



**COUNCIL OF GOVERNORS**  
**6<sup>th</sup> June 2018**

<b>TITLE</b>	<b>Membership and Community Engagement Group Report</b>
<b>EXECUTIVE SUMMARY</b>	<p>The minutes of the meeting of the Membership and Community Engagement Group held on 18<sup>th</sup> April 2018 are attached.</p> <p>Matters discussed in the meeting included:</p> <ul style="list-style-type: none"><li>• Membership Report</li><li>• Membership Action Plan</li><li>• Membership Strategy</li><li>• Members' Events</li><li>• Communications - Aspire Magazine</li></ul>
<b>The Council is asked to:</b>	Note the minutes of the meeting held on 18 <sup>th</sup> April 2018
<b>Submitted by:</b>	Danny Sparkes, Chair of the Membership and Community Engagement Group and Public Governor for Runnymede, Windsor and Maidenhead
<b>Date:</b>	June 2018
<b>Decision:</b>	For Noting



**Membership and Community Engagement Group  
18 April 2018**

**Room 1, Postgraduate Education Centre, St. Peter's Hospital  
2.00 pm – 4.00 pm**

<b>PRESENT:</b>	Simon Bhadye	SB	Public Governor, Spelthorne
	Richard Docketty	RD	Staff Governor, Volunteers
	Bhagat Singh Rupal	BR	Public Governor, Hounslow, Kingston upon Thames and Richmond upon Thames
	Danny Sparkes	DS	Chair and Public Governor, Runnymede, Windsor and Maidenhead
	Bertie Swan	BS	Public Governor, Elmbridge
<b>IN ATTENDANCE:</b>	Becky Fairbairn	BF	Communications Manager
	Anu Sehdev	AS	Membership and Engagement Manager

**MEG 10/18 Apologies**

Apologies as listed above.

**MEG 11/18 Minutes from Previous Meeting**

The minutes from the previous meeting held on 21 February 2018 were agreed as a correct record. The updated log was NOTED.

**MEG 12/18 Matters Arising**

Verve

This work was still ongoing and there was nothing to update on at present.

Speak to Chief Nurse

Simon Bhadye advised that he had been unsuccessful in speaking with the Chief Nurse

Suggest Cardiology for the Focus Presentation at the Annual Members' Meeting

The Membership and Engagement Manager advised that she would be meeting with the Head of Communications on 23<sup>rd</sup> April and would suggest Cardiology then.

**AS**

**MEG 13/18 Membership Report**

The Membership and Engagement Manager advised that recruitment of new members continued with 48 members recruited during January to March. But members were continually lost mainly due to death in old age. The Membership and Engagement Manager advised that it was important that an upward trend was maintained.

The most recent recruitment event was for Royal Holloway, University of London,

students who had attended St Peter's Hospital for work experience. Future events included:

- Woking Careers Fair at HG Wells Centre
- NHS 70<sup>th</sup> anniversary stand in the Main Entrance at St Peter's Hospital
- December recruitment stands at Ashford and St Peter's

Bhagat Singh Rupal advised that his GP surgery was happy to publicise membership on notice boards in the surgery and the Membership and Engagement Manager advised that she was looking to update all membership materials incorporating the new branding. However, she would forward Bhagat a few copies of the existing A5 advert and membership application forms.

AS

Bhagat Singh Rupal requested that all annexes that were part of the Constitution be placed on the website. Currently only those pertaining to membership were included on the website.

AS

**MEG 14/18**      **Membership Action Plan**

The Membership and Engagement Manager advised that all actions were up to date or in the process of being actioned.

**MEG 15/18**      **Membership Strategy**

The Membership and Engagement Manager ran through the Membership Strategy highlighting the areas that required updating. All amendments were agreed and the Group had nothing further to add. It was agreed that the updated strategy could be presented to Council in June.

AS

**MEG 16/18**      **Members' Events**

The Membership and Engagement Manager advised that the following members' events were finalised:

- 15<sup>th</sup> May – Colorectal Surgery
- 30<sup>th</sup> May - "Insight on the front line - Ashford and St Peter's A&E
- 7<sup>th</sup> June – Grave Talk
- 17<sup>th</sup> July - Annual Members' Meeting

Danny Sparkes was very pleased with progress.

**MEG 17/18**      **Communications – Aspire (Summer Edition)**

Bhagat Singh Rupal advised that many of his Hounslow constituents had commented how informative they had found the Spring edition of Aspire. They had very much liked the new format. The Communications Manager advised that the magazine had not been a lot more expensive to produce by the publishing company they had employed the services of. She added that they were also going to work on refreshing the monthly bulletin that went out to members and would be producing this year's Annual Report and Accounts.

