

The Norfolk & Norwich University Hospital Nurses League

Charity registration number 290546

Trustees meeting held on Thursday November 9th 2023 @ 10.00 . Room 8. The Bob Champion Centre. Norfolk & Norwich University Hospital.

Present : Michael Surkitt Parr (President) Hilary Barker (Treasurer) Ann Copsey (Membership secretary) Chris Parfitt. Sondra Gorick. Eliabeth Blaxell. Doreen Betts. Mary Dolding. Margaret Allcock. Jan Beart. Tessa Holmes (secretary) Mary Clarke and Gavin Shiers.

Mike Surkitt Parr opened the meeting and welcomed all members to include the two new trustees, Mary Clarke and Gavin Shiers who is still a working nurse within the Trust. This was agreed as a valuable asset to the Nurses League.

Gavin introduced himself to the Trustees – Gavin Shiers undertook his general nurse training in Bedford and then worked at The James Paget Hospital for 19 years until 2013 as a Charge Nurses and a Site manager. He then spent 7 years within the prison service at Norwich prison returning to the Norfolk and Norwich University Hospital in 2020 where he is working currently as a deputy charge Nurse on an Older Peoples Medicine ward.

Each trustee then introduced themselves with a brief background of their nursing careers and roles within the NNUH Nurses League.

Apologies for Absence – no apologies

Minutes of last meeting held on August 10th, 2023. Two amendments were highlighted by Mary Dolding and also a correction was required for the spelling of Sondra Goricks name within the minutes. Tessa Holmes will undertake this and send the minutes to President Mike Surkitt Parr for his signature.

Matters Arising

a - Time out Day update/actions – due to time restraints Mike Surkitt Parr will update this document and circulate out to Trustees with the agenda for the February meeting.

b - Venues for Trustee meetings – the twelve week window for booking rooms within the Bob Champion Centre continues to need to be adhered to .

c – Potential interest in Trustee Roles – The League has been successful in recruiting two new members now making 13 trustees of the League.

Christmas Seniors.

Doreen Betts had already sent out to all trustees their list of Seniors to be contacted this Christmas; these details were checked with those present. The League members for inclusion as seniors this year are from the 1956-1959 Training groups. The choice of vouchers to be offered to seniors this year is Sainsbury voucher, Garden voucher, Boots voucher, Tesco Voucher or Marks & Spencer voucher to the value of £10. All feedback needs to be back to Doreen Betts by November 30th this year.

Mike Surkitt Parr thanked Doreen Betts for her work in collating and managing the Seniors List and ensuring that the Christmas cards and vouchers are sent from the League.

AGM 2024

The AGM for 2024 will be held on Saturday May 11th in the Benjamin Gooch Hall commencing at 13.45 with the service by the chaplaincy team.

A discussion took place between trustees present as to the beneficiary for the collection in 2024 – suggestions of Priscilla Bacon Lodge, The New Othopaedic Unit and the Living with Dementia Garden were put forward.

Gavin Shiers currently works on the unit and gave more background to his fellow trustees on the 'Peaceful Outdoor Space' for which they are fundraising. Gavin Shiers volunteered to ask Liz Yaxley if she would be willing to be the speaker at the 2024 AGM.

Catering for the 2024 AGM was then discussed, there had been some problems working with Serco for the catering of this years AGM and it had proved to be costly per head of attendees (44 plus trustees). It was decided that Hilary Barker will source the cake again and for this to be the main item for the 'afternoon tea' and this will be served alongside tea, coffee and juice. Allergens list is to be requested with the cake to be on display for any affected attendees. Gavin Sheirs will seek permission for the league to use the kitchen adjacent to the Benjamin Gooch Hall. Chris Parfitt will kindly seek costs for the hire of vintage tea cups, saucers and side plates which will then be discussed at the next meeting. Paper napkins will be purchased.

Mike Surkitt Parr has contacted the chaplaincy team with regards to a non-denominational service but to date has not had a response. It is likely, therefore, that the service for 2024 will follow the former format.

Hilary Barker reported that she has received an email from Joanna Parker who led the service in 2023 and she has requested that the funds collected for the Staff Food Bank (£188) be sent to them in voucher format to enable the right items to be purchased as required. All members present were in agreement and Hilary Barker will purchase the vouchers and pass over to the Chaplaincy Team.

Financial Reports

Hilary Barker gave her report and asked all members who had received the spreadsheets by email pre today's meeting if they had any questions.

