



CAIPE BOARD MEETING
Friends House, Euston, London

Thursday 29th November 2018

Attending: Richard Pitt (RP), Sundari Joseph (SJ), Maggie Hutchings (MH), Nichola McLarnon (NM), Jenny Ford (JF), Sharon Buckley (SB), Laura Chalmers (LC), Hugh Barr (HB), Chris Essen (CE), Veronica O'Carroll (VOC), Dawne Gurbutt (DG), Emma Smith (ES), Emma Beal (EB)

Via Skype: Alison Machin

Item	Notes	Action
1. Welcome	RP welcomed everyone to the meeting and thanked them for travelling in some difficult conditions.	
2. Apologies	Apologies were received from Stephen Garvey, Andreas Xyrichis, Juanjo Beunza, Kate Parkin and Pat Bluteau.	
3. Approval of minutes of previous board meetings	The minutes of the meeting held on the 15 th June 2018 were approved as a true and accurate record of the meeting.	
4. Matters Arising Not On The Agenda	<p>4.1 RP informed the board that Debbie Holmes is on six months sick leave. In her absence he confirmed that EB and RP will be working on the website and newsletter.</p> <p>4.2 (page 1 item 4.3) Following a decision to change to a CIO the meeting reviewed the proposed model constitution that had been put forward by the Executive Group following consultation with NM and AM. CS asked if there is more financial autonomy for CAIPE if we change to a CIO. RP confirmed that our end of year reports will only go to the Charity Commission as we will no longer need to be registered with Companies House. It provides us with administrative advantages as the reporting is not as rigid. Sarah Temple-Smith has confirmed it will make life easier for CAIPE and that the Association model would suit us better in her opinion.</p>	

	<p>RP said that the date of change to a CIO will be when the charity commission register us. They will inform us when they have done this.</p> <p>Centre for the Advancement of Interprofessional Education will continue to be the registered name.</p> <p>RP thanked the board for their feedback which was most helpful.</p> <p>Item f on the furtherance of the said objects, JF queried what authorities refers to. RP will query with Stephen Ewens about changing it to add authorities and/or organisations.</p> <p>The board agreed to all the other objects on the list of additional objects.</p> <p>It was suggested to invite Stephen Ewens to the next board meeting when we have the final draft ready for approval.</p> <p>Conflicts of interest was discussed and AM suggested that other charities she works with the chair asks if anyone has any conflict of interests at the start of the meeting. RP agreed that he will add this to future agendas of every meeting.</p> <p>A quorum for general meetings will be set at 9.</p> <p>It was agreed to have three as the minimum number of trustees.</p> <p>All trustees will need to sign the new document. RP will check with Stephen Ewens to see if the signatures can be electronic.</p> <p>Reappointment of charity trustees will be two terms of three years and a one-year gap before being allowed to reapply to the board.</p> <p>A quorum for trustee meetings will be set at one third of the board.</p> <p>AM asked if it might be necessary to ask members to vote on the CIO change. RP will ask Stephen Ewens.</p>	<p>RP</p> <p>RP</p> <p>RP/EB</p> <p>RP</p> <p>RP</p>
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	<p>RP asked the board to pass the resolution to change to a CIO using the discussed constitution. The board voted unanimously to pass the resolution.</p> <p>RP will meet with Stephen Ewens to get a first draft of the proposed constitution ready for the board meeting in March.</p>	<p>RP</p>
<p>5. Chair's Report</p>	<p>RP updated the meeting on his recent work with other organisations that have approached CAIPE for assistance.</p> <p>He said he had been approached by an organisation called OneHE. They want CAIPE to be a partner of theirs and were proposing a forum for national and international liaison. RP said he felt we do this already and that following a discussion with the Exec Group they had decided not to pursue any formal partnership. The Board agreed.</p> <p>WIHF in Limerick, Ireland have also requested a partnership. VOC updated the meeting on her conversations with them. RP suggested WIHF should look towards other groups and whilst we will keep in touch with them, but we would not offer a formal partnership. The Student working group are meeting with them.</p> <p>INHWE International Network for Health Workforce Education. RP said that Lesley Diack will be chair of interprofessional education for their conference. Again they have requested a partnership but it was suggested by the Exec Group that we should have a cordial relationship with them. VOC is going to their conference and will update CAIPE after the event.</p> <p>HEE pilots are ongoing. HEE South pilots have two sites interested and moving forward with the project. Milton Keynes Hospitals NHS Trust and Buckinghamshire New University. They will hopefully be doing workshops in the new year. University of Northampton are also involved. Meetings have been held with Oxford Health NHS Foundation Trust in association with Oxford Brookes which hopefully will also lead to workshops in the new year. We are also collaborating with Coventry University's project with HEE Midlands and the East.</p>	

