

SPMN Committee Meeting
28/06/07

Present: Catherine Mathieson Moira Dewar
 Ailsa Taggart
 Ken Munro
 Joyce McDonald

Apologies: Luke Meighan
 Rob Farley
 Linda Ovens
 Pam Harper
 Jennie Hooper-Row

1. **Previous Minutes:** Accepted as an accurate record of meeting.

Susan Gold has tendered her resignation – e-mail sent to Catherine Mathieson. Reasons given – heavy caseload and change of direction of SPMN.

Clarification of reasons to be sought – Catherine Mathieson to ask Susan Gold to provide further information.

2. **Matters Arising:**

Membership

Update of membership

- Reference made to 148 non-renewed members quoted in previous minutes.

Discussion around reasons for membership not being renewed.

Ken Munro suggested that a letter be sent out to ask reasons why.

Ken Munro volunteered to prepare draft letter for circulation (initially via Committee) from Catherine Mathieson as Chairperson.

Update of membership from previous minutes: -

- 120 members
- 6 corporate
- 135 non-renewers.

Updated list of membership. Ken Munro to ask for update from Pam Harper.

Moira Dewar suggested that renewal might have been influenced by automatic membership granted at previous event at Dean Park Hotel in Kirkcaldy, when membership was included in event cost.

Ailsa Taggart suggested targeting Education establishments as representation is lacking from this area. This may encourage under graduates/post graduates to join.

Catherine Mathieson suggested contacting Sara Sutton (DLC) Astley Ainslie re mailing list.

Mailing list for membership/events (Professional bodies).

- Query input to CSP website, COT website or Special Interest Groups.
- Suggestion of person with IT experience to compile a database – e.g. student available during summer period.
- Reference made to Luke Meighan’s comment re website (No. 11 previous minutes). Ken Munro suggested that caution should be exercised, as database could be sold on, for market research purposes.

Agreed:

- to continue to acquire more comprehensive mailing list.
- Ken Munro to write to lapsed members.
- Catherine Matheson to talk to Sara Sutton (DLC) re exploring other avenues.

Finances:

Ken Munro informed committee that cheques for previous event sponsors had been received.

£ 83.79	- Current Account
£9290.16	- Deposit Account
£1298.65	- Professional Development

3. **ScotRET** (Wheelchair Subgroup)

Catherine Mathieson attended meeting 13/06/07.

- Clinical presentations were delivered a.m. - Topic – Bariatrics. Case studies – Julie Sharkey including “The Difficulties of Bariatric Patients” (the policies of each of wheelchair centres)
- Business discussed p.m.:
 - Wheelchair Review – project board appointed project manager (4 year post) recommendations from review to be taken forward. Money from Scottish Executive not yet forthcoming. Catherine Mathieson as principle petitioner to contact Nicola Sturgeon (Scottish Health Minister) to advise re review.

[£1 million granted to Wheelchair Services this year via discussion between Catherine Mathieson and Lewis McDonald.]

- New Wheelchair Contract came into force June 07, which influences provision. Suggestion made to contact relevant Wheelchair Service for information, if required.

4. Postural Management Subgroup

Joyce McDonald gave feedback from recent meetings:

- **CPD** - Discussion within group re attendance at events ref. CPD. Marina Morrow had provided information re accreditation points for CPD for attendance at events. 2 members of the subgroup (Morag & Aileen) had offered to gather more information re the process and work involved and bring back to the next subgroup meeting for further discussion. Ken Munro explained a bit about awarding CPD points. Process needs to be followed.
- **NHS QIS Masterclass Event** - Joyce had been invited by June Wylie of NHS QIS to attend a planning meeting, on behalf of the subgroup, which had been set up to discuss Children's Masterclass events, being organised by QIS for early 2008. Joyce gave the Committee a brief overview of the subgroup meeting, which June Wylie had attended in June 2006, and the outcome. At that time June had felt that QIS were unable to offer anything, as she felt SPMN was considerably further ahead in this field. It was as a result of June's attendance then and the link established with the SPMN subgroup, that she invited the group to take on the planning and delivery of a Masterclass session in Postural Management. There are 4 Masterclass events being planned, to run concurrently on the one day, focusing on:
 1. Postural Management.
 2. Enteral Feeding.
 3. Autistic Spectrum Disorder.
 4. DCD.

