

NORFOLK & NORWICH UNIVERSITY HOSPITAL TRUST – NURSES LEAGUE

Charity Registration number 290546

Annual General Meeting

SATURDAY 11th MAY 2024 in the BENJAMIN GOOCH THEATRE

MINUTES

Present: - Mike Surkitt-Parr (President); Hilary Barker (Treasurer); Ann Copsey (Membership Secretary); Doreen Betts; Margaret Alcock; Mary Dolding; Chris Parfitt; Jan Beart; Elizabeth Blaxell; Sondra Gorick; Gavin Shiers; Mary Clarke.

Apologies for Absence: - Tessa Holmes (Secretary).

Annual Service

Mike Surkitt-Parr welcomed attendees to the 94th AGM and introduced the Chaplain, Rev'd Penny Warner. Penny joined the Chaplaincy team here at the NNUH in March 2022, having been ordained in the Church of England in 2013.

In addition to her Chaplaincy role Penny is also the Spiritual Healthcare Operational Lead at the hospital with a particular interest in the spiritual care of the elderly, end-of-life care and caring for families facing bereavement after the loss of a baby.

Penny introduced herself and told the meeting that her mother was a nurse and feels that this is what shaped her own character to be kind and compassionate.

Penny has a role in welcoming nurses from abroad, reaching out to provide a "Community Network" to support them in their adjustment to working at NNUH & living in Norfolk.

Annette Jude played piano for hymns "All Things Bright and Beautiful", "Praise my soul, the King of heaven". The Bible Reading, Matthew Ch25 v 35-40, was read by Heather Parle.

The Hospital Prayer concluded with the names of league members who have died over the past year. In thanking Penny, Mike Surkitt-Parr stated that Trustees were in very early discussion about options to make the annual service a more inclusive one without detracting from the elements of the current service that so many members value.

Speaker

Following the service Mike Surkitt-Parr welcomed and introduced this year's speaker Sharon Wrath, Matron for Older Peoples Medicine, who spoke about the proposed Dementia Garden

Sharon began by saying she has seen many changes in her 22 years nursing, moving from the Emergency Dept. to her current role as Matron for Elsing & Dunston Wards.

As statistics reveal that dementia is expected to increase by 36.4% to 223,000 (600 in every 100,000 people in Norfolk) by 2033.

Rehabilitation avoids an unnecessary lengthy stay in an acute ward for patients, after they are deemed medically fit for discharge, as this is known to decondition people; a current aim is to reduce average hospital stay from 28 to 20 days.

To support this rehabilitation there is currently a proposal to create a garden in the outside space between Dunston and Elsing wards to support the motivation and adjustment of patients to support a return to their own environment / their usual place of residence, in preference to a Care Home (when practical).

Plans include the creation of a safe outside area for a maximum of 20 people where patients can meet with friends and family and pets in an atmosphere of tranquillity and fresh air.

Physios and other support teams will be able to provide treatment in a relaxed area, reducing stress and risk of falls. Participation in various activities will be encouraged, e.g. gardening in raised beds, craft and music sessions. Positive outcomes for the patients include, improved co-ordination, improved appetite, muscle strength, sleep and personal satisfaction.

Daily diaries of behaviour at activities will assist staff in preparing for transfer home or to other care facility when ready for transfer.

The Facilities Projects Managers are enthusiastic to develop garden. The projected cost is currently £350,000. Contributions have already been received including from the Aylsham Show.

Sharon also spoke of the Dementia Day to be held at the NNUH on 20th May 2024, to provide information & fund-raise with cake stall.

Sharon expressed gratitude for the generous donations made towards creation of the Dementia Garden, currently in the region of £50,000.

Mike Surkitt-Parr thanked Sharon for a very informative and uplifting preview of the project and presented her with flowers to show appreciation from all members.

POST MEETING NOTE The collection during the service raised £266.80, which has been forwarded to the Dementia Garden Fund.

AGM

Matters arising from last meeting on 13th May 2023.

Minutes accepted as a correct record. Doreen Betts proposed, seconded by Ann Cosey and supported by membership.

Trustee Elections.

Five Trustees are willing to stand for re-election for a further three-year period, Mike Surkitt-Parr, Sondra Gorick, Tessa Holmes, Chris Parfitt, Elizabeth Blaxell

Proposed by Jan Beart, seconded by John Hayes and supported by membership.

Presidents Address

Mike Surkitt-Parr reported on the main activities of the past year including the creation of the Social Media Subgroup focussing on the oversight of our website and other social media platforms to identify opportunities for promoting the league and to encourage recruitment. This year they also led the production of the Journal which was a significant task, fronted by Tessa Holmes, and an excellent Journal was produced.

Our Heritage group has contributed to events at the hospital, including the recent 170th Anniversary of the Jenny Lind Children's Hospital. This group, led by Margaet Allcock, works tirelessly to collect, catalogue and display items related to the heritage of the Norwich Hospitals.

We also welcomed two new Trustees, Gavin Shiers, Deputy charge Nurse on Dunton Ward and Mary Clarke, a now retired nurse and midwife who joined us last year; two very enthusiastic and interested Trustees who are both making their mark on the league.

