



CONFIRMED

Minute of the 6th Annual General Meeting of Faculty of Podiatric Medicine held on Friday 9th June 2017 at 200 SVS, Glasgow.

1. Welcome and Apologies	<u>Action</u>
<p>The Dean, Professor Stuart Baird welcomed all Fellows and Members present to the 6th Annual General Meeting. Apologies were received from Mr Ciaran Canney, Joanne McCardle, Ms Pamela Price, Mr Hamish Stewart and Mr David Wylie.</p>	
<p>2. Minutes of the Annual General Meeting of 7 June 2016</p>	
<p>The minutes were approved as being an accurate record of the meeting.</p>	
<p>3. Matters arising from the minutes</p>	
<p>There were no matters rising.</p>	
<p>4. Dean's Report</p>	
<p>The Dean confirmed the Faculty has had a successful year. Progress has been made in all areas of the Faculty Strategic Plan.</p>	
<p>The Faculty exceeded targets in all membership categories.</p> <ul style="list-style-type: none"> • Student membership has increased from 48 in 2015/16 to 58 in 2016/17 • Affiliate membership has risen from 28 in 2015/16 to 34 in 2016/17 • Membership has increased from 35 in 2015/16 to 47 in 2016/17 • Fellowship has increased from 126 in 2015/2016 to 154 in 2016/17 • Total membership is in the region of 300 members 	
<p>The Faculty now has presence in 16 countries. The most recent Admission Ceremony in June welcomed 19 new members from various countries.</p>	
<p>Professor Baird presented the International Development aspect of the Strategic Plan. The Faculty will focus on two key areas. 1. India – Key Contacts have shown an interest in Podiatry and Foot Disease within the state of Tamil Nadu. 2. eLearning resources – These will form the basis of the new educational programme for family practitioners in India.</p>	
<p>Professor Baird will soon visit Malawi as part of his role as International Associate Director. The visit is a scoping exercise to establish needs in the country and to ascertain how the Faculty and College can provide support.</p>	
<p>Over the past year, the Faculty have developed a MoU with the Australasian Podiatry Council (APodC). The MoU progressed to the point of signature but unfortunately the Chief Executive, Mr Damian Mitsch resigned from post. The Faculty are now in the process of establishing contact with the new Chief Executive, Mr George Wood. Professor Ashford, in his new role as Dean will process with this.</p>	
<p>Following his report, the Dean invited questions. Dr Colin Semple asked if potential Malawi projects will impact on the Faculty revenue stream. Professor Baird clarified that</p>	



there is a charitable aspect in supporting the project in Malawi. Adding that the College is in the process of setting up a new philanthropic fund to support projects such as this.

Professor Baird confirmed today's AGM is his last as Dean of the Faculty.

Professor Baird thanked the Executive Board for their support over the past three years.

Thanks were also given to the Membership and Communications team, International Manager and to Dr Linda Irvine for her support and guidance over the past

three years.

5. **Education and Professional Development Report**

Professor Ashford presented his report. The report (provided within the AGM papers)

highlights the following:

Five key areas of focus:

1. **Accreditation Process** – The Accreditation Endorsement Process is in the final stages of completion and once complete will allow educational programmes to seek College endorsement. Professor Ashford thanked the Education Board for their support and input with this process.
2. **eLearning** – The Faculty are producing educational resources to support candidates preparing for the Membership examinations. Professor Ashford expressed thanks to Mr Matthew Fitzpatrick for his work in producing these important learning resources and to colleagues who feature in the productions. Professor Ashford confirmed the eLearning resources will be available in July 2017.
3. **2017 Excellence in Healthcare Conference** – This has been a major piece of work for the Board. Professor Ashford thanked Ms Mandy Abbott and colleagues for producing an innovative and inspiring programme.
4. **2017/2018 Educational Programme** – A variety of educational events have been created for 2017/2018, many of which will be held outside of Glasgow. The Board have therefore agreed not to hold a flagship event in 2018. Instead focusing on the educational programme for the year.
5. **Examinations** - Professor Ashford confirmed there is now a robust and sustainable examination procedure in place. Mrs Skinner will expand on the progress of this as part of the Examination report.

Professor Ashford noted this is his last report as Director of Podiatric Medicine Education Board. Thanks were given to the Board for their enthusiasm during his time as Chair. Professor Ashford concluded by wishing Dr Sarah Curran all the best in her new post as Chair of the Education Board.

7. **Examination Development Group Report**

Mrs Skinner delivered the Examination report (provided within the AGM pack).

Examination – Part 1

4 candidates registered to sit MFPM Part One on 28th September 2016 in 3 centres. MFPM Part 1 due to be held in March 2017 was cancelled due to lack of applicants. A new date has been set for 27th September 2017. The total number of candidates registered to sit the Part 1 exam increased to 6 by close of business on 9th June 2017.

Examination - Part 2



Mrs Skinner confirmed significant progress has been made over the past three years with major changes having taking place within exam development.

The Faculty sought advice from Dr Yvonne Hurst, an Exam Specialist from the Royal College of Surgeons of Edinburgh. Following Dr Hurst's recommendations, scenario stations have increased from three to six.

Mrs Skinner thanked Mr David Wylie for providing facilities free of charge within the Queen Elizabeth University Hospital to conduct the exam. The Faculty Executive Board and Exams department within the College were also thanked for their assistance and guidance throughout this process.

Mrs Skinner confirmed the exemption route for MFPM Part one is complete. It is hoped this will generate interest from Podiatrists who meet the criteria to apply for MFPM Part two.

Mrs Skinner remarked on the commitment shown by Mr Matthew Fitzpatrick and Ms Mandy Abbott in producing eLearning materials for the Faculty. Mrs Skinner thanked both for their efforts as well as Professor Baird and the Examination Group for their contribution.

Ms Pamela Price has been appointed as Assistant Clinical Honorary Registrar.

8. Investiture of new Dean

Professor Baird congratulated Professor Ashford on his appointment as Dean of the Faculty. Professor Ashford was presented with the Dean's Medal.

Professor Ashford thanked Professor Baird for his time and commitment to the Faculty and presented both Professor Baird and Dr Colin Semple with past dean medals.

9. Faculty Election Results

The Dean presented the results of the Faculty Elections. Mrs Christine Skinner was elected as Vice Dean of the Faculty. Two nominations were received for Ordinary Member. The Dean announced Mr David Dunning as Ordinary Member of the Faculty for a term of three years.

10. Any Other Competent Business

Professor Baird asked Mr Matthew Fitzpatrick to present a summary of Marketing and Communications.

Mr Fitzpatrick acknowledged the excellent material produced by Dr Elaine Mulcahy and team. Adding that the material provides the Faculty with an opportunity to reach Australia and other countries.

The new material, which includes an informative infographic aims to clarify what the profession is and how the Faculty can support Podiatrists in their career. Mr Fitzpatrick thanked Dr Elaine Mulcahy for producing this informative piece of work

and

to

Miss



Leigh Burns for her support at Conferences throughout the year.

Mr Fitzpatrick also confirmed positive feedback has been received in relation to the Memorandum of Understanding between the College and the Society of Chiropodists & Podiatrists.

11. Date and Time of 2018 AGM

The date and time of the next Annual General meeting will be held in June 2018 with a date still to be confirmed.