

**MINUTES OF THE TWENTY-FIRST MEETING OF THE BOARD OF GOVERNORS
HELD AT YEW LODGE
31 JULY 2008**

PRESENT:

Chairman	Peter Griffiths	Chairman
Stakeholder Governors:	Tom Cochrane	Guinea Pigs
	Roy Daisley	University of Brighton
	Peter Evans	Local Authority
	Derek Pocock	League of Friends
	Chris Rolley	East Grinstead Town Council

Staff Governors: Mabel Cunningham

Public Governors:	Alison Tweddle	John Bowers
	Ian Stewart	Len Barlow
	Ann Horscroft	Manya Sheldon
	Bernard Atkinson	Martin Plimmer
	Bill Hatton	Sue Hull
	Gill Baxter	Peter Dingemans
	Peter Harper	Sharon Watkinson
	Gill Brack	Valerie King
	Howard Matthews	Shirley Mitchell
	Adrian Fuchs	Edward Belsey
	Jill Walker	Andrew Robertson
	Caroline Hitchcock	

IN ATTENDANCE:	Caroline Becher	Director of Nursing & Quality
	Jeremy Peters	Communications Manager
	Mary Goode	Head of Corporate Affairs
	Sally Flint	Director of Finance
	Sharon Colcough	Chief Executive
	Steve Squires	Deputy Medical Director
	Heather Bunce	Programme Director
	Lynn Hunter-Rowe	EA to the CE, Medical Director and Deputy Medical Director
	Rachael Hoey	Non Executive Director
	Renny Leach	Non Executive Director
	Shena Winning	Non Executive Director

PART ATTENDANCE: Ken Lavery Medical Director

PUBLIC: 4 members of the public attended the meeting

LAUNCH OF 'BUILDING OUR FUTURE . . . YOUR HOSPITAL'

Mrs Colclough launched Building our Future . . . Your Hospital, a two-month public and staff engagement programme taking place across South East England. Responses to Mrs Colclough's presentation included concern that the iconic parts of the hospital would be destroyed. Mrs Colclough advised that the architects were aware of the desire to keep what could be kept as long as it lent itself to clinical care. The architects had been briefed to

remember the history and to consider incorporating or replicating old, well-loved features. Mr Plimmer suggested that a governor forum could be arranged to collectively acquire the wisdom of the Governors about what they wished to see achieved.

PRESENTATION - 'Service Developments'

Mr Burgess gave a presentation summarizing the plans for future developments. Several issues were raised following the presentation. Confirmation was given by Mrs Colclough that the MIU would continue being nurse-led as GPs were no more skilled in minor injuries than the Trust's emergency practitioner nurses who were now undergoing additional training for minor ailments and paediatrics. Mr Rolley commented that the Trust's proposals fitted well with the North East Review being conducted by West Sussex PCT and he confirmed the town council would be sending a submission to the PCT. Ms Goode confirmed the Trust would also be responding.

39/08 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

Mr Griffiths welcomed the governors to the meeting and invited any comments concerning the venue. He welcomed new governors Sue Hull, Peter Harper, Gill Baxter, Jill Walker and Ian Stewart and welcomed back Valerie King. He also welcomed Mabel Cunningham as a newly elected staff governor. Apologies were received from Carol Lehan, Sarah Creamer, Hugh Ure, Jeremy Beech and Myra Scarbrough.

There were no declarations of interest.

40/08 MINUTES OF MEETING HELD ON 24 April 2008

The Board of Governors **APPROVED**: the minutes of the meeting held on 24 April 2008 as a correct record with the amendment that Dr Leech had in fact attended.

41/08 MATTERS ARISING FROM MINUTES OF MEETING HELD ON 24 April 2008

Staff Survey - Mr Plimmer queried a report on the staff survey which he had expected to be on the agenda. Ms Goode confirmed it would be on the agenda at the next meeting.
35/08 - Inpatient Survey 2007 – Ms Tweddle asked about progress of the short life working group that was considering the high problem scores. Mrs Becher confirmed the group was now disbanded as the work was complete. However, it would be reformed following the next survey.
29/08 – Changes to the Constitution - Mr Griffiths advised that following extended discussion at the last meeting, the Board of Governors had been one vote short to confirm the changes proposed. Mr Atkinson proposed and Mrs Hitchcock seconded the recommendations.

The Board of Governors **APPROVED** unanimously that:

- i) the Constitution be generally updated, corrected and modernised
- ii) the Membership Committee and Constitutional Review Committee cease
- iii) the Appointments Committee and the Governors' Steering Group remain as standing committees
- iv) the updated role of the GSG is included within the Constitution including the authority to set up working groups to consider constitutional matters, membership, annual health check, annual report, annual plan and any other matter that the GSG considers will support the work of the BoG
- v) there is an additional clause regarding Governor behaviour and that values and behaviours expected of the Board of Directors equally apply to the Board of Governors

42/08 HOSPITAL REDEVELOPMENT

Mrs Bunce presented a progress report advising the Board that Devereux Architects had been appointed and had now been briefed. There was nothing yet to report on what a new build might look like. There were a number of site surveys continuing and a second meeting with the planners had taken place. Mrs Bunce stated the Trust was on plan to deliver the outline business case at the end of the year.

Mr Griffiths reminded the Governors that Mr Plimmer was the governor representative on the Project Steering Group. Mr Plimmer reported he had been to two of the meetings and it was good to see the team coming together. He stated it was important that the project reflected governor interest.