Other highlights of the past year include:

Betty Lee Lecture and award evening when Jessica Hartnett received the Award for producing the Best final dissertation; she was presented with her certificate by Professor Nancy Fontaine, the then Chief Nurse of NNUH, flowers and one-year free membership to the Nurses League. The speakers on the evening were Helen Francis, a Clinical Educator working in Practice Development and Education, who spoke to us of her work within the international recruitment workstream and spoke of the journey that internationally recruited nurses must complete to begin working in the UK and the array of talent and experience that they bring with them. We then heard from two overseas trained nurses, Peter Olubayo, from Nigeria and Rochel Binas from the Philippines who spoke about their experience in their home countries and here in Norwich. The League has also given these nurses a free year's membership of the league, again, in anticipation of recruiting more overseas nurses to join us. (Full report with photos in Journal).

The Annual Edith Cavell remembrance service was held in the grounds of Norwich Cathedral on October 14th, 2023. Mike Surkitt-Parr laid a wreath alongside Nancy Fontane on behalf of the Nurses League & nurses at NNUH. Several members of the League attended. (Full report with photos in Journal).

Mike praised Trustees for continuing to fulfil their roles with vibrant enthusiasm and for the support of the Trust's former Chief Nurse, Professor Nancy Fontaine, who has now left the Trust and is working at the NMC. Also thanked was the Interim Chief Nurse Rachael Cocker.

Flowers were presented to Annette Jude and Heather Parle as a small token of appreciation for their ongoing support and involvement in the AGM and service.

Expanding our criteria for League membership eligibility. Mike Surkitt-Parr led a discussion supported by PowerPoint slides on reviewing the criteria for membership. The current criteria have been on place since 2014. The current criteria state:

Membership of the League is open to all registered and formerly registered nurses who satisfy one of the following conditions:

- 1 The nurse has trained at the United Norwich Hospitals or their predecessors.*
- 2 The nurse has received a degree in nursing from the University of East Anglia.*
- 3 The nurse has worked at the Norfolk & Norwich University Hospital or its predecessors for a period of three years or more.*

In recognition of changes within the profession of nursing, the Trustees feel it is timely to consider amending these and the suggestions are now being brought to this AGM for wider consideration.

Nursing Associates, who study for a foundation degree (2 years) at the University of East Anglia are now key members of the nursing team; on completion of their study period, they are awarded a foundation degree to become a Registered Nursing Associate.

Furthermore, there are former registered nurses who would have met the original criteria for membership but who are now, for a variety of reasons working in a patient facing role as e.g. HCA who would like to join the League and bring with them a wealth of practice experience at RN level.

So again, this has been included in the proposal to expand our criteria for access.

The proposed membership criteria put to the AGM read as follows:

- 1 The registered nurse has trained at the Norfolk and Norwich University Hospital or its predecessors.*
- 2 The registered nurse /nursing associate has received a degree or a foundation degree in nursing from the University of East Anglia.*
- 3 The registered nurse / nursing associate has worked / is working at the Norfolk & Norwich University Hospital or its predecessors [no time limit of service prior to joining]*
- 4 A former registered nurse / nursing associate has worked within the Norfolk and Norwich University Hospital or its predecessors or another hospital for a minimum of one year but is currently working in a direct patient care role, as a healthcare assistant and not as a registered nurse, or registered nursing associate*
- 5 This latter category will involve the Trustees exercising discretion in supporting this request for membership.*

Following robust discussion and questioning the AGM agreed that points 1-3 were accepted but that item 4 was not so clearly defined and may involve Trustees having to confirm previous employment status of members applying under this category and the difficulty in defining a 'patient focussed role'. It was therefore concluded that this would not form part of the amended criteria for membership; consequently, point 5 was redundant. Mike Surkitt-Parr thanked the participants for their involvement and contribution to the discussion and

confirmed that in line with the requirements of the Charity Commission he will forward the proposals as discussed to enable them to be enacted within the League. Such changes are defined by the Charity Commission as 'administrative changes' and consequently do not require any legal approval. It was agreed that Trustees will keep such changes under review and bring back to the AGM if changes are required.

Treasurer's Report

This was presented by Hilary Barker and accepted by the meeting (copy available on website)

Membership secretary's Report

This was presented by Ann Copsey and accepted by the meeting (copy available on the website)

Social Media Group Report

This was presented by Mary Dolding (copy available on the website)

Heritage Committee Report

This was presented by Jan Beart (copy available on the website)

Any Other Business

Mary Clarke informed the meeting that she was undertaking some work in relation to the Heritage of the West Norwich Hospital and stated that there was a folder of the early work on this on display in the foyer alongside the main display about the Jenny Lind Hospital.

Attendees then gathered for Afternoon Tea, the opportunity to see friends and acquaintances enjoyed by all. The Anniversary cake to celebrate the 94th year of the League was cut by Norma Goose – Former Theatre Manager at the West Norwich Hospital.

The Raffle today raised £163.00 which has been added to league funds.

M.D. A.S. 102 May 2025.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the organization's finances and for ensuring compliance with applicable laws and regulations.

It is further noted that the records should be kept in a secure and accessible format, and that regular audits should be conducted to verify the accuracy of the data. This process helps to identify any discrepancies or errors early on, allowing for prompt correction.

The document also highlights the role of the accounting department in providing timely and reliable financial information to management. This information is crucial for making informed decisions about the organization's operations and for planning for the future.

In addition, it is stressed that the accounting system should be designed to be flexible and adaptable to changes in the organization's structure and needs. This ensures that the system remains effective and efficient over time.

Finally, the document concludes by stating that the implementation of a robust accounting system is a key factor in the success of any organization. By following the guidelines outlined here, management can ensure that their financial records are accurate, complete, and up-to-date.

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