

CAIPE

CENTRE FOR THE ADVANCEMENT OF INTERPROFESSIONAL EDUCATION

CAIPE BOARD MEETING Oxford Brookes University, Oxford

Thursday 2nd July 2015, 11.00 am

Board Present: Richard Gray (RG) Chair, Hugh Barr (HB), Sundari Joseph (SJ), Elizabeth Howkins (EH), Ivan Birch (IB), Kate Parkin (KP), Pip Hardy (PH), Jenny Ford (JFo), Helena Low (HL), Marion Helme (MHe), Liz Anderson (LA), Liz Westcott (LW), Pat Bluteau (PB), Maggie Hutchings (MHu), Shobhana Nagraj (SN), Emma Beal (EB)

1. APOLOGIES

Apologies were received from Richard Pitt, Jayne Frisby, Angus McFadyen, Scott Reeves and Veronica O'Carroll.

RG opened the meeting by thanking Liz Westcott for hosting the meeting at Oxford Brookes and for their superb hospitality.

2. INTRODUCTIONS TO NEW BOARD MEMBERS

2.1 New board member, Shobhana Nagraj, was welcomed to her first board meeting. RG also welcomed Veronica O'Carroll to the board. Unfortunately due to circumstances beyond her control, Veronica was unable to attend this meeting.

2.2 All members divided into pairs and introduced each other to SN.

3. RESPONSIBILITY OF BOARD MEMBERS

3.1 Documents attached to the agenda regarding the responsibilities of being a member of the board were discussed. This included responsibilities of being a trustee and director of CAIPE. RG asked everyone to make sure they have read these documents and are clear on their responsibility to CAIPE and its members.

3.2 RG reminded board members to note that according to the constitution board members who continually miss board meetings may be asked to step down from the board.

3.3 The meeting went through the policy papers attached to the agenda.

4. ROLES OF BOARD MEMBERS

- 4.1 RG announced that Sundari Joseph is now a Vice Chair of CAIPE and a member of the Exec Group. She will take over this role from Angus McFadyen who has stepped down. Angus will continue with his second year as a co-opted board member and will work with the Research Advisory Group.
- 4.2 RG specifically thanked Ann Ewens, Company Secretary, who working behind the scenes for CAIPE, does an excellent and efficient job and is much appreciated.
- 4.3 Helena Low will move into her second year as a co-opted board member. She will continue to support the Corporate Forums with Richard Pitt and Sundari Joseph, sharing her knowledge and experience.
- 4.4 A discussion ensued regarding the next Corporate Forum in September. RP has requested a date change but it was decided that the date should remain as 17th September 2015. It was also agreed that arrangements need to be started on organising this event. The date needs to be disseminated so that attendees can book travel.
- 4.5 The website and e-bulletin were then discussed. Debbie Holmes needs more information for the e-bulletin. It was decided that a reminder email should be sent to all board members asking for information for the bulletin and web two weeks before the bulletin goes out. EB agreed to send the reminder out monthly and will also work on a timeline for any information that is required for all CAIPE events.
ACTION: EB
- 4.6 PH reported that she had been involved in a simulated practice event at Salford University and suggested that contact was made to discuss them becoming a corporate member. PH said she would contact them first.
ACTION: PH
- 4.7 The board discussed CAIPE Ireland, a developing area that needs to be discussed properly by the Exec Group.
ACTION: Exec Group
- 4.8 A suggestion was made that we hold a CAIPE Conference for all members and not specific events for students, individuals or corporate members.
ACTION: Exec Group
- 4.10 ATBH was discussed. Arrangements will need to be made for CAIPE to have a stand there and to be ready to enrol new members.
- 4.11 HB announced that Radcliffe Publishing have been taken over by Taylor & Francis.

- 4.12 MH told the meeting that she now had additional support from CAIPE in her role as convenor of the WCC.
- 4.13 KP requested clarification of how the Exec Group relates to the board. She said she felt that decisions were made at Exec Group level that the board didn't always know about. RG clarified that the Exec Group deals with the day to day running of CAIPE and that not all smaller day to day decisions require board approval. However major decisions are brought back to the board for ratification. EH said that there are notes available after every exec group meeting. It was agreed that these will be copied with the agenda and notes for each board meeting and they are also all available to board members on the Intranet.

ACTION: EB to ensure that all members can access exec group notes via the intranet.

- 4.14 The meeting discussed the naming of the Exec Group as they felt it was misleading them to think they were above board level when in fact they sit below. RG said they would discuss this at the next Exec Group and come back to the next board meeting with their thoughts.

ACTION: Exec Group

5. APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting were agreed as a true and accurate record with amendments made to pages one (item 1), two (item 5.3) and three (item 7.3 and 8.1).

6. MATTERS ARISING FROM THE PREVIOUS MINUTES NOT ON THE AGENDA

- 5.1 RG reminded everyone to send their biographies and photographs to Debbie Holmes. Shobhana and Veronica need to ensure theirs are sent too. EB agreed to check who is missing on the web and chase up as necessary.

