

Minutes of the AGM:

Thursday 22nd September 2016
Billingshurst Surgery 8.30am – 09.00am

Chair: Jo Wadey

Welcome

The meeting began at 08:45

Apologies

Paula Salerno
Tracey Osborne
Julie Hannaford

Report from Chair

Jo opened with a reminder all of the aims of the WSPMA:

To form a robust network for Practice Managers across West Sussex, address unmet training and development needs, to share and disseminate best practices, encourage mentoring and build improved partnerships with the CCGs.

Overall to support Practice Managers and influence policy and procedure within General Practice in West Sussex.

Achieved this year:

- New, modernised website.
- Comprehensive training and education programme
- Annual conference
- Newsletters
- Mentoring and coaching of Practice Managers
- Representation of PMs on various committees

Planned areas of development for 2016-17

- Coaching of practice managers – organisation changes in Primary Care
- Annual induction program for New and Aspiring Practice Managers – add specific 1 day to go with the 4 general workshops (January)
- Represent PMs in locality meetings about collaborative working
- Raise the WSPMA profile – National PM Steering Group (membership association) has been quiet the last 2 years, Jo is staying involved through the NAPC and has agreed to co-chair.
Note: The Steering Group has bid to run the Practice Management Network and been asked to bid for significant training programs.

Jo has chaired for 7 years and is keen for this year to be her last, but stay on committee if possible. She offered thanks for each person in turn involved with the WSPMA for their work in 2015-16.

Report from Membership Secretary

All Practice Managers of a GP practice in West Sussex are assumed to be members unless they decide otherwise. In 2016-17 the challenge is keeping all contact lists up to date.

Report from Treasurer

Spoforths, the accountants, have reviewed accounts for year ending 31st March 2016. Balances, invoices, spreadsheets all matched and agreed.

Liz shared the Income and Expenditure Account for the year to 31st March 2016. Surplus for 2015-16 was £3,061 and bank balance carried forward of £29,883. This reserve of just over 1 year's expenditure covers cashflow low points whilst awaiting funding and sponsorship payments throughout the year.

Liz then shared the details of the expenditure for 2015-16. This included by category and also by date, giving the meeting an overview of how the year progressed. The WSPMA expenditure has been in the region of £22,000 per year for the last 3 years.

The increased amount of expenditure on Workshops vs the previous year was due to fees for a couple of facilitators, this was largely offset by increased sponsorship.

Spoforths have recently merged with another company and are now known as Kreston Reeves. Liz is happy to continue with them as our accountants, unanimously agreed.

Report from Training and Education

The pattern of 4 major workshops a year plus several other specific ones as requested or seen to be needed has proved popular and practical. This to be continued in 2016-17 and considered for 2017-18 planning.

Election of WSPMA Committee Members

Re-election

All current representatives re-elected, including Jo as chair, Liz as Treasurer, Julie as membership secretary and all other locality reps with the exception of Paula from Horsham.

New appointments

Judith Butler from Crawley, nominated by the PMs from Crawley and duly elected.

Resignations

Paula Salerno from Horsham

Questions from attendees

Minutes from the AGM to go to Alan for publishing on the website.