

**Meeting Report
to the Council of Governors 13 June 2024**

Name of Committee / Group	Governors' Forum
Date of Meeting	14 May 2024
Chair	Steve Barks
Lead Officer	Jane Pellegrina, Membership Manager
Meeting Administrator	Jane Pellegrina

Purpose

The purpose of this report is to provide in summary an update on the key discussions and outcomes of the above meeting.

Agenda items covered at the meeting

The agenda included the following items:

- Discussion with Annette Laban and Tony Buckham
- Council of Governors' Matters:
 - Review of previous meeting and draft agenda for upcoming meeting
- Governors' Forum Matters:
 - Review of previous meeting
 - Review of draft CoG Annual Report
 - Governors' Forum Terms of Reference
 - Update from Membership Engagement Committee
 - Updates from Governors from Trust Committees and Workstreams
 - Governors' presentations and visits
 - Governors' issues and updates

Matters to highlight

Specific areas to highlight are as follows:

- There had been an excellent conversation with Annette and Tony Buckham
- CoG Matters:
 - It was noted that fewer TEG members would be routinely attending CoG
 - Proposed draft Agenda for CoG meeting 13 June 2024 was agreed
 - The draft CoG Annual Report was reviewed. It was noted that in future, to bring CoG into line with other Committees, CoG terms of Reference would be reviewed in May rather than December
- Governors' Forum Matters:
 - Although Annette would be unable to participate in the Forum meeting scheduled for 14 August Governors agreed to go ahead with the meeting. It was also agreed to delegate agreement of the format of the September CoG meeting/agenda to the Liaison Governors and Annette nearer the time.
 - The Notes of the meeting held on 15 February 2024 were agreed.
 - The Governors' Forum Terms of Reference were approved.

- Update from the Membership Engagement Committee (MEC)
 - Jim Steinke reported on good progress so far and great enthusiasm from MEC members, but he reminded all governors that engagement was everybody's business and he hoped that more governors would participate going forward.
 - He reminded governors that Julie Phelan, Director of Comms and Marketing, was attending MEC on 20 May.
- Updates from Governors representing CoG on Trust Committees and Workstreams
 - Steve Barks updated on the Patient Experience and Engagement Executive Committee and the Nutrition Steering Group
 - Steve Bell updated on the Organ and Tissue Donation Committee
- Presentations and visits agreed:
 - Presentation on Results of Staff Survey with Mark Gwilliam - 22 May
 - Visit to Learning and Development with Karen Vella – 30 May
 - Presentation on Sustainability with Mark Tuckett – 2 July
 - Presentation on the Board Assurance Framework with Sandi Carman – 17 July
 - Visit to Charles Clifford Dental Hospital – 12 September
- Future presentations and visits
 - Dates were being canvassed for sessions with each of the Trust Executive Group members
 - Steve Bell proposed a presentation on the Trust's approach to and appetite for research
- Governors' issues and updates:
 - Steve Barks reminded Governors of the invitation to participate in the Sharing Best Practice Festival on 21 June
- Lewis Noble was attending his last Forum meeting before the completion of his final term of office as a Public Governor on 30 June 2024. Governors thanked Lewis for his work on numerous committees representing CoG and patients in general. Everyone wished him well for the future.

New significant issues / concerns escalated including proposals on the next steps to address this

There were no significant issues or concerns.

Implications

Aim of the STHFT Corporate Strategy		✓ Tick as appropriate
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Create a Sustainable Organisation	✓
6	Deliver Excellent Research, Education and Innovation	✓

Recommendations

The Council of Governors is asked to **NOTE** the update provided and respond to any specific points raised within the report.

The Council of Governors is asked to **RATIFY** the Governors' Forum Terms of Reference.

Governors' Forum

Terms of Reference

1. Purpose

- To support the work of the Council of Governors in meeting its statutory duties.

2. Duties and responsibilities

- To review and contribute to the development of effective working arrangements of the Council of Governors and its activities.
- To contribute to the development of the agenda and work plan for the Council of Governors.
- To receive and discuss updates from Governors representing the Council of Governors by attending Trust meetings and engagement in workstreams.
- To receive and discuss updates from the Membership Engagement Committee.

3. Accountable to

The Forum reports to the Council of Governors.

4. Reports to

Reports to	Reporting methods (e.g. minutes, progress report, assurance report)	Frequency
Council of Governors	A regular summary report of key areas of discussion and outcomes from the Forum meeting will be presented to the following Council of Governors' meeting	After each meeting
	Meeting Notes will be circulated to all Governors	After each meeting

5. Receives Reports from

- Chair of the Trust
- Lead Governor
- Governors
- Officers of the Trust

6. Membership and attendance

Membership

Designation
All Governors

Standing invitations

Designation
Trust Chair
Non-Executive Directors by invitation on rotation
Foundation Trust Membership Manager

7. Quorum

A quorum shall be five members.

8. Meeting Roles and Responsibilities

Convener	Lead Governor
Lead Officer	Foundation Trust Membership Manager
Meeting Administrator	Foundation Trust Membership Manager

9. Meeting frequency

Meetings will be held at least quarterly.

10. Process for reviewing effectiveness (tick all that apply)

- Annual review of terms of reference
- Annual report including review of work plan delivery and attendance
- Effectiveness questionnaire completed by members
- Internal / external audit review

11. Document control

Version	1
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Status	Current
Author	Jane Pellegrina, Foundation Trust Membership Manager
Approval body	Governors' Forum
Date agreed	14 May 2024
Ratification body	Council of Governors
Date approved	13 June 2024
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