Subgroup members had agreed this was an excellent opportunity for SPMN and that we should take on the task. Joyce had invited members to declare an interest in being on the planning group and/or delivery on the day. Joyce agreed to co-ordinate the group and be the contact person. All members could contribute ideas on the content etc. Janice Clark and Marina Morrow had since expressed an interest in joining the small planning team. Awaiting feedback from other members. Agreed that all members to give some thought to content of the day – noted that we may want to bring “expert “ speakers in. Joyce had raised this with June Wylie who had confirmed that this was quite possible. Joyce aiming towards organising a planning meeting following the summer holiday time, to which June would be invited.

The audience/participants were to be limited to 120 in total – 30 for each Masterclass session. SPMN could influence/determine who was invited to the Postural Management session e.g. representation from each geographical area, disciplines, Health and Social Services – emphasis on taking the learning outcomes back to their own area. Suggestion put to QIS that perhaps SPMN/QIS could do some joint work and replicate the Masterclass event in other areas, to allow more people the opportunity to attend.

Feedback given on other work of subgroup. Teams active – Professional Awareness & Training, Outcome Measures & Risk Assessment, Equipment Review.

- **Professional Awareness** – Team members compiled list of known training opportunities and letters been sent out for certain information on each. The intention is to post this information on the website to inform members - team agreed a standardised framework for summarising the information. Also a questionnaire is being produced to be sent out to all SPMN members (and possibly local networks) asking about training attended and training needs.
- **Outcome Measures** - form almost at a stage where the initial section can be piloted.
- **Equipment review** – Ken Munro provided feedback – members looking at different equipment, information, on line info. BHTA keen to look at info. Next meeting 25/10/07.
- **Evidence Based Practice** – Joyce had raised this in the group, as the work of this team was in need of updating. June Wylie had indicated that QIS could source literature for review for purpose for the Masterclass event. QIS has teams to search but not review.

Suggestions:

- to consider contacting David Long – PMG – Catherine Mathieson to raise at next PMG meeting – July 07.
- For further discussion in the subgroup.

- **Subgroup contact list/local networks contact list** - Joyce advised that a database of subgroup members, with contact details and teamwork involvement, was being compiled. Also, members had been asked to provide local contact points for circulation of SPMN information and events for the different areas represented.
- **Website** – Luke had raised this with Joyce previously - Postural Management subgroup section in need of updating. Discussed in group and Morag & Aileen had agreed to look at the website and feedback re updates required for members of group to then share responsibility.
- **Carers training in Fife** - commencing 2nd July 2007. 4 people in Fife identified to undertake the tutors training and attending the initial residential course.

Joyce suggested that in view of the level of work within the group, it may be better to circulate a copy of the subgroup minutes to members of the Committee in the future to keep everyone informed. Agreed.

5. **Website**

Update re number of hits on website - Luke would need to provide this information.

6. **PMG Event**

Catherine Mathieson unable to attend meeting 24/05.
David Long unable to attend meeting today.

Catherine Mathieson to attend next meeting 12/07 and to update PMG re SPMN.

- discussion to take place around SPMN involvement in 2011 international event. Geoff Bardsley had been asked by PMG to be the contact for the international event. Geoff had responded affirmatively. Discussion arose re whether he should be the contact as he is not a member of the SPMN committee. Agreed Catherine Mathieson to take this up. Committee agreed to be involved in international event.

7. **SPMN Event**

- Plan for next AGM/event – 28/11/07. Catherine Mathieson read letter from Pam Harper regarding venue. Ken Munro suggested looking at feasibility of venues – i.e. criteria re workability for reps, needs of event etc. Ken Munro to look at Beancross venue in near future.
- Call for papers – “Good Practice in Postural Management”. Ken Munro informed Committee that Paediatric event being held in Dec. 07. Feedback

from previous event – “hands on” element important. Catherine Mathieson suggested that next committee meeting should focus entirely on the event.

Joyce McDonald suggested inviting QIS to the event.

Next meeting Wednesday 22/08/07 starting at 10.30 a.m. in Beancross Farm, by Falkirk. Ken Munro suggested that the offer of accommodation for committee members attending from a distance should be made. Agreed.

Moira Dewar
28/06/07