

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

CAIPE BOARD MEETING CONFERENCE CENTRE NATIONAL COUNCIL FOR VOLUNTARY ORGANISATIONS

Thursday 22nd November 2012

11:00 am

Present: Elizabeth Howkins (EH) Chair, Helena Low (HL) Vice Chair, Angus McFadyen (AKM), Richard Gray (RG), Jenny Ford (JF), Sarah Hean (SH), Liz Westcott (LW), Jayne Frisby (JFr), Sundari Joseph (SJ), Lynn Clouder (LC), Ann Jackson (AJ), Marion Helme (MH), Richard Pitt (RP), Emma Beal (EB)

1. APOLOGIES

Apologies were received from Hugh Barr, Doug Rae and Geoff Glover.

2. WELCOME CHAIR ELECT- NEW EXECUTIVE GROUP MEMBER – BOARD MEMBER RESIGNATION

2.1 EH announced that Richard Gray will become the new Chair of CAIPE at the next AGM in June 2013. She congratulated Richard and passed on her good wishes to him. The board agreed that the appointment of Richard will be good for CAIPE. RG said that he felt honoured to be given the position and that EH would be a hard act to follow. He said that he is looking forward taking on the role and working with the board. The handover will take place over the next 7 months leading up to the AGM in June.

2.2 Marion Helme was welcomed to the Executive Group.

2.3 Debbie Craddock has formerly resigned from the Board due to personal reasons. EH expressed her thanks to Debbie for the hard work she did with student membership.

3. MINUTES AND MATTERS ARISING

14th February 2012

The minutes of the board meeting held on 14th February 2012 were agreed and accepted as a true and accurate record of the meeting.

21st June 2012

The minutes of the board meeting held on 21st June 2012 were agreed and accepted as a true and accurate record of the meeting.

4. CHAIR'S REPORT FROM EXECUTIVE MEETINGS – JULY 12TH AND OCTOBER 19TH 2012

- 4.1 EH congratulated Jenny Ford on producing an excellent Student Conference in November. LW said that the students from Oxford Brookes will write a piece for the website and send it to JF.
- 4.2 EH told the meeting that Sarah Temple-Smith is now our accountant and external auditor. Tony Perry has now stepped down from the position. EH said that she has written to Tony to thank him for his support over the years and gave him a cheque for £500.
- 4.3 EH discussed the CAIPE branding regarding the legalities of using our publications and on-line content. A one line tag/copyright needs to be put on every document and on the website.
- 4.4 EH suggested that a person be co-opted to the board who is involved in health policies. If anyone knows of anyone suitable they should contact EH directly.
- 4.5 EH has asked Anna Van Der Gaag (President of HCPC) to speak at the next CAIPE AGM. She has agreed to come and will present 'Regional Perspectives on Service User Involvement in education in HE'. LW asked if it would be possible to video presentations at future events to go on the web. It was agreed that this should be looked into though the quality of any footage may be an issue unless done professionally.
- 4.6 EH said that CAIPE and the RSM will jointly give a John Horder Memorial Prize. The exact details of what the prize would be and how it would work had not been confirmed but will be discussed. It was thought that it would be paid for by each organisation alternately. A discussion ensued on how to promote the award, who would be eligible and how they would enter. EH agreed to consider all the points in future discussions with the RSM.

5. MEMBERSHIP UPDATE AND FINANCIAL OVERVIEW

- 5.1 It was confirmed that so far 9 corporate members have agreed to renew in 2013. One new member from Japan has committed to membership for 2013. Student membership currently stands at 315 members.
- 5.2 This year has seen a greater expenditure with the employment of a Web Manager and the giving of prizes to students to attend the ATBHVI conference in Kobe. Currently there is £20k in the interest account including £10k agreed in the risk assessment policy.

6. AWAY DAY AND ONGOING CAIPE STRATEGY

- 6.1 At the CAIPE away day the strategy for student issues was discussed and actions from the student group should be a priority. MH, SH and HB formed a group that looked at local and national links for CAIPE and a questionnaire has been designed by the group.

ACTION AKM

6.2 At an earlier Impact Strategy group meeting there had been an agreement to collect evidence from final outcome documents following a consultation period. RG and SH had felt that this was something they could collect. EH asked them to go ahead with the production of the evidence. Aim to have feedback for the next board meeting.

ACTION: RG,SH.

7. STUDENTS, CONFERENCE, WEBSITE, FEE INCREASE AND STUDENT RETENTION

7.1 JF told the meeting that the committee of student representatives on the board had now been formalised. There will be 4 student reps and 2 will be required to attend each board meeting. They will therefore take it in turns to attend. They will each be given 2 years as a rep and recruitment of reps will take place in April with a handover at the following AGM. It was proposed that when their term was finished and providing they had completed a full 2 years that they would be given one year of free individual membership the following January after their graduation. CAIPE would have to pay INFORMA £43 for each free membership. This was agreed by the board.

