

Date/Time	Tuesday 17th November 2020, 15.00-17.15	
Location	Zoom	
Attendees	<p>HQIP Directors: Donna Kinnair RCN, Chair Susan Masters RCN Sheila Marriott RCN Philip Baker NV Miles Sibley NV Michael Chapman NV Victoria Tzortziou Brown AoMRC Linda Patterson AoMRC Alastair Henderson AoMRC, Vice Chair Sarah Dunnett, treasurer</p> <p>SUN members: Adrian Hardy, Chair Joan Lloyd, Vice Chair Bren McInerney Robert Johnstone</p> <p>HQIP staff: Jane Ingham Anna Kisielewska Tina Strack Oliver Potter Daniel Nardoni</p>	<p>Kim Rezel Sam Harper Sheila Jivraj Joan Shearman Sarah Walker Danny Keenan Vivien Dunn Eva Duffy Tasneem Hoosain Mirek Skrypak Caroline Rogers Chris Dadson Yvonne Silove Oscar Espinoza Nicola Daisie Hannah Wright Ian Woolhouse Deidra Taylor Jill Stoddart Theresa Zlonkiewicz Desi Staykovska Lisa Jones Lorna Pridmore Emma Skipper</p>
Time	Item	
1.	<p>Welcome, apologies and overview</p> <ul style="list-style-type: none"> The meeting was quorate and held in line with HQIP's governing instrument Donna Kinnair, HQIP Chair, welcomed HQIP staff, the Board of Trustees Directors and SUN members to the meeting The Chair thanked HQIP staff for all the hard work in 2019-20 on behalf of the HQIP Trustees. Thanks were also extended to SUN members for their time, expertise and support to HQIP. 	
2.	<p>Minutes of the meeting held on 14 November 2019 were signed by the Chair as a true record.</p>	

3.	<p>Presentation of Audited Accounts and Annual Report</p> <ul style="list-style-type: none"> • Donna Kinnair signed the letter of representation to the Auditors. • Sarah Dunnett, Treasurer presented the Accounts on behalf of the Board and following points were highlighted: <ul style="list-style-type: none"> ✓ Sarah Dunnett thanked Eva Duffy for preparing clear and interesting report, all the teams for delivering high quality projects, SUN member for their involvement and contributions ✓ Sarah Dunnett confirmed very strong reserves position, diversified income base and reduction in operational cost ✓ Moore Kingston Smith confirmed unqualified audit opinion
4.	<p>Approval of the Audited Accounts and Annual Report for 2019-20</p> <p>The audited accounts and annual report, proposed by Victoria Tzortziou–Brown, seconded by Phil Baker, were approved by all trustees in attendance.</p>
5.	<p>Retirements, appointments and re-appointments of Directors (to be proposed by current Directors)</p> <ul style="list-style-type: none"> • Donna Kinnair thanked Linda Patterson who has served two terms on the HQIP Board (demitting at AGM 2020), for her dedicated work and contributions to HQIP’s ongoing governance and development • Donna Kinnair proposed the appointment of Caroline MacEwen as Trustee/Director. All Directors present approved the proposal. • Donna Kinnair announced her retirement as a Chair of the Board and thanked all trustees and staff for continued support over the years • Caroline MacEwen, proposed by Susan Masters, seconded by Phil Baker was appointed as HQIP Chair of the Board.
6.	<p>Re-appointment of Auditors</p> <p>Moore Kingston Smith, proposed by Sheila Marriott, seconded by Susan Masters, were re-appointed as auditors for 2020-21.</p>
7.	<p>AOB</p> <p>There were no other business matters raised.</p> <p>Donna Kinnair thanked Trustees, staff and SUN member for attending.</p> <p>Donna Kinnair, as demitting Chair, thanked SUN members for their time and engagement, HQIP staff for their valuable work and commitment, and the Board of Trustees’ directors for their time and thoughtful input to the charity’s governance.</p> <p>Jane Ingham thanked Donna Kinnair for her time and commitment over the three years of leading HQIP board.</p>
<p><i>Formal part of the AGM concluded at 15.25</i></p> <p><i>Refreshments break 15.25-15.40</i></p>	
8.	<p>Michael Chapman gave overall view of the 2020 entries. All HQIP commissioned programmes had been invited to enter a submission that demonstrated robust and sustained patient engagement in developing clinical audit and in reporting outcomes for patients.</p>
9.	<p>Richard Driscoll Memorial Award presentation</p> <p>Kim Rezel introduced the third Richard Driscoll Memorial Award, developed in memory of the former HQIP Chair.</p> <p>Holly Robinson and Karine Green presented on behalf of the highly commended audit – Patient and Parent involvement in the National Paediatric Diabetes Audit</p> <p>Sarah Oyebanjo and Paul Amlani – Hatcher presented on behalf of the 2020 RDMA winners - National Early Inflammatory Arthritis Audit</p> <p>Donna Kinnair thanked and congratulated NPDA and NEIAA on behalf of the board.</p>

<i>SUN members and winners left the meeting</i>	
10.	Jane Ingham thanked staff for all the professionalism, flexibility, effort to date and Introduced <i>Remote working – how to stay connected?</i> session.
11.	<p><i>Remote working – how to stay connected?</i> Interactive session in groups Staff and Directors worked in Trustee led groups to consider what more can HQIP do to make it a positive, supported work life when we aren't face to face and what the challenges we all need to be mindful of are.</p> <p>The discussion focussed on:</p> <ul style="list-style-type: none"> • How to maintaining good mental health/work life balance when home working. • How to keep a sense of HQIP and team spirit when we are not together? • What organisations are doing this well and what can we learn? <p>Group considerations were captured and will be collated into a short report and shared with all after the meeting.</p>
12.	<p>Donna Kinnair thanked all for attending the meeting and in particular SUN members for their time and engagement, HQIP staff for their valuable work and commitment, and the Board of Trustees' directors for their time and thoughtful input to the charity's governance.</p> <p>Donna Kinnair introduced Caroline MacEwen as the next HQIP Chair.</p> <p>Caroline MacEwen thanked the Chair for the invitation and opportunity to meet HQIP directors and staff and was looking forward to future collaboration.</p>
<i>HQIP 2020 AGM concluded at 17.05</i>	