The Communications Manager advised that the next Aspire would be coming out in June/July. This would feature the NHS 70<sup>th</sup> Anniversary with an 8 page pull out keepsake. Photos from over the years would be included. The Communications Manager advised that meetings had been planned to discuss suggestions on how the Trust should celebrate the anniversary. Bertie Swan suggested including a segment on the injured soldiers that were cared for at Botley's Park. Richard Docketty suggested including elements of the presentation Dr Ian Beeton,

Consultant Cardiologist, had undertaken a few weeks ago at St Peter's Hospital. The Communications Manager considered that this presentation should also be mentioned in the Aspire bulletin.

The Communications Manager advised further features included:

- #PJ Paralysis – an initiative encouraging patients to wear their own clothes which psychologically helped to speed up recovery.
- Diana Moran – aka the Green Goddess from GMTV in the 1980's – featuring her new book.
- Little Roo charity – funded the refurbishment of the new Parents' Room with a self-contained kitchen area and shower room. The Governors would be informed of the official launch so that a few could attend the ceremony.

BF

The Group then discussed suitable celebrities/MPs that could be approached to open the new Parents' Room and the Communications Manager agreed to make contact.

BF

The Communications Manager advised that 14–19 May was Mental Health Awareness Week when a series of wellbeing events would be taking place.

The Communications Manager advised that the Trust would be launching its new strategy on 22<sup>nd</sup> May and would invite the Governors to the launch.

BF

The Communications Manager talked about a local children's charity, Momentum, which had been set up 10 years ago. Momentum had refurbished the sensory room on the Children's Ward and this would officially open on 15<sup>th</sup> May. Again an invite would be sent to the Governors for two to attend the opening.

BF

Danny Sparkes mentioned Teddies for Loving Care, a charity that provided teddies for children admitted to hospital A&E units. The Communications Manager agreed to approach Izabel Wakula, Play Co-ordinator, to see if this initiative took place at the Trust.

BF

The Group considered it a good idea to invite Nicola Oliver, Fundraising Manager, to June's Council meeting to update the Governors on the progress she was making, including the work towards the NHS 70<sup>th</sup> anniversary.

AS

**MEG**      **Any Other Business**

**18/18**

None

**MEG**      **Further Dates of Meetings for 2018**

**19/18**

Wednesday 11 July  
 Wednesday 3 October  
 Wednesday 21 November

All taking place 2-4 pm in Room 1, Postgraduate Education Centre

## Action Log

KEY: ✓ Done ---- On track x Issue

Meeting Date	Minute Ref	Minute Topic	Action	Lead	Due Date	Update	
18.4.18	MEG-12/18	Matters Arising	Suggest Cardiology and the Medical Director for the talk at the Annual Members' Meeting	AS	ASAP	Complete	✓
18.4.18	MEG- 13/18	Membership Report	Send advert and application forms to Bhagat	AS	ASAP	Provided 8 <sup>th</sup> May 2018	✓
18.4.18	MEG- 13/18	Membership Report	Include all annexes that are part of the Constitution on the website	AS	ASAP		
18.4.18	MEG 15/18	Membership Strategy	Present Membership Strategy to Council in June	AS	6.6.18	On Council agenda for 6 <sup>th</sup> June.	✓
18.4.18	MEG 17/18	Communications – Aspire (Summer Edition)	Invite Governors to the launch of the new Parents' Room	BF	ASAP		
18.4.18	MEG 17/18	Communications – Aspire (Summer Edition)	Approach celebrities/MPs about opening the new Parents' Room	BF	ASAP		
18.4.18	MEG 17/18	Communications – Aspire (Summer Edition)	Invite Governors to launch of the Trust's new strategy	BF	ASAP	Invite sent 8 May 2018	✓
18.4.18	MEG 17/18	Communications – Aspire (Summer Edition)	Invite Governors to the opening of the new sensory room	BF	ASAP	Invite sent 1 May 2018	✓
18.4.18	MEG 17/18	Communications – Aspire (Summer Edition)	Speak to Izabel Wakula about the Teddies for Loving Care initiative	BF	ASAP	Izabel confirmed the Trust receives the Teddies for Loving Care	✓
18.4.18	MEG 17/18	Communications – Aspire (Summer Edition)	Invite the Fundraising Manager to the next Council meeting to talk about the work she was doing	AS	ASAP	Complete	✓