ACTION: EB

- 5.2 EH and HL agreed to write a policy for co-opted members to the board. This is in progress.

ACTION: EH & HL

- 7.2 Promotional material is available in electronic form for students and corporate members. Individual membership material needs to be developed depending on what is agreed to be offered. Meanwhile an interim leaflet will be produced. JFo agreed to do this based on the student leaflet. She will also email all electronic copies of promotional material to EB to go on the Intranet.

ACTION: JFo

ACTION: EB

- 11.4 RG confirmed that Barbara Brandt will give the final key note speech at ATBH VIII.

14. Exec Group met with Peter Wilcock and discussed the issue of the limitation of resources we have available to help with his project. RG and HB wrote a draft position paper which will be discussed by the exec group.

ACTION: Exec Group

- 17.1 The policy for implementing and running workshop was added to AOB.
- 20.1 EH reported that Professional Indemnity Insurance has now been purchased giving £1m cover to any member or institution who works on CAIPE's behalf and with CAIPE's permission.
- 22.1 The date for the next Corporate Forum has been set on 17th September 2015. It will take part at Cardiff Metropolitan University in conjunction with the University of Cardiff.

7. CHAIR'S REPORT FROM EXEC GROUP MEETING

- 7.1 RG said that a new agreement to keep the current web providers had been signed for one more year from 1st April to provide protected time. Meanwhile the Promotion Group is exploring the situation with potential providers. A specification has been written and the tender will be sent out July/August with a view to confirming in October/November and going live with the confirmed system in February. EH said that costs are a huge factor in this project and that a budget hasn't been discussed yet. IB said that it will be a task to balance how much work we can do ourselves and how much will require a provider to do.

ACTION: Promotion Group

8. CAIPE PROMOTION GROUP – UPDATE

- 8.1 JFo updated the meeting on the work of the CAIPE Promotion Group. She said that work was needed on benefits for members, social networking, data capture and building a repository for members only. MH suggested asking members what they would like to receive as a member of CAIPE. It was agreed that this was a good idea and that an on-line survey to all members should be done. JFo will take this back to the group to work on.

ACTION: JFo

- 8.2 RG said that he would appreciate any feedback on web issues as he was due to do an appraisal with DH very soon.

9. RESEARCH ADVISORY GROUP – UPDATE

- 9.1 SJ updated the meeting on the work of the Research Advisory Group. She said that following the recent on-line survey an editorial had been written for JIC responding to the action points. Chris Green has drafted this and it will be published soon.

- 9.2 The group has responded to the suggestion that it should be more inclusive and allow other research related people to join. MHu has now joined the group to add her expertise.
- 9.3 SJ said that the group had produced a flyer and a poster which was available at the student conference in March.
- 9.4 HB said that the group should look at how IPE should be evaluated and SJ said that she would take this back to the group to discuss.
ACTION: SJ.
- 9.5 SJ said that the group will be holding a pre-conference workshop before the ATBH VIII conference next year.

10. FUTURE DATES AND VENUES

- 10.1 A date and venue for the Corporate Forum in March 2016 is required.
- 10.2 It was agreed not to hold a Corporate Forum in September 2016 as this would be too close to ATBH VIII.
- 10.3 A date and venue for the next Student Conference is required. November is being considered.
- 10.4 Margot Brewer, Curtin University, Australia, has confirmed she will speak at the next Chair's Event in November.
- 10.5 PH offered Patient Voices HQ for the board meeting to be held in February 2016.

11. ANY OTHER BUSINESS

- 11.1 JFo said that she has done the headings for a workshop policy and sent it to the Exec Group to review. The policy includes how workshops run, are advertised, how to book and developing capacity.
ACTION: Exec Group
- 11.2 PH said that there is a growing interest in digital stories. A workshop is taking place in Birmingham in October which she encouraged board members to attend.
- 11.3 PH said she would like to do a post conference workshop after ATBH VIII but this would require two days. RG said that this would need to be organised separately.
- 11.4 PH told the meeting about a project she is working on with HE North East involving service users, carers, consultants and a patient nurse, developing IPE in end of life care. She said that progress was being made with the project and they will gather information in September and then work out how to evaluate it. There is a huge amount of interest in this.

11.5 LW said that the website for ATBH is about to go live but can be viewed now by board members. www.hls.brookes.ac.uk/ATBH8.

12. DATE AND VENUE OF NEXT BOARD MEETING

12.1 The next board meeting will take place on Thursday 5th November 2015 at NCVO, London. This is the day before the Chair's Event.

13. FUTURE PLANS

Four groups were formed and each was given a task to make four creative suggestions. These were then sent in electronic format to RG and EB.

There being no other business the meeting closed at 15:55.

DATE OF NEXT MEETING: Thursday 5th November 2015, NCVO, London

APPROVED 5th November 2015. Proposed by Marion Helme and seconded by Helena Low.