

**SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST**

**UNCONFIRMED MINUTES OF THE ANNUAL GENERAL MEETING OF SHERWOOD FOREST  
HOSPITALS NHS FOUNDATION TRUST ("THE TRUST")**

**TUESDAY 24<sup>TH</sup> SEPTEMBER 2024, AT 17:30  
in LECTURE THEATRE 2, KINGS MILL HOSPITAL**

**Present:**

Graham Ward	Acting Chair	GW
David Selwyn	Acting Chief Executive	DS
Richard Mills	Chief Financial Officer	RM
Simon Roe	Acting Medical Director	SR
Rob Simcox	Director of People	RS
Rachel Eddie	Chief Operating Officer	RE
Sally Brook Shanahan	Director of Corporate Affairs	SBS
Phil Bolton	Chief Nurse	PB
Steve Banks	Non-Executive Director	SB
Barbara Brady	Non-Executive Director	BB
Andrew Rose-Britton	Non-Executive Director	ARB
Neil McDonald	Non-Executive Director	NM
Manjeet Gill	Non-Executive Director	MG

**Public Governors:**

Liz Barrett	Rest of the East Midlands (Lead Governor)
Neal Cooper	Rest of the East Midlands
Ian Holden	Newark and Sherwood
Peter Gregory	Newark and Sherwood
Pam Kirby	Rest of the East Midlands
Tracy Burton	Rest of the East Midlands
John Dove	Rest of the East Midlands
Jane Stubbings	Rest of the East Midlands

**Staff Governors:**

Samantha Musson

**Appointed Governors:**

Nikki Slack	West Notts College
Kevin Stewart	Trust Volunteers
Angie Jackson	Mansfield District Council
Bethan Eddy	Nottinghamshire County Council

**In Attendance:**

Sue Bradshaw	Minutes	
Laura Keeling	Communications Officer	
	Producer for MS Teams Public Broadcast	
Marie McAllister	Corporate PA	
Rich Brown	Head of Communications	
Richard Walton	KPMG	RW

Andrew Cropley	West Notts College
Claire Page	360 Assurance
Philip Marsh	Member of the Public
Angela O'Mara	Member of the Public
Mike Fry	Member of the Public
Evelyn Butler	Member of Staff
Morgan Thanigasalam	Member of Staff
Mark Jackson	Member of Staff
Jo Wright	Member of Staff
Paula Shore	Member of Staff

**Apologies:**

Claire Hinchley	Acting Director of Strategy and Partnerships	CH
Andy Haynes	Specialist Advisor to the Board	AH
Dean Wilson	Public Governor, Rest of the East Midlands	

Item No.	Item	Action	Date
<b>24/01</b>	<b>WELCOME</b>		
1 min	GW opened the Annual General Meeting. The meeting was held in person and was streamed live. This ensured the public were able to access the meeting. The agenda and reports were available on the Trust Website and the public had been asked to submit questions prior to the meeting and were able to submit questions during the meeting via the live Q&A function.		
<b>24/02</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 26<sup>th</sup> SEPTEMBER 2023</b>		
1 min	Following a review of the minutes of the Annual General Meeting held on 26 <sup>th</sup> September 2023, Members APPROVED the minutes as a true and accurate record.		
<b>23/03</b>	<b>PRESENTATION: ANNUAL REPORT 2023/2024</b>		
6 mins	<p>DS advised a copy of the Trust's Annual Summary Report and Annual Report and Accounts are available on the Trust's website.</p> <p>DS reflected on a challenging year for the Trust, and the NHS as a whole, expressing thanks and paying tribute to colleagues, staff, volunteers and partners for their continued support.</p> <p>DS outlined the key highlights of the year, including operational pressures, periods of industrial action, Community Diagnostic Centre (CDC), new operating theatre at Newark Hospital, creation of additional car parking spaces at Newark Hospital, work of the Vaccination Centre, Step into the NHS events, Staff Excellence Awards, Veteran Aware accreditation, Stage 2 Baby Friendly Initiative, Staff Survey results and the launch of the Trust Strategy for 2024-2029.</p> <p>DS expressed thanks to the Executive Team for their support during a period of change.</p>		