	<p>Rick Iedema, Director of the Centre for Team-based Practice & Learning in Health Care at King's College London, has suggested CAIPE and King's College plan an international conference on interprofessional education and research in 2019/2020? SJ suggested having this instead of the Chair's Event in 2020. RP agreed to speak with Andreas Xyrichis and then get back to Rick.</p> <p>RP attended the Education Inter-regulatory Group which was more of a workshop and looked at GMC/NMC collaboration on NMC education standards; generic professional capabilities – common issues; Point of Care Foundation who did an audit of teaching professionalism in undergraduate medical education. There was a section on the need for IPE. More information will be included in the next Notice Board. RP said that he felt that the regulatory bodies were moving forward and will share feedback when it comes back to him.</p> <p>RP represents CAIPE on the Health and Care Professions' Education Leads Group</p>	<p>RP</p>
<p>6. International & Interprofessional Global Update</p>	<p>6.1 International Group</p> <p>The International Group have now got information on the website. SJ explained the work the group has done. Quite a few members of the group are overseas. At the Away Day there were actions of the group to focus on and one was that the website should be more user friendly for the international audience. They have created a profile page and a request for information page. Michael Sy is looking to create a video in other languages to welcome members. They continue meeting via zoom and will prepare a report for the March board meeting on their progress.</p> <p>SB is working with faculty from U21 Health Sciences Group Universities to establish a U21 IPE Special interest group. Sharon is keen to ensure that the work of the group complements rather than duplicates the work of CAIPE. She asked if it was possible to forward the CAIPE newsletter to the special interest group. As this is a member only benefit it was agreed that we should give them a complimentary issue and then suggest they join CAIPE. RP offered to email them all along with the</p>	<p>SB/RP</p>

information for membership. SB said that due to data protection she would need to forward on RP's behalf. The board agreed. When the group is established SB to invite RP to join a webinar to be introduced to them.

RP informed the meeting about the current situation with EIPEN and our membership with them. They have now withdrawn from Interprofessional.Global. RP asked what the feeling is of the board to be a member of EIPEN. There is a member benefit with a discount offered to attend the EIPEN conference. The risks were considered and one would be to reduce the member benefits. The membership is due for renewal in April 2019 so this will be picked up at the next board meeting for a decision.

SB suggested that perhaps the present difficulties may be resolved and we should hold off on a decision. It was also suggested that we contact other groups who are members and look to see if there is anyone else who is looking to withdraw. SJ and RP can research other opinions and review again at March board meeting. It was also requested that the Governance group look at the EIPEN set up and look for any conflict of interest.

WAIPE is a new organisation and it was discussed and agreed that the board does not wish CAIPE to be associated with WAIPE.

6.2 Interprofessional.Global

SJ updated on the latest work of Interprofessional.Global (rebranded from the WCC after a retreat at a conference centre outside Auckland after ATBHIX). IPG consists of 8 networks and is now accepting emerging networks. A report of the work achieved was sent out after the retreat. Stefanus Snyman, AfrIPEN, led the group into a partnership working model which was hard work but very successful. The new IPG website was launched on 16th November. Lots of working groups are now working within the IPG and everyone has been invited to join in with the working groups. You can also join on the website as a member.

2020 ATBHIX has been awarded to Qatar. Maastricht also bid and were offered 2022 but they have refused

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	<p>to accept it. Bidding for 2022 will be opened before the Qatar conference. www.interprofessional.global</p> <p>SJ said that there is strong leadership of the IPG with Johanna Dahlberg, NIPNET and she will be chair until next conference. She will then hand over to Ruby Grymonpre, current vice chair, from Canada.</p>	
7. Financial Report	<p>PB and EB were unable to provide a financial report for the meeting. EB confirmed that this year we are currently running at a loss as most membership renewals have not come through yet. These mostly happen in January and February. RP asked members to promote corporate membership to ensure renewals happen and also to gain new members. We need to be cautious with funds until renewals have come through.</p>	
8. Away Day Action	<p>Following the Away Day in Bournemouth in the summer, SJ and MH had put an Away Day report together and everyone had been asked to review and comment.</p> <p>SJ and MH went through the actions and discussed progress that had been made so far. CAIPE Fellows will also be involved in some of the actions. VOC updated on the actions the Research Group have followed up on. HB suggested Chris Green would be a good contact for the research group for PhD students.</p> <p>RP said that CAIPE Board members need to attend Away Days either in person or virtually as it provided a good opportunity to reflect and innovate on the future for CAIPE.</p>	
9. Working Group Reports	<p>RP asked JF, lead for the student working group, to report to the next Exec Group about the work of the group so far.</p> <p>Corporate Members & Forum – The group is currently working on their website page. Information profiles from all members will be added.</p> <p>Learning & Teaching Working Group – DG reported that they have a good mix of people with lots of email discussion. They have identified a raft of themes including primary online opportunities and artificial</p>	

intelligence. Juanjo Beunza very interested in these areas.

