we would re-write as £50,000-£70,000 to allow for some expenditure.
- Suggestions for possible expenditure were:
 1. Modernising the website, akin to HLP's (Bristol) excellent website. However this would take up a lot of resource so agreed not to take this forward.
 2. HLP only allow members to go on 6 courses a year. Some of our members can't attend SOP due to work, lack of spaces etc. **Action: Look into costs for next year's SOP week (to be added to next trustees meeting agenda)**
 3. Video courses that could be watched online. Issues would be, speakers not wanting to be filmed, copyright, would be technical and would limit interaction with colleagues. Would it be of interest to members?
 4. Spending more money on bigger and better speakers would benefit members the most

6. Chair's/ Secretary's Report (tabled):

- SH said we have a diverse steering committee and welcomed HT and AFW to the team. SH also welcomed back OA and thanked MK & CR for their ongoing support
- We no longer have an educational scholar on the committee, mainly down to geographical reasons. Welcome however to Alison Hills GPST2 who has joined after the invitation for committee membership was opened up to all STs.
- Anja Henke and Sarah Whitham have stepped down
- Aisha Sohail may return pending commitments
- SH thanked LB for covering in RG absence and ST for her support. SH also welcomed back RG
- We are holding fewer events so less GP attendance. 37 events in 2015/16, 31 in 2016/17 and 29 in 2017/18. We still though offer an excellent selection of events.

- The attendee numbers at the Winfield and Nuffield is restricted.
- Attendance at our events is roughly 50:50 GPSTs to GPs. This perhaps shows GPs have less time, easier for GPSTs to get study leave and they may book on quicker.
- Lots of no shows at our events. **Action: RG to audit.** Perhaps use a text system and send a reminder email with “If you can’t attend please contact us” in the subject
- Discussion on working to get GPs interest in events. GPs may not be inclined to book onto reserve list if a session is full.
- **Action: RG to audit how many trainees go to events and the maximum number of events they attend in a year compared to GPs. Audit to be examined at next trustee meeting**
- **Action: RG to add to feedback form “What would encourage you to attend a GGPET event- is there something we could change/ improve on?”**
- **Action: Cancellation/ no show policy to be devised by ST**
- **Action: ST to confirm if we are keeping text tools**
- SH said we continue to enjoy collaborating with the Winfield and Nuffield Hospitals. Nuffield have allocated their entire budget to evening events, so we will no longer run a whole day event there this year..
- Bethan Owen new contact at the Nuffield
- SH thanked JP and trustees and congratulated Ruth on her retirement
- MN thanked SH for her continued effort for GGPET

7. Treasurer’s Report (tabled):



- Reps didn’t attend some of our SOP events which is the reason for some outstanding payments
- JP has calculated that we are at a loss of £11,000. Wait for accountants to check accounts before deciding if happy with loss.
Action: Rep non-payments to be discussed at next trustee meeting along with membership fees
- JP said BACS payments are sometimes made before the pay year (pre April) which explains the overlap of £16,000
- £1100 outstanding payments from reps
- SH checked committee are okay with what they are paid
- **Action: SN/JP to ask Hazelwood’s to look into gift aid**

8. GGPET Membership update:



Membership info March
18.doc

9. AOB:

- CCG want to collaborate – generate income, part of GPEN, funded by HEE and hosted by CCG. HT is educational lead for them so would be happy to be joint educational lead for GGPET
- Still having problems with chasing rep payments as umbrella companies attending meetings on behalf of another company. We now check that company attending is paying
- We can now take payment over the phone by card, taking forward for SOP
- Hazelwood's charge £100 for submitting the accounts, OA saved us the money by doing it. Perhaps review next year if she is having similar problems
- Hazelwood's do still audit the accounts
- Data protection – Martin Hewett secured HEE funding of £5000 which SH has applied for. Waiting on a response, **Action: SH to chase**
- Introduction of the General Data Protection Regulation (GDPR) at the end of May 2018 – **Action: RG to ask them to sign at SOP** to say we can keep their personal information. For those that do not attend, an email will be sent which they have to reply to to confirm/click a link

10. Date of Next AGM:

- Tuesday 26th March 2019
- Venue TBC after speaker (nice to have hot food)
- MN to approach Terry Campbell **Update: Sam Guglani secured as speaker**
- Make it CPD time to attract attendees?

Summary –

- **Action: MN to ascertain interest and speak with Ingrid Barker (commitment is 2 hours a year for Trustee meeting plus AGM one evening a year)**
- **Action: Look into costs for next year's SOP week (to be added to next trustees meeting agenda)**

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