

The Association of Advanced Practice Educators (AAPE UK)
Friday 29th March 2019

Venue: Coventry University Technology Park, Puma Way, Coventry, CV1 5FB

Time: 14.45 – 15.15

Minutes from the AGM

Present (Committee)

Katrina MacLaine	London South Bank University
Annabella Gloster	University of Salford
Claire Tubbritt	Coventry University
Anna Neary	University of Western England
Donna McConnell	Ulster University
Jacky Price	University of Hertfordshire
Deborah Slade	Oxford Brookes University
Chris Inman	Birmingham City University
Sally Gosling	CSP policy Lead: Chair HCEL group
Kathy Haigh	University of Cumbria
Ruth Pearce	University of Nottingham
Hilary Walsgrove	Bournemouth University
Anna Jones	Cardiff University
Pippa Clark	Frimley Park
And delegate list	

Welcome and Introductions

Katrina MacLaine welcomed all members to the AGM

Minutes of the previous AGM held on 29th June 2018.

These were approved by committee members

Matters arising from the minutes

There were no matters arising from the minutes of the last meeting that will not be addressed during the AGM.

Chair's report

- The chair introduced her report by thanking Hallam Medical for their continued support to AAPE.
- AAPE UK continue to widen involvement and high level representation
 - ↳ All 4 countries within the UK have developed policies and professional standards and contributed towards development and implementation of frameworks for Advanced Practice
- AAPE UK continues to foster links with Health Care Professional Education Leads
- There is wider representation on the AAPE Committee now with Pip Clark as Co-opted representative for Midwifery/Neonates
- AAPE UK AHP and Pharmacist Survey (October 2018)
 - ↳ A snap shot of APs has informed AAPE UK that there are now AHPs/Pharmacists registered on AP courses. This will be repeated in 2020 to monitor trends across programmes.
- The Council of Deans Advanced Practice Steering Group continues to work with HEE to progress availability of ACP education and ACP Apprenticeship programmes.
- Advanced Practice Week (November 2018) was successful at highlighting AP across the UK – AAPE were involved in organising and supporting events
- Social media - Twitter activity continues to raise the profile of AAPE events; in addition, information is regularly updated on the AAPE UK website
- AAPE UK membership continues to increase
- AAPE UK representatives continue to present at regional, national, and international conferences, including those organised with the Council of Deans (and HEE).
 - ↳ Members of the AAPE UK Committee presented at the ICN APN/NP 10th Conference in Rotterdam in September 2018, and also ran a workshop promoting International Affiliate Membership.
- AAPE UK continue to respond to consultations, e.g.: ICN NP/CNS Guideline (March 2019)
- AAPE continue to support scholarly activity for its members, a grant was given to Dr Julian Barrett for consultation research.
 - ↳ Opportunity is available to seek funding but dissemination of work outcomes is vital

Proposed amendments to the Constitution:

Article 6 MEMBERSHIP:

1. Removal of clause 6.3.4 offering Associate Membership for stakeholders with a specific interest in ACP development; and all subsequent referral to Associate members
2. 6.3.6 The AAPE UK uses an email The AAPE UK uses an email mailing list to circulate information to AAPE UK members and others.
Removal of the following part from clause 6.3.6:
“In addition, other interested individuals or HEIs may also be included in the mailing list who are not AAPE UK members and who have not paid AAPE UK fees”.

Article 7 ORGANISATIONAL and GOVERNANCE:

3. Amendment to Clause 7.5: to increase term of office from current two years to:

“The term of office of members of the Committee shall be three years”.

4. Amendment to Clause 7.6: Replace current content which says:

“Elections shall be held annually when 8 members of the committee will be replaced or re-elected on a rotational basis to ensure that no more than 50% of the committee change on any one occasion” with “Elections shall be held annually when 5-6 members of the committee will be replaced or re-elected on a rotational basis to ensure that no more than a third of the committee change on any one occasion. To avoid destabilisation of the committee, the Chair and Deputy Chair will not stand for re-election to the committee at the same time. Similarly the Secretary and Treasurer will not stand for re-election to the committee at the same time.”

All proposed amendments were approved.

Finance Report

AAPE UK Finance Report 2018/19

Balance of account on 1.4.2018	£5556.28
	£ in
Hallam Medical sponsorship	£5000
Conference individual fees	£100
Full Institutional Membership fees for 2018/2019 = 48 HEIs 2 Associate members 2018	£6,600 £50
Total income 1/4/17-31/3/18	£17206.28

AAPE UK Finance Report 2018/19

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AAPE UK Finance Report 2018/19

AAPE UK conference 2018	£3217.5
Committee & membership travel expenses and external meeting expenses, includes funding for QNI, HEE, ICN, NMC, RCN, other external events influence / inform AP initiatives /developments	£4,804.09
AAPEUK Sponsorship	£500
Maintenance website and update/printing	£320
AAPE UK marketing materials, displays etc.	£575
Total expenditure	£9,416.59
Balance of account on 9/3/19	£8291.22

Elections

Committee can have total of 16 members. Returning officers we chosen from committee members who were not standing for election.

45 completed voting slips were submitted.

Election results:

Nominations

There were 5 new nominations for the committee, 2 were successful:

Colette Henderson

Helen Rushforth

Nine members of the standing committee were seeking re-election, having already served a previous term of office and were re-elected:

Annabella Gloster

Kathy Haigh

Chris Inman

Anna Jones

Katrina Maclaine

Helen Orton

Jacky Price

Deborah Slade

Hilary Walsgrove

AAPE UK Committee members for 2019-20

Katrina Maclaine	Chair	London South Bank University
Annabella Gloster	Deputy Chair/Events Director	University of Salford
Helen Orton	General Secretary	University of Liverpool
Anna Neary	Treasurer and Membership Director	University of the West of England
Evelyn McElhinney	Social media	Glasgow Caledonian University
Kathy Haigh	General member	University of Cumbria
Chris Inman	General member	Birmingham City University
Anna Jones	General member	Cardiff University
Donna McConnell	General member	Ulster University
Ruth Pearce	General member/ Past Chair	Nottingham University
Jacky Price	General member	University of Hertfordshire
Deborah Slade	General member	Oxford Brookes University
Claire Tubbritt	General member	Coventry University
Hilary Walsgrove	General member	Bournemouth University
Helen Rushforth	General Member	Southampton University
Colette Henderson	General Member	University of Dundee
Sally Gosling	Co-opted	Chartered Society Physiotherapy and Chair of Health & Care Professions Education Leads Group

Pippa Clark	Co-opted	Frimley Park Health Care Trust
Rob Harvey	Co-opted	Bournemouth University

Action Plan 2019-2020

- Continue to widen AAPE UK's involvement across the four countries of the UK with associated organisations and collaborative working including Council of Deans; Royal Colleges (RCS and RCEM)
- Continue to promote membership of the AAPE UK
- Actively engage in Advanced Practice week: 10th – 16th November
- EPA Event planned at Bournemouth University
- Plan for next year's conference and AGM on 20th March in Belfast at Ulster University:
"Valuing diversity in Advanced Practice"

Any other business

- Clarification was provided regarding the AP Census – in addition to healthcare Trusts, this will be circulated to GP practices but not 'private providers' due to quality assurance issues for such providers.
- Claire Tubbritt was thanked for hosting the conference at Coventry University.
- Results of the poster competition:
First place: Poster 5, 'Pillar Talk' by Jane Roberts – University of Salford.

Date and time of the next meeting:

- Next AGM and Conference: Friday 20th March 2020 at Ulster University, Belfast.
- Next committee meeting: Friday 12th July 2019 at London South Bank University