

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

CAIPE BOARD MEETING Conference Centre NCVO

Thursday 19th June 2014, 4.00 pm

Board Present: Richard Gray (RG) Chair, Hugh Barr (HB), Jenny Ford (JFo), Sundari Joseph (SJ), Marion Helme (MH), Richard Pitt (RP), Elizabeth Howkins (EH), Jayne Frisby (JFr), Pat Bluteau (PB), Cath O'Halloran (CO), Maggie Hutchings (MH), Ivan Birch (IB), Kate Parkin (KP), Pip Hardy (PH), Liz Anderson (LA), Emma Beal (EB)

Co-opted Members: Helena Low (HL), Angus McFadyen (AKM), Scott Reeves (SR)

1. APOLOGIES

Apologies were received from Liz Westcott and Ann Ewens.

2. WELCOME & INTRODUCTIONS

RG welcomed everyone to the meeting including the new board members. All members introduced themselves.

3. AGREE CO-OPTED MEMBERS

- 3.1 RG proposed the term of service for co-opted members be extended from one year to two years. The meeting agreed to this change with immediate effect.
- 3.2 Frances Gordon will be invited to be a co-opted member for a further year having served one year already. PH and LA are invited as members who represent their organisations and are therefore not listed as co-opted members. They are invited to join the meetings as long as they wish to do so.
ACTION: RG
- 3.3 RG proposed that Helena Low, Angus McFadyen and Scott Reeves be co-opted to the board for two years. The meeting agreed.
- 3.4 CO asked for clarification on why members were co-opted and not elected as full board members. RG explained that they were members who have a particular area of expertise that they could offer to help CAIPE. A condition was also that they must be a member.
- 3.5 RG proposed that Richard Pitt become the new Vice Chair of CAIPE. He said that RP was of invaluable help to him at all meetings and would welcome his support in this role. The meeting agreed with immediate effect.
- 3.6 HL, AKM and SR were invited to join the rest of the meeting.

4. HEA

4.1 LA reported to the meeting that the structure of the HEA will be changing quickly and that of the current 180 hosts, 100 of those will be lost. The organisation has now split into three project areas:

- Curriculum Design
- Innovative Pedagogy
- Student & Staff Transition

She said that these changes will be good for CAIPE as HEA will need outside help.

4.2 EA told the meeting that after some consideration of the changes she has decided to take voluntary severance and will no longer be able to join the board as an HEA representative. She will suggest a replacement contact in the future. She thanked the board for their support and for allowing her to join the group and help. She said she hoped to be of service again in the future in a different role.

4.3 A discussion took place on the changes and how to proceed. RG thanked Liz for her invaluable help over the year and wished her well for the future.

5. WORK OF THE BOARD MEMBERS

5.1 Debbie Holmes requires more content for the web site. All board members were encouraged to send her material for this. This will also be discussed at the Away Day.

ACTION: ALL BOARD MEMBERS

5.2 The board went through and updated the list of Board Roles & Responsibilities. RG said International Liaison group will have an important role to play. HL asked if this should be full board members and not co-opted. It was agreed that if a co-opted member has experience in this role then it would be appropriate to continue. He also said that the Executive Group will discuss the role of the IPERG Working Group and how it will facilitate the review further into the future. A new Research Advisor was added to the list and this role will be held by SR.

5.3 The Executive Group will now be RG, MH, RP and EH. HL and AKM were asked to continue to support.

6. TRAVEL REIMBURSEMENT

6.1 RG reminded everyone about the new CAIPE policy on travel expenses. He asked everyone to try to cover costs through their own organisations but if this was not possible CAIPE will cover the costs. He asked EB to send out the policy document and an expense claim form to all members.

7. CAIPE HISTORY

7.1 MH and HB reported that they spent a day in the CAIPE archives at Oxford Brookes going through all the document copies that were held there. They have begun writing an outline and will then work out how to present this. SR asked if any of it could be digitised and put on the web and HB said that this would be a good idea and that some of it was official documentation that could be destroyed now.

8. CAIPE DIARY DATES

8.1 RG said that diary dates have been updated and a copy of was attached with their agenda for this meeting.

9. ANY OTHER BUSINESS

There was no other business to discuss.

NEXT MEETING

The next meeting of the CAIPE Board Members will take place at NCVO, London, Thursday 6th November 2014.

There being no other business the meeting closed at 5.10 pm.

DRAFT