<b>24/04</b>	<b>PRESENTATION: ANNUAL ACCOUNTS 2023/2024</b>		
10 mins	<p>RM presented the Annual Accounts for 2023/2024, confirming the accounts were prepared in accordance with the Department of Health and Social Care (DHSC) Group Accounting Manual (GAM) and on a going concern basis.</p> <p>RM advised the Trust is reporting a deficit of £13.97m for the year.</p> <p>The Board of Directors adopted the accounts on 13<sup>th</sup> June 2024.</p> <p>RM advised the accounts are made up of four main statements, these being the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity and Statement of Cash Flows, and provided an explanation regarding each of these.</p>		
<b>24/05</b>	<b>PRESENTATION: EXTERNAL AUDITOR'S OPINION</b>		
8 mins	<p>RW outlined the responsibilities of an external auditor and the audit process. In terms of Financial Statements, KPMG issued an unqualified opinion, meaning the accounts for 2023/2024 give a true and fair view of the Trust's performance during the year and of its year end financial position.</p> <p>In terms of the Annual Report, KPMG confirmed that the Governance Statement had been prepared in line with the Annual Reporting Manual requirements and no significant inconsistencies were identified.</p> <p>In terms of Value for Money, KPMG did not identify any significant weakness with regards to the Trust's arrangements.</p> <p>RW advised the Auditor's Annual Report is available on the Trust's website, alongside the Trust's Annual Report and Accounts.</p>		
<b>24/06</b>	<b>PRESENTATION: CONSTITUTION CHANGES</b>		
4 mins	<p>SBS outlined the changes which have been made to Trust's Constitution, highlighting the modernisation of voting arrangements for governor elections, updates to paragraphs in relation to governors' terms of office, replacing the unused opportunity for the Place Based Partnership (PBP) to nominate a governor, with the opportunity for the new Combined Authority to make a nomination, revisions to names of constituencies and a general review to revise out of date references, for example, to the role of Trust Secretary.</p>		
<b>24/07</b>	<b>PANEL DISCUSSION – QUESTIONS AND ANSWERS</b>		
12 mins	<p>GW advised no questions had been received in advance of the meeting and invited questions to the panel.</p> <p><b>Question 1 – Peter Gregory, Public Governor</b></p> <p>Is there any update on the appointment of a sepsis lead at the Trust?</p>		

	<p><i>Response</i></p> <p>SR advised the Trust has had a sepsis lead within ED, but has now appointed to the role of Trust-wide sepsis lead, who has been in post since 9<sup>th</sup> September 2024.</p> <p><b>Question 2 – Ian Holden, Public Governor</b></p> <p>Since the junior doctors' strike, there has been a change of terminology for 'junior doctors' and what is the correct phrase?</p> <p><i>Response</i></p> <p>SR advised the terminology has changed to resident doctors to reflect the potential breadth of seniority within that group of colleagues.</p> <p><b>Question 3 – Kevin Stewart, Appointed Governor</b></p> <p>There are a lot of forthcoming changes in leadership over the next few months, and there will also be some changes to the Council of Governors due to governor elections in 2025. Are plans in place to manage that process of senior leadership change and governor appointments?</p> <p><i>Response</i></p> <p>GW advised the Trust welcomes any interest from members to put themselves forward to be a governor. GW advised he has been pleased with the way the Council of Governors has developed during the time he has been in the role of Acting Chair and expressed the hope this journey will continue.</p> <p>Liz Barrett (LB), Governor, advised the governing body is very strong and is going from strength to strength. However, the Trust is aware some experienced governors will be lost when the elections take place in Spring 2025. It is important for strong appointments to be made to continue to represent Trust members.</p> <p>GW advised, considering the Board of Directors, he is currently in the role of Acting Chair. It is hoped Paul Robinson, Chief Executive, will be able to return to work soon, which will mean the Executive Team will then be at full strength and at that point the post of Chair, on a substantive basis, will be advertised. Plans are in place to recruit a replacement non-executive director (NED) [to fill the gap left by GW acting up] and, in addition, to recruit an associate NED, with a particular skillset in relation to research. The Trust is constantly looking ahead and planning how to manage periods of change.</p> <p><b>Question 5 – Morgan Thanigasalam (MT), Associate Chief Clinical Information Officer</b></p> <p>Is the Trust sighted over the coming years to ensure it has the capacity, resource, skills, etc. to enact the digital agenda in line with the Trust Strategy.</p>		
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	<p><i>Response</i></p> <p>DS advised the Trust has a good Digital Strategy. When this was created, there was a recognition the Trust had limited digital capability in-house. However, a stronger team has been built over the last 2-3 years. Moving forward, into the biggest cultural change the Trust will face over the next 10 years, with the implementation of Electronic Patient Records (EPR), the Digital Team will increase in size. How patients interact with the Trust in the digital world is key as that will determine how information is shared in the future.</p> <p>MT sought assurance the Trust has the necessary resources to take the digital agenda forward. DS advised the Trust's Chief Digital Information Officer is currently undertaking a piece of work to identify the resources which will be required going forward.</p> <p><b>Question 6 – Philip Marsh, Member of the Public</b></p> <p>Having been an inpatient at King's Mill Hospital three times over recent months, including going through ED, Philip expressed thanks for the care he had received and stated he feels fortunate to live in the area served by the Trust.</p>		
<b>24/08</b>	<b>CLOSING STATEMENTS</b>		
2 mins	<p>GW expressed thanks to all Trust staff for their work during some very difficult times.</p> <p>GW thanked the speakers and everyone watching the broadcast.</p>		
<b>24/09</b>	<b>DATE AND TIME OF NEXT MEETING</b>		
	<p>It was CONFIRMED that the next Annual General Meeting would be held on 16<sup>th</sup> September 2025.</p> <p>There being no further business the Chair declared the meeting closed at 18:15.</p>		
	<p>Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted.</p> <p><b>Graham Ward</b> <b>Chair</b></p> <p><b>Date</b></p>		