

BGPert Annual General Meeting
on 24th November 2010 at 7pm
at the RNHRD Foundation Trust , Bath

Present: Guy Worsdall (Chair), Richard Wharton (Secretary), Coleen Campbell, Nicole Howse, Anya Leaver, Linda McHugh, Helen Pauli, Louise Willcocks, Mahnaz Alsharif.

Apogies: None received

In attendance: Ali Taylor

Minutes of the meeting

1 Minutes of the 2009 Annual General Meeting

1.1 The minutes of the 2009 AGM were approved as an accurate record and adopted.

2 Matters Arising

2.1 There were no matters arising.

3 Accounts 2009/10

3.1 Linda McHugh (LM), Treasurer, took the meeting through the BGPert accounts, which comprise the Managements Accounts, Vocational Training Accounts and the Consolidated Accounts. The Consolidated accounts are required by the Charity Commission.

3.2 Management Accounts

3.2.1 Income

LM advised that:

- Membership subscriptions were up to £47415 compared to £33410 last year (0207/08), £26,060 (2006/07) and £22,000 (2005/06);
- Sponsorship and Accreditation Fees had brought in £32,025, compared to £28,626 (2007/08), £29,457 (2006/07) and £27,000 (2005/06);
- giving an overall rise income of £79,640 compared to £63,086 last year.

3.2.2 Expenditure

The meeting was informed that expenditure was as follows for 2008/09::

- coordinators Fees were £31,398 compared to the last 3 years at £29,476;
- course expenses were £12,172 compared to £21,147 in 2007/08 and £16,829 in 2006/07 reflecting increasing use of cheaper venues;
- accountancy and insurance fees remained much the same;
- the cost of bookkeeping had gone up, reflecting the extra time spent on accounts, and also BGPert's new bookkeeper's hard work chasing members and outstanding debts. The meeting noted that a lot of time was spent on this in 2007/08 revamping the membership list and changing the accounting software;
- the meeting also noted that rent was a new expenditure at £11,250;
- increase in expenditure to £68,224 compared to £59,671 last year

- 3.2.4 In summary overall LM reported that there was £63,103 in the accounts as of the end of this accounting year which she considered to be good news, considering the development of the office and the BGPert team. Consequently LM advised he meeting that there was no requirement to increase our membership subscriptions for 2009/10.

BGPert members noted that in 2010/11 there would be additional expenses related to the following:

- the new office at the PGMC, where two staff had been recruited to run the office, under the supervision of Ali Taylor. LM reported that there had been numerous delays and problems related to getting our own IT installed which had taken perseverance to resolve.
- the appointment of a Anya Leaver as a Sessional Doctor Coordinator with effect from 1st September 2009. Members were referred to the website at <http://bathgped.org/> for further information; and,
- the appointment of Diane Bungay as a local area Educational Organiser for Frome, also from 1st September 2009.

LM reported that Ian Swann was retiring from his role in Trowbridge with effect from 31st December 2009 and the BGPert team was looking to advertise his post and possibly area posts.

- 3.2.5 LM thanked the BGPert behind the scenes team; particular Ali Taylor the new administrator, who had improved office systems, membership lists etc.; Tina Rawlings, bookkeeper, who worked hard on BGPert membership income and chasing outstanding debts; and, to Lara Dyte who chased sponsorship so efficiently.

- 3.2.6 In response to a question from RW the meeting agreed that the figure for “rent” in the accounts (£11,250) which covered the support given by BIRD and the BGPert team represented good value for money.

3.3 Vocational Training Accounts

- 3.3.1 The meeting noted that the Vocational Training Account had returned to being under the management and control of the Severn Deanery with effect from 1st April 2009 and thus these accounts were the winding up accounts.

RW Clarified that this move was taken in response to guidance from the Strategic health Authority. He also advised that approximately £3,000 was likely to be carried forward to the 2009/10 accounts.

- 3.4 GW proposed a vote of thanks to LM for doing so well in challenging year and achieving the target of £12,000 profit. He noted that it looked like 2009/10 would be a sound year in terms of finance but 2010/11 may be more challenging.

4. Programme Director's Report

4.1 Education Programme

Nicole Howse (NH), Programme Director reported on BGPert's education programme which was available to over 320 members, 71 STs and paid members of other Trusts with whom BGPert has reciprocal arrangements.

- 4.1.1 The programme, which NH advised was planned in advance on a rolling 3-6 months basis, included in 2008/09:

- study days and half days, totalling approximately 12 per year, which were often run in collaboration with the RNHRD and/or the RUH;
- specialist and key skill events such as basic skin surgery; CPR; communication skills, skin club, etc;
- joint injection sessions in collaboration with BIRD;
- master classes, “Hot Topics”, based around NICE guidelines;

- 10 events per annum in each of Trowbridge and Frome;
- monthly events for SGPs, including significant event analysis; and,
- support for small learning groups such as at Marshfield.

4.1.2 NH reported that she was keen to support small learning groups which would also help BGPert cover more fully the BCAP area. She also stressed the importance of the work to support SGPs, which had become a focal point for BGPert in 2008/09, a trend that would continue into 2009/10. NH advised members that there was little or no formal connection with any PCTs.

4.1.3 The meeting was advised that aim was for each event to make a profit but some events, e.g., communication skills, were especially costly to run and hence some cross subsidy between meetings was inevitable.

4.1.4 NH drew the meeting's attention to the BGPert website which often had advance notice of events before the invitations were issued.

4.2 NH outlined the BGPert team which comprised herself as Programme Director and Educational Co-ordinator (EC), and:

- Linda McHugh, EC and Treasurer with some management responsibility;
- Anya Leaver, EC with special responsibility for SGPs (with effect from 1st September 2009);
- Ian Swann Trowbridge EC (retiring 31st December 2009);
- Diane Bungay Frome EC (with effect from 1st September 2009);
- Tina Rawlings, finance; and
- the admin team (BIRD including Ali Taylor, Lara Dyte, and Julie Butterworth and Nicki Black at the PGMc, the latter two with effect from 16th November 2009).

NH advised that the ECs had received training for chairing and presenting meetings and the appropriate support, including appraisal, would be put in place for all team members.

NH also drew the meeting's attention to the support BGPert had provided William House in organising events.

4.3 **Collaboration**

NH then outlined the BGPert's collaborative associations, including:

- the Deanery, RCGP, ST teaching team including the Associated Director of Post Graduate Education;
- Educator meetings with Swindon, Bristol, Weston, Gloucester and Somerset;
- the consultant teams at the RUH, RNHRD, Bath Clinic and Bath Circle; and,
- pharmaceutical companies.

4.4 **Research**

Moving onto research NH advised that BGPert was involved in the following research projects:

- RCGP piloting of revalidation processes for SGPs;
- RCGP mentoring with Martyn Hewitt; and,
- UWE learning Together: successes and challenges post CCT

4.5 **Personnel**

NH informed the meeting that Ian Swann was retiring at the end of 2009. She thanked Ian for all his hard work for BGPert and its members and for being such a fun colleague. IS was presented with a token of BGPert's esteem.

6 Election of Officers

- 6.1 GW confirmed that the current officers were willing to stand again and there being no objections they were duly elected for a further year.

- 7 There being no other business, the meeting closed at a7.25 pm.

DONM: TBC

Unconfirmed