The Board of Governors **NOTED:** the contents of the report

43/08 REPORT FROM THE BOARD OF DIRECTORS

Mrs Colclough presented the report and briefed the Board on the following:

- i) At the recent Board of Directors Forum it had been agreed that a new hospital was affordable and this would be discussed further with the Governors at the joint August meeting
- ii) At the end of June the Trust had achieved £600K
- iii) All performance targets were achieved
- iv) The capital programme was running to plan
- v) The Board of Directors at its meeting earlier that day had wished to thank Heather Bunce, Sally Flint and the theatre team on progressing the theatre ventilation work and managing the disruption and poor environment.
- vi) The maxillofacial modular building was on time.
- vii) The refurbishment work for Peanut ward might take longer to agree and could slip into the next financial year
- viii) The review of clinical leadership had been a long process. All clinicians had been engaged in the process. The final couple of posts were being finalised but it should be agreed by the end of August.

The Board of Governors **NOTED:** the contents of the report

44/08 DIPC REPORT

Mrs Becher confirmed that year to date there had been one case of MRSA and three cases of C.Difficile, with all cases occurring within the Jubilee ward. Two had come in from other hospitals. Staff had made superb efforts to contain the situation.

Mrs Becher reported that Dr. Paul Donaldson, a microbiologist, would be starting on 26 August. Emma Kerr, audit nurse, had also been appointed.

The Board of Governors **NOTED:** the contents of the report

45/08 GOVERNORS STEERING GROUP

Mrs Mitchell as the newly appointed Chairman, thanked Mr Plimmer as outgoing Chair, for all his hard work and all members of the previous GSG. The first meeting of the newly formed GSG had taken place the previous week. There were four priority areas: 1) the portfolios that each GSG member would lead, 2) the Terms of Reference, 3) invitations to other Governors to participate in meetings and 4) continuing the

discussion forums throughout the coming year. Topics for discussion would be welcomed.

The Board of Governors **NOTED:** the contents of the report

FOUNDATION TRUST GOVERNORS' ASSOCIATION (FTGA)

Mr Plimmer reported that it was important to encourage new governors to become involved and to maintain contact with the Association. The FTGA had significantly improved and was now fully established. Current representatives were Howard Matthews and himself. Mr Plimmer asked if there were any volunteers to represent the hospital and to replace the existing representatives.

Following discussion, the Board of Governors **AGREED:** Edward Belsey and Peter Harper would be the new representatives.

46/08 REPORT FROM THE GOVERNOR REPRESENTATIVE

Mr Atkinson gave a verbal report stating it was the role of the Governor Representative and the communications team to inform the Governors through monthly updates. All queries should be routed back to the Communications office.

He reported that at the Board of Directors' Forum in June there had been a single topic of discussion, that of affordability for the site redevelopment. He complimented the BoD on the nature of the debate.

At the BoD that morning, he reported that the Medical Director and Deputy Medical Director would need to develop evidence based clinical practice and the clinical leadership review would help enable this to happen.

The Care Record Service was also discussed and the fact that Fujitsu were no longer providing a service. The target date was now 2013, the implications for QVH now being that it could now get on defining what it want to do with its IT strategy and align it with the site redevelopment.

Staff were now undertaking additional jobs to their day jobs, so there was some strain on the system. The Governors needed to be sympathetic and thankful. During the theatre ventilation project, Mr Atkinson had noted that the staff and responded extremely well.

The Board of Governors **NOTED:** the contents of the report

47/08 GOVERNORS' ANNUAL REPORT for 2007/08

Mr Atkinson reported that the Annual Report and Accounts working group had requested a 'Governors Corner' focusing on achievements to be included in the Trust's Annual Report and Accounts for 2007/8, following the success the previous year.

The Board of Governors **NOTED:** the report and **AGREED:** that 'Governors Corner' would continue in the Annual Report under that title and that from the current year, the 'Governors Corner' report would be renamed as the 'Governors Annual Report to Members' and be included in the autumn QVH Newsletter to members.

48/08 ANNUAL REPORT AND ACCOUNTS

Mrs Hitchcock (Chairman of the working group) gave a verbal report on the working group's activity that year. Mrs Flint thanked Mrs Hitchcock and her team and agreed it was a successful model, producing a great document. The auditors had welcomed the meeting with Governors. There would be a report at the Annual General Meeting regarding the appointment of auditors.

The Board of Governors **NOTED:** the report

49/08 MEMBERSHIP REPORT AND MEMBERS' VIEWS AND FEEDBACK

Mrs Goode highlighted that the Trust was making great efforts to attract new members and membership was increasing steadily.

The Board of Governors **NOTED:** the report

FOR INFORMATION

The Board of Governors received the following precirculated items for information:

50/08 Governor election results

51/08 Annual Plan

52/08 Membership Committee – final minutes

ANY OTHER BUSINESS

Membership Taskforce - Mr Bowers advised that all the good work carried out by the Membership Committee was being taken forward by the Task Force. One problem continued and that was how to relate to members. There was an excellent opportunity to do this with the public engagement meetings. Mr Bowers stated he would like to see a better response from the Governors on which meetings they can attend.

Lynn Hunter-Rowe – The Chairman introduced and welcomed Lynn Hunter-Rowe, the newly appointed Executive Assistant to the Chief Executive.

Picnic - The Chairman reminded everyone about the forthcoming staff picnic on 8 August.

53/08 QUESTIONS FROM THE PUBLIC

There were none.

54/07 TO CONSIDER A MOTION TO EXCLUDE THE PUBLIC IN ORDER TO DISCUSS CONFIDENTIAL BUSINESS

The Board of Governors **APPROVED:** the motion