Validating IPE/IPC – SB said that the group not really begun yet but she has had discussions with various people and has produced a short paper which has been circulated. Would appreciate comment and agreement of what the group should be about then the group can be established properly. The meeting fully discussed ideas around this and agreed that SB should research what validating bodies would like from us and how CAIPE could be involved. If CAIPE doesn't do it someone else might. The board agreed that the proposal was good to be used as the basis to begin a working group and take the project further. SB will report progress to the next board meeting.

Consultancy & Workshop – draft paper waiting on RP to look through and will be ready for the next board meeting.

Awards – Nothing new to report. Next award is John Horder Award.

Policy – Emma Smith invited to the group to represent service users.

Routledge – Critical Care workbook is published and HB said he is interested to see what the UK market makes of it. Andreas Xyrichis has agreed to review for the CAIPE newsletter. Three books are now published. Optimistic draft of Primary Care book will be arriving in the new year. The author on Palliative Care has asked for an extension of time. The Adult Mental Health book will not proceed with its present lead author. An alternative on mental health and young people may be proposed by Northumbria University

Promotion Group – Linda Eyre is on maternity leave and the group has been inactive. In the New Year we need to start again.

Individuals – Not done anything since the conference bursary award won by Heloise Agrelli.

Student – Stephen Garvey and Gabriele Vilanova are working hard for the group particularly with Twitter Chat. JF asked for suggestions for themes for the

	<p>chats. CAIPE Tweet Account, Password is now July18. They are drafting the web pages which will be worked on soon. Previously we have offered scholarships for EIPEN and in light of the current questions surrounding EIPEN membership, JF asked if this will be offered for the 2019 conference. RP will confirm at the next board meeting in March.</p> <p>Welsh Representation - Amanda Squire is back to work and have renewed the membership for Cardiff Metropolitan.</p>	
10. Corporate Members	<p>Corporate Forum</p> <p>The next forum is in March and will be held at the University of Nottingham. The Autumn forum will be held in September at Robert Gordon University in Aberdeen.</p> <p>Corporate Links</p> <p>The board reviewed the current links and the list was updated. EB will update with renewal dates and circulate to all board members when complete.</p>	
11. Membership Update	<p>EB confirmed the current membership numbers as follows (previous meeting numbers in brackets):</p> <p>Student = 112 (131) ↓ Service User = 18 (21) ↓ Individual = 79 (82) ↓ Corporate = 38 (34) ↑ Sponsored Logins = 223 (163) ↑</p>	
12. Forthcoming Events	<p>AGM – The next AGM in 2019 will focus on the John Horder Awards. The next lecture will be part of the AGM instead of a separate event.</p> <p>Away Day – The date of the next Away Day has been moved to 30th June. The venue has not been confirmed but could potentially be University of East Anglia. It was suggested that the topic could pick up on Sharon’s Validating IPE/IPC project.</p> <p>Chair’s Event – The next event was due to take place the following day in London. Sadly only a small number of guests will be attending. It was suggested</p>	

	that next year could be based on IPE research which is always a popular theme.	
13. ATBH Conferences	There was no further news to report.	
14. Any Other Business	<p>LC informed the meeting about an artist named Brian Keeley who lives in Aberdeen. He has produced an exhibition of his art of his care journey following a heart transplant and she said it was an amazing journey of the collaborative care he received. She said she would like to share this to a wider audience and will investigate how to do this through CAIPE. It was suggested that it was filmed and added to digital stories on our website.</p> <p>VOC suggested funding small research projects with small amounts of money.</p> <p>RP asked all members to please read the new Notice Board that is being sent out monthly to all board members. It contains important information.</p> <p>RP asked all board members to contact their corporate links and introduce themselves. He suggested trying to get corporate profiles that can be placed on the website.</p> <p>RP proposed that each board member should do a guest editorial for the newsletter. LC agreed to go first in the January issue and EB will do a list of who is due and when.</p>	<p>LC</p> <p>LC</p> <p>ALL BOARD</p> <p>ALL BOARD</p> <p>LC EB</p>
15. Date of Next Meeting	Wednesday 13 th March 2019, University of Nottingham	
There being no other business, the meeting closed at 4.35 pm.		

APPROVAL:

These minutes were approved at the Board Meeting held on Wednesday 13th March 2019.

Signed:



Richard Pitt
CAIPE CHAIR