Hilary confirmed that the invoice for the League's element of the catering at the 2023 AGM had been paid. No invoice has to date been received from NNUH for the postal charges for the Journal 2023, communication has been sent requesting this. It was agreed this should be left and wait a response.

The expenditure for the Betty Lee Lecture was in total £54.88. Chris Parfitt will send Hilary Barker the invoice for the wreath laid at the Edith Cavell service.

Heritage Group.

Margaret Allcock reported back on behalf of the Group; their November meeting has been rescheduled to November 27th. Margaret Durrant (a recipient of the Alice Long medal) has been given some past copies of the Journal and Margaret Allcock has arranged to visit her on November 16th, it is hoped that she may be willing to produce an article for the 2024 journal.

The Betty Lee display which was so well enjoyed at the lecture will be moved into the Display cabinet (near The Sock Shop) after today's meeting.

Jan Beart reported that garment covers for the uniforms collected by the Heritage Group have been purchased, these are water/moth repellent with a clear front panel. These were £12.98 for 5 units, these will be assessed for suitability before any further units are purchased.

Mary Dolding commented that in Addenbrookes Hospital there are uniforms and other artifacts in display cabinets in the corridors all with suitable lighting and how good this looked. Photographs of these display cabinets have been passed to Richard England who expressed interest in them

Membership Update.

Ann Copsey circulated to members the new list of changed to membership. The passing of Olive Joyce Alexander (1938-1941) was reported to members.

A total of three new members came from the 2023 Betty Lee lecture and two further enquiries have been received as a result of FaceBook. Current membership is 295; reminders for subscription payment/membership have been sent. Gift aid paperwork has been completed for the year by Ann Copsey.

Associate membership was discussed in order that it fits within the constitution of the NNUH nurses League. Ann Copsey will liaise with Mary Dolding and Mike Surkitt Parr regarding this. POST MEETING NOTE: Ann, Mary and Mike have arranged to meet after the February Trustees meeting.

Members present were reminded that articles for inclusion in the 2024 journal need to be received by Tessa Holmes (Media Group member responsible for forwarding articles to printers) by the cut-off date for articles of December 18th

Social media Group to include Nurses League website.

Tessa Holmes reported back to the meeting on behalf of herself, Mary Dolding, Chris Parfitt and Jan Beart. The Group is working on adapting the NNUH Social Media policy to be suitable for adoption by the NNUH Nurses League. ISSUU has now been embedded in the League website to enable members to in future read the Journal in book format. Thanks to Dr Paddy for his help in completing this.

A very successful meeting had taken place between Mary Dolding, Chris Parfitt and Jan Beart with Luke Harkness from the NNUH Communications team, the Social Media policy was shared along with documents to guide the Group with social Media use.

Pulse is an online document produced by the Communications Team and sent to hospital staff on a daily basis, Mike Surkitt Parr has been requested to produce an article as President of the NNUH Nurses League for inclusion in Pulse.

Articles for the 2024 Journal are awaited. Mike Surkitt Parr has approached Jessie Hartland the winner of the 2023 Betty Lee Award. Tessa Holmes to approach Mary Clarke for an article on the Betty Lee Lecture.

The poster was shared with members, thanks to Chris Parfitt for leading this. It was agreed by all members present that this looks attractive and says what it needs to say in a concise way. It will be circulated to ward areas and to community hubs by Doreen Betts so its impact can be measured. Chris Parfitt will scan a copy across to Luke Harkness Communications team for circulation.

Newly Qualified Nurse Induction Sessions

Jan Beart reported that the sessions are now up and running again on a monthly basis and have been found successful with good interaction from the nurses present. The attendees have reported that they had not been aware of the NNUH Nurses League before the presentations.

Betty Lee Lecture 2024.

Mike Surkitt Parr has received a request from Dr Lucy Arora asking if we can move the Lecture back to give the hospital team more time to consider the winner of the annual Betty Lee Award. The Lecture date needs to be before the clock change to take advantage of the lighter nights.

Date of Lecture for 2024 to be confirmed.

Any Other Business

Next meeting to be Thursday 15th February 2024, venue to confirmed when booking window opens.

Doreen Betts requested an updated list of Trustee's with email and telephone numbers, Tessa Holmes will action and email out to fellow trustees.

The meeting was closed at 12 midday.

M.S. [Signature]
22.02.24