RCN Education Forum Steering Committee Strategy Day Meeting Notes

Date: 15th November 2023

Time: 09:30-15:00

Location: RCN HQ, Sarah Swift room G01

Attendees
Sarah Burden (SB) (Chair)
Sarah Done (SD)
Neesha Oozageer Gunowa (NG)
Paul Irving (PI)
Rachael Major (RM)
Ally Middleton (AM)
Elissa Miller (EM)
Debra Porteous (DP)

Staff
Denise Alexis (DA)
Hannah Slater (HS) - Guest

Apologies
David Barrett (DB)
Christine McKenzie (CM)

Time	No.	Agenda Item
09:30	1.	**Welcome and apologies (SB)** SB welcomes the new steering committee members. Steering committee gives a brief introduction of their current roles. SB wanted noted that the support received from the RCN professional lead and project coordinator has been invaluable.
09:45	2.	**Review notes of last strategy day meeting (ALL)** Agreed
10:00	3.	**Review of 2023 activity (ALL)**

		➢ Representation reports – ○ RM gives a brief synopsis on the Neurodiversity project: https://www.rcn.org.uk/Get-Help/Member-support-services/Peer-support-services/Neurodiversity-Guidance/What-is-Neurodiversity SB gave a huge thanks to RM for all her hard work on this project. ➢ FGG projects ○ Developing educational resources and signposting people on the difference of symptoms in the ethnic minority making clinical skills education more inclusive, i.e., using or showing people with different skin tones. ➢