



**UNCONFIRMED**

**Minute of the 7th Annual General Meeting of Faculty of Podiatric Medicine held on Wednesday 27<sup>th</sup> June 2018 at Royal College of Physicians and Surgeons of Glasgow**

1	<b>Welcome and Apologies</b> The Dean, Professor Robert Ashford, welcomed all to the AGM. Apologies were received from Mr Matthew Fitzpatrick, Mr David Dunning and Mrs Christine Skinner. Professor Ashford confirmed Mrs Christine Skinner is not able to attend the meeting due to illness. Professor Ashford wished Mrs Skinner good health and a speedy recovery.	
2	<b>Minutes of the Annual General meeting of 7 June 2018</b> Professor Baird requested an addition to the 2017 AGM minutes. The total number of candidates registered to sit the Part 1 exam increased to 6 by close of business on 9th June 2017.	
3	<b>Matters arising from the minutes</b> There were no matters arising.	
4	<b>Dean's Report</b> The Dean reported on a very active and interesting year for the Faculty. Professor Ashford attended a variety of Podiatric Medicine and College wide meetings and events. Podiatric Medicine featured highly on the College agenda particularly in relation to the Faculty's international work.  The past two admissions ceremonies have been a huge success. The most recent ceremony in June was highly significant as candidates from the first Podiatric Medicine examination were admitted as well as the Faculty's first Honorary Fellow, Professor Michael Edmonds.  The Faculty's core membership has increased by 12.8%, exceeding targets in all membership categories with a total Faculty membership of 396. <ul style="list-style-type: none"><li>• Student and Affiliate membership has increased to 83 and 85 in 2017/18</li><li>• Membership has increased to 52 in 2017/18</li><li>• Fellowship has increased to 176 in 2017/18</li></ul> Professor Ashford noted the demonstrable progress within individual strands of the Faculty. Many objectives have been achieved and the Faculty are keen to align to the new College strategic priorities. Professor Ashford added outcomes from the recent Podiatric Medicine Strategic planning day will provide focus to the future direction of the Faculty.  The Dean confirmed the Executive Board are presently working to develop ways to fully engage Regional Advisors including the development of an engagement plan.  The Faculty are currently exploring various collaborations. Professor Ashford and Dr Steve Graham, CEO recently met with the College of Podiatry (COP) to discuss the current Memorandum of Understanding (MOU). Both parties agreed to continue to work together for the benefit of podiatry and as a result a modified MOU will be drafted. Additionally, Professor Ashford and Dr Graham met with the Health and Care Professions Council (HCPC) to discuss a potential collaboration.  The Dean discussed the Academy of Clinical Educators (ACE) programme within the College. Professor Ashford noted the importance of the Academy adding that 12 Podiatrists are currently members of ACE and encouraged other Faculty Members to become involved in the Academy.  Professor Ashford gave a special mention was made to the HOPE Foundation which is a new fund of the Royal College of Physicians and Surgeons of Glasgow. Launched in December 2017, the Foundation allows our Fellows and Members to make a positive difference to the health of people living in challenging circumstances where access to quality healthcare is, for whatever reason, limited. Professor Ashford encouraged Members to find out further information about the Hope Foundation.	



