



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE
SOMERSET GP EDUCATION TRUST**

**HELD ON
WEDNESDAY 5 DECEMBER
AT THE LMC OFFICE, CROWN MEDICAL CENTRE, TAUNTON**

1 **Welcome**

The Secretary (Dr Harry Yoxall) welcomed the three voting members attending, Dr Martyn Hughes, Dr Jill Wilson, Jill Hellens (Treasurer) and Erica Baily (SGPET Administrator). Apologies were received (see copy list below).

2 **Executive Committee Membership**

Drs Hughes, and Wilson agreed to continue as Committee members. It was acknowledged that Dr Steffi Bridgman had resigned on 19th September 2012. The Secretary will check that Drs Tony Wright, Elisabeth Gillies, Helen Cotton, Hilary Allen and Tim Horlock are happy to remain as members of the Executive Team. The Secretary will discuss with Dr John Edwards whether he would like to stand down from the Education Trust.

3 **Severn Deanery Quality Assurance 2nd Annual visit**

This is due to be held on 27th February 2013, Dr M Hughes will take lead role in completing documentation for the meeting.

4 **Outline Educational Activity Plan for end 2012 and April
2013/2014**

- GP Update weeks in Taunton and Yeovil
- County study days and half days
- Locality half days, lunchtime, evening and small group meetings
- Small group meetings for specific groups – First Five, Sessional GPs, Senior GPs, Out of Hours Doctors
- Contribution to Somerset GP Training programme
- Improving consultation skills
- Links with Federations and Commissioning
- Education for practice managers, practice nurses.
- Practice based learning
- QCV (formerly NVQ programme) for Practice Nurses

5 Preparing for Revalidation

Year end 2011/12 accounts and draft budget for 2013/2014

6



- 7 Subscription fees. After a full discussion it was agreed that membership will be increased from £100 to £125.

It was also discussed and agreed that GP Educators would not be charged for membership during the year they are working with the Education Trust.

- 8 **Date of next Executive Meeting**
27th February 13.30 in the LMC Office

Date of next AGM
Wednesday 4th December, 14.00 in the LMC Office. It was noted that the Severn Deanery Quality Assurance visit had suggested that the AGM could be held after a Study Day or larger event to help encourage attendance.

- 9 **A.O.B**

Attending:

Dr Martyn Hughes, Vice Chairman
Dr Harry Yoxall, Secretary
Dr Jill Wilson
Jill Hellens
Erica Baily

Apologies:

Dr Tony Wright
Dr Helen Cotton
Dr Elisabeth Gillies
Dr Hilary Allen
Dr Tim Horlock
Doreen Burnell