**School of Foundation Board Meeting**

**Date and time** 19th March 2019 – 14:00–16:30

**Venue details** Chestnut, West Wing

**Full address** 2-4 Victoria House, Capital Park, Fulbourn, Cambridge, CB21 5XB

**Agenda**

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| **Item No.** | **Agenda Item** | **Presenter** | **Timing** |
| **1** | **Apologies, housekeeping and fire evacuation information - see page 2 *(standing item)*** | **Chair** |  |
| **2** | **Conflict of Interest *(standing item)*** |  |  |
| **3** | **Review of Membership *(standing item)*** |  |  |
| **4** | **Review of Terms of Reference *(standing item)*** |  |  |
| **5** | **Approval of Minutes from Last Meeting and Matters Arising from Last Minutes *(standing item)***  [**EoEFT Board meeting minutes 20.02.18\_FINAL.pdf**](EoEFT%20Board%20meeting%20minutes%2020.02.18_FINAL.pdf) |  |  |
| **6** | **Review of Last Meeting’s Action Log *(standing item)*** |  |  |
| **8** | **Quality *(standing item)***   1. EAFS   [Foundation Board Presentation.pptx](Foundation%20Board%20Presentation.pptx)   1. EBHFS   [EBH Board report March2019.pptx](EBH%20Board%20report%20March2019.pptx) | **HB**  **Rb** |  |
| **9** | **Website *(standing item)*** *local HEE contact:* [*websupport@hee.nhs.uk*](mailto:websupport@hee.nhs.uk)  9.1 Relevant updates and nominated content editor  <https://heeoe.hee.nhs.uk/foundation> | **HJ** |  |
| **10** | **Training Programme / Curriculum Updates**  [**taught programme 3030 (mbrbar).docx**](taught%20programme%203030%20(mbrbar).docx)  [**Hub Summary.docx**](Hub%20Summary.docx)  [**Virtual reality simulation across East of England [hj].docx**](Virtual%20reality%20simulation%20across%20East%20of%20England%20%5bhj%5d.docx)  [**Paper 2 - Foundation e-portfolio - Curriculum mapping - Purpose and limits recommendations.pdf**](Paper%202%20-%20Foundation%20e-portfolio%20-%20Curriculum%20mapping%20-%20Purpose%20and%20limits%20recommendations.pdf) | **HJ** |  |
| **11** | **Marketing & Recruitment**  [**UKFP Allocation Statement - 7th March 2019.pdf**](UKFP%20Allocation%20Statement%20-%207th%20March%202019.pdf)  **‘breaking news’ F2 standalone:** A total of 673 applicants have been deemed appointable and 158 jobs have been uploaded to Oriel for inclusion in the offers process. | **HJ** |  |
| **12** | **ARCP Outcomes**  [**4. Foundation School Overview (003).PNG**](4.%20Foundation%20School%20Overview%20(003).PNG) | **HJ** |  |
| **13** | **Trainee support**  [**190308\_FSD \_** **Report PSU data.pdf**](190308_FSD%20Report_PSU%20data.pdf)  [**Copy of EE LTFT 18-19 LDA SUMMARY.xlsx**](Copy%20of%20EE%20LTFT%2018-19%20LDA%20SUMMARY.xlsx)  [**Proposal to Create Fixed LTFTT Programmes in Foundation (EOE) March 2019 (003).docx**](Proposal%20to%20Create%20Fixed%20LTFTT%20Programmes%20in%20Foundation%20(EOE)%20March%202019%20(003).docx) | **HJ** |  |
| **14** | **Education**  [**Study Leave - Foundation Programme Guidelines draft 2019.doc**](Study%20Leave%20-%20Foundation%20Programme%20Guidelines%20draft%202019.doc)  [**Foundation School Data - March 2019.pdf**](file:///C:\Users\Helen.Johnson\Documents\New%20folder\Foundation%20School%20Data%20-%20March%202019.pdf) | **HJ** |  |
| **15** | **Medical School liaison**  [**Paper 6 - Key Changes for UKFP 2020.pdf**](Paper%206%20-%20Key%20Changes%20for%20UKFP%202020.pdf)  [**UKFP 2020 Special Circumstances\_Medical School Guidance.pdf**](UKFP%202020%20Special%20Circumstances_Medical%20School%20Guidance.pdf)  **HEE joint QA visits strategy** | **HJ** |  |
| **16** | **Post Foundation careers strategy:**  **[defer to next meeting – Jane Macdougall]** |  |  |
| **17** | **FTPD and Schools review – shape of our educators**  [**schools review.docx**](schools%20review.docx) |  |  |
| **18** | **Any Other Business**  [**..\DRAFT making up training time.pdf**](../DRAFT%20making%20up%20training%20time.pdf)  [**Foundation Board Agenda outline.docx**](Foundation%20Board%20Agenda%20outline.docx) |  |  |
| **19** | **Date(s) and Time of Next Meeting(s)** |  |  |