	<p>To conclude, Professor Ashford confirmed it has been an exciting and challenging year. The Dean thanked colleagues for their commitment throughout the year and to College staff, in particular Dr Linda Irvine for her unstinting support in all aspects of College business, Leigh Burns for advising on developments and issues relating to podiatric medicine, The President, Professor Galloway and to the CEO, Dr Steve Graham. Lastly, the Dean thanked retiring members of the Board for their contribution, in particular to Mr Robert Shaw who has recently retired from his position on the College's Heritage Committee.</p>	
<b>5</b>	<p><b>Education and Professional Development Report</b></p> <p>Professor Ashford invited Professor Sarah Curran to present the Education and Professional Development Report. Professor Curran summarised the main activities of the Board.</p> <p>The Faculty's first endorsement programme has received feedback and amendments to the application paperwork have been completed. Additionally, a letter will be sent to all Schools of Podiatry across the UK and Ireland notifying Programme Directors and Deans of the opportunity to have their programme endorsed by the College.</p> <p>The inaugural MFPM Part 2 Examination was held in November 2017 which enabled a good number of Fellows of the Faculty of Podiatric Medicine to self-nominate to become Examiners. A variety of E-learning materials are now available in support for candidate preparation. In addition, these E-learning materials also support the Management of Foot Pathology in India and have been very well received.</p> <p>Two new successful events have been held at the College on contemporary clinical topics: Making the Most of Medicines in November 2017 and Going with the Flow: Improving Vascular Foot Outcomes in February 2018. Both were held at the College in Glasgow. A third event based on The Art of the Possible: Local Anaesthesia in Podiatry: Maximising the Use of Local Anaesthetic in Podiatric Practice will be delivered today at College.</p> <p>Professor Curran thanked Mr David Wylie and Ms Pamela Price for organising these events and putting together thought provoking programmes with engaging speakers. The undergraduate Career Event was again held at the end of October in 2017 at the College. This event was well attended by level 4 (final year) Glasgow Caledonian University students, and was streamlined to Cardiff Metropolitan University and the University of Malta.</p> <p>For the next two years, there are plans to involve other Schools of Podiatry in the UK. Exposure of the College to the students is fundamental to the forward progression of the Faculty of Podiatric Medicine</p> <p>In addition there are plans to take Making the Most of Medicines and Going with the Flow: Improving Vascular Foot Outcomes to England however this will require the need to reach out to existing Faculty Fellows and Regional Advisors to become involved.</p> <p>Professor Curran confirmed this has been a busy year and thanked the Board for their efforts, enthusiasm and commitment and look forward to the next coming year.</p>	
<b>6</b>	<p><b>Examination Development Group Report</b></p> <p>Professor Ashford presented the Examination Development Group Report on behalf of Mrs Christine Skinner. MFPM Part 1 (MCQ) due to be held in March 2018 was cancelled due to insufficient applicants. The date confirmed for a future exam is 26th September 2018 and it is hoped that some of the participants who have taken the programme in Management of Foot Pathology in Chennai will apply.</p> <p>The first MFPM Part 2 Examination took place on Friday 10th November at the Department of Podiatry, Queen Elizabeth University Hospital, Glasgow. Examiner training pre-ceded the event on Thursday 9th November at the College and was led by Dr Cara Featherstone. 6 candidates took the examination with 4 being successful.</p> <p>The Faculty Executive Board agreed to amend aspects of the Examination Regulations. These were approved by Medical Examination Board in May 2018. Professor Ashford asked colleagues to promote examiner positions within the Faculty adding that elearning modules are active on the website and will be an excellent resource for potential candidates taking the Membership Examination. Professor Ashford also confirmed a question /scenario writing workshop, led by assessment specialist Dr Yvonne Hurst, was held on 13th March</p>	



	<p>2018. This proved to be a successful event and a follow up day took place on June 13th 2018. A further date has been set for August 2018.</p>	
<b>7</b>	<p><b>Faculty Election Results</b></p> <p>The Dean presented the results of the Faculty Elections. Two nominations were received for the position of Secretary. Mrs Catherine Hayes was elected as Secretary of the Faculty for a term of three years. In addition the Dean announced Professor James Woodburn being elected as Ordinary Member of the Faculty for a term of three years.</p>	
<b>8</b>	<p><b>Any Other Competent Business</b></p> <p><b>International Development Report</b></p> <p>Professor Stuart Baird, International Associate Director presented an overview of the International Activities for the past year. The Faculty are developing a programme with Sri Ramachandra University in Chennai, India. Professor Baird confirmed 11 Physicians completed online modules as part of the Management of Foot Pathology Programme. The clinical aspect of the programme took place earlier in June. 4 Faculty representatives from the UK and 4 Indian Faculty representatives were in attendance to deliver the second phase of the programme along with Professor Baird and Ms Lisa McManus, International Manager. Professor Baird received positive feedback from candidates and confirmed 17 people have expressed an interest to sit the upcoming MFPM Part One exam in Chennai. The States of Andhra Pradesh and West Bengal have also expressed Interest in the programme. Ms McManus is currently drafting an MOU for both states.</p> <p><b>PR and Communications Report</b></p> <p>Professor Ashford presented a report compiled by the Faculty's Director of Communications, Mr Matthew Fitzpatrick.</p> <p>Mr Fitzpatrick reported that 2017/2018 has been a successful year adding that the focus has been to ensure projects, courses and communications have been put in place to deliver on the aims and objectives of both the Faculty and College. The Faculty have continued to engage with members using high quality material such as videos, infographics and documents. Mr Fitzpatrick noted this has been vital to the Faculty's success. In addition, Mr Fitzpatrick asked Members to provide feedback in relation to the content being produced by the Faculty to ensure the Faculty are providing its members with the resources they need to promote and grow podiatry now and for the future. Mr Fitzpatrick thanked Members for their substantial contribution to educational events and symposia and in particular, the creation of eLearning modules.</p> <p>Professor Ashford summarised the PR and Communications report by thanking Mr Fitzpatrick for producing high quality work throughout the year for the Faculty as well as thanking Professor Stuart Baird and Mrs Christine Skinner for overseeing the final educational content for the Management of Foot Pathology Programme.</p>	
<b>9</b>	<p><b>Date and Time of 2018 AGM</b></p> <p>A provisional date of 26<sup>th</sup> June 2019 has been agreed. Confirmation of time will be given at a later date.</p> <p>Professor Ashford thanked all for attending this year's AGM.</p>	