7.2 A discussion ensued on student registration and how this works on our system. EB and HL agreed to work on this with JF and in particular how to progress a student to individual membership.

ACTION: HL AND EB

7.3 EH agreed to draft a statement for student's and student reps travel expenses.

ACTION: EH

7.4 The board discussed how to encourage students who have graduated to become an individual member. It was proposed that a preferential rate of £50 for the first year of individual membership be offered to student members. This was agreed by the board.

7.5 The possibility of raising the student membership fee from £5 to £10 was discussed. It was agreed by the board that that rise should be implemented on the 1st April 2013.

7.6 JF reported that at the recent student conference out of 86 that registered 24 did not attend. This creates a cost to CAIPE with catering and paperwork and a discussion ensued on ways to stop this from happening.

7.7 JF said that there were:

- 18 different Universities represented at the conference including Cork, Tralee and Saxion in Holland.
- 13 different professions represented.

7.8 The programme at the student conference was discussed and LW said that her students had given her positive feedback about this.

7.9 JF said that the award to the students to go to ATBHVI in Kobe was a great success and that some of the students who didn't win still went. She asked that in future if there are two awards that one should go to a Pre Reg Student and the other to a Research Student. The Executive Group will discuss future awards at their next meeting and report back to the next board meeting.

ACTION EXEC

7.10 JF announced that RP has formally agreed to take on the responsibility of student promotion with JF following the resignation of Debbie Craddock from the board.

7.11 The timing and location of the next Student Conference was discussed. JF said that November had proved to be a better time to hold the conference and it was suggested that it be on a Wednesday or a Saturday. The venue was discussed with the possibility of moving across the country to cover different areas each year. LW said that Oxford Brookes would be able to offer their facilities and have a 200 capacity lecture theatre. She agreed to look into this and get back to JF.

ACTION: LW

8. REVIEW STATEMENT ON TRAVEL CLAIMS AND AGREE STUDENT TRAVEL STATEMENT

8.1 The review of travel claims will take place at the next Executive Group Meeting and will then be discussed at the next board meeting. A statement for the student reps travel claims needs to be written.

ACTION EXEC

8.2 EB will amend the current expenses claim form to include bank details so that payments can be done by bank transfer rather than cheque where possible.

ACTION: EB

9. CAIPE PUBLICITY LEAFLETS WORKING GROUP

9.1 The working group for the publicity leaflet will be Richard Gray, Jenny Ford, Marion Helme and Richard Pitt. Drafts of the new leaflets need to be ready for the board meeting in February.

ACTION RG,JF,RP,MH

9.2 The one colour for the green used in the CAIPE logo was discussed. The green used on the CAIPE guide was preferred.

9.3 MH agreed to look into lightweight pop up banners and posters.

ACTION: MH

10. UPDATE FROM BOARD MEMBERS ON POLICY CHANGES IMPACT ON IPE

10.1 HL told the meeting that along with Debbie Craddock's resignation our other contacts at the University of Southampton have also left the institution. Helen Evered has been given as the new contact. SH said that she was aware that they are re-working the curriculum at Southampton. HL said that John Sedgewick has also left Teesside University.

- 10.2 LC said that there is a curriculum review taking place at Coventry and Warwick Universities.
- 10.3 JFr said that Kings College has experienced lots of changes and they are doing more collaborative work and more Interprofessional learning.
- 10.4 SH said at Bournemouth they are trying to get IPE more integrated.
- 10.5 RG said that they are trying to push IPE at the RSM. He felt they were moving forward by dividing into disciplines and working as a network.
- 10.6 MH gave a research update. She is working on a survey for Radcliffe on a set of workbooks which will be published at the end of 2013. She said she is looking for someone with a mental health background who might be interested in helping. Dan Kinnair and Pat Bluteau were mentioned. MH said she will send the remit to the board members. The amount of royalties from the publications still has to be agreed. There has been no CAIPE/Radcliffe agreement so far.

ACTION EXEC

- 10.7 SJ said her post at RGU has been extended by a year. RGU is currently undergoing a curriculum review and she is unsure what the outcome of this will be.
 - 10.8 LW gave feedback on the ASPii conference held at Oxford. She agreed to write a piece for the website and bulletin. RP asked about collaborative work with ASPii and LW agreed to look into it.
- ACTION LW**
- 10.9 RP told the meeting that there is to be a reorganisation of the School of Medicine from the 1st August at Nottingham University.
 - 10.10 HL asked if there were any post qualified IPL programmes. JFr agreed to email a list to HL. AJ will also send her list to HL.
- ACTION JFr,AJ**
- 10.11 JF said there are new people in charge in Leicester and De Montfort UNI and that they are trying to educate them about IPE.

11. KOBE REPORT, GLOBAL CO-ORDINATING GROUP, EIPEN

- 11.1 A large contingency of CAIPE members attend the ATBHVI conference in KOBE in November. EH announced that HL and HB were made honorary members of JAIPE at the conference. Congratulations were given to both.
- 11.2 A Global IPE Co-ordinating Group is in the process of being formed. EH and HL will be representatives at the group.
- 11.3 EIPEN is currently electing representatives to be on the organising committee for the next EIPEN Conference. Voting forms will be sent out soon by Margaret Sills. The next EIPEN Conference will take place in Slovenia from the 11th to the 13th September 2013.

11.4 The next ATBHVI will take place in Pittsburgh in 2014.

12. CAIPE GUIDE: SCOTTISH LAUNCH, IRG PRESENTATION, CONTACT LETBE, FURTHER PRINT RUN

12.1 The CAIPE Guide was sent to the new Health Minister and his secretaries. Dr Dan Poulter Parliamentary under sec of state replied very positively and said he forward the guide to colleagues on HEE, new body responsible for education and training.

12.2 SJ Said that the Scottish launch of the guide went well and leads need to be followed up.

12.3 Sue Jelfs, Director, Council of Deans has expressed an interest to know more about CAIPE's work. EH to set up meeting

ACTION EH

12.4 Contact with the new LETBE's was discussed. JF said that Ian Hall was the representative for the HEI's and that he will be a useful link. It was agreed to send him copies of the guide. RP will send the address to EH.

ACTION: RP

12.5 The possibility of doing another run of CAIPE guides was discussed. JF suggested waiting for the LETBE's to get up and running and then re-do the mailshot.

13. PEARSON HIGHER EDUCATION: COMPETITION

13.1 Paul Kirkham from Pearson Higher Education has offered the possibility of a competition to CAIPE with a link to the entry form being put on our website. EH agreed to gain more information before agreeing to go ahead.

14. RSM/CAIPE MEETING 22ND JANUARY 2013

14.1 RG handed out a leaflet for a conference being organised by RSM. 'Protecting Children, Harm Issues and Controversies'. He explained there is a discount for CAIPE members. Registration can take place by post or on-line.

15. NAEP CONFERENCE CAIPE SPEAKER 2-3-12

15.1 RG and LC are on the board of NAEP.

15.2 Jane Morris will speak at the Chair's Event on behalf of NAEP and a reciprocal arrangement has been offered. An event will take place on a Saturday in March and when EH has information on the subject matter a member of CAIPE will be asked to speak

ACTION EH

16. ANY OTHER BUSINESS

16.1 LC said that Professor Ivan Birch is the new contact for HEA. He is a new appointment and has now taken up his post. MH said that she knows him. LC said that he has contacted her and would like to know more about CAIPE and

would like to meet the board. Unfortunately he had been unable to attend this meeting but he will be invited to the next one.

- 16.2 EH said that the board may wish to reconsider Geoff Glover as a co-opted member as he seems unable to attend any meetings or send a substitute. She said it may be worth exploring the possibility of Professor Birch being a co-opted member. EH will liaise Geoff Glover re board representation and discussions re Professor Birch. LC will invite Professor Birch to the next board meeting.
ACTION: EH & LC
- 16.3 The 6th Biennial John Horder Lecture will take place on June 19th at The Council Rooms, The Strand. HB has asked that Elizabeth and William Horder be invited to attend and asked if they wish to speak. CAIPE will co-ordinate the event and EB will help with the administration of this.
ACTION EH
- 16.4 MH apologised that she had not written the report on the corporate forum in Edinburgh. HL said she would like a paragraph for the next bulletin.
- 16.5 RG asked for a list of dates for next year. EH will update and forward to all board members. The date for the next forum needs to be confirmed.
ACTION HL
- 16.6 AKM reported on research he had done on which of our corporate members use service users. HL asked AKM to produce a report on his findings for the website.
ACTION AKM
- 16.7 HL asked that any information that board members have on work they are doing would be useful to go on the website. Please send items to Debbie Holmes including any information for the bulletin.
ACTION ALL
- 16.8 JF said that the student section of the website is currently being worked on.
- 16.9 JF asked if CAIPE would be responding to the HPC consultation. JF will send to RG for him to respond.
ACTION JF.RG

18. NEXT MEETING

The next meeting of the CAIPE Board Members will take place at De Montfort University, Leicester, 19th February 2013.

There being no other business the meeting closed at 3.35 pm.