**Fire evacuation information**

Please ensure you notify attendees at the start of the meeting whether a fire alarm test is expected or not and that the fire assembly point is by the barrier in east wing carpark

Fire alarm testing is routinely carried out every Wednesday morning (10:00 in the east and west wing) you **do not** need to evacuate during these times. If the fire alarm sounds at any other time it must be treated as a real fire.

**Meeting host responsibilities in the event of an evacuation**

Please ensure all meeting attendees are evacuated via the nearest fire exit route. It is essential for you to then notify the fire marshal that your meeting attendees have been evacuated. The fire marshal will be wearing an orange hi-vis jacket and will be standing outside east wing reception with a checklist.

**Board/Committee Membership List:**

|  |  |  |
| --- | --- | --- |
| Dr Helen Johnson | Director, EOE Foundation Schools | Helen.Johnson@hee.nhs.uk |
| Professor Bill Irish | Postgraduate Dean, HEEEOE | Bill.Irish@hee.nhs.uk |
| Dr Ian Barton, | Head of Medical Education, HEEEOE | Ian.Barton@hee.nhs.uk |
| Dr Ritwik Bannerjee | Deputy Director for Essex, Beds and Herts Foundation School | ritwik.banerjee@nhs.net |
| Mr Doug Aitchison | Deputy Director for Essex, Beds and Herts Foundation School | doug.aitchison@nhs.net |
| Dr Helen Barker | Deputy Director for East Anglia Foundation School | helen.barker6@nhs.net, louisedownes@nhs.net |
| TBC | Associate Postgraduate Deans for GP Education, HEEOE |  |
| Dr Diana Wood | Dean of Cambridge Clinical School | [dfw23@medschl.cam.ac.uk, sje33@medschl.cam.ac.uk](mailto:dfw23@medschl.cam.ac.uk/sje33@medschl.cam.ac.uk) |
| Dr Alys Burns | Dean of UEA Medical School | Alys.Burns@uea.ac.uk, R.Flather@uea.ac.uk |
| Professor Andrew McCaskie | Academic Representative of Cambridge Clinical School | caw26@cam.ac.uk, caw26@cam.ac.uk |
| Professor Andrew Wilson | Academic Representative of UEA Medical School | A.M.Wilson@uea.ac.uk |
| Ruth Jackson | Academic Representative of Anglia Ruskin | Ruth.Jackson@aru.ac.uk, Kimberley.Drummond@anglia.ac.uk |
| Zoe Aslanpour, | Academic Representative of the University of Hertfordshire | z.aslanpour@herts.ac.uk |
| East Anglia and Essex Beds and Herts FTPD Representative |  |  |
| Mr Peter North | Lay Chair/ Patient and Public Voice Representative |  |
| Mr Mark Bullock | Account Manager |  |
|  | East Anglia FTPD Representative |  |
|  | Essex Beds and Herts Clinical Tutor representative |  |
|  | EAFS Foundation Trainee representative F1 |  |
|  | EAFS Foundation Trainee representative F2 |  |
|  | EBH Foundation Trainee representative F2 |  |
|  | EBH Foundation Trainee representative F2 |  |
|  | Medical student representative, University of Cambridge |  |
|  | Medical student representative, University of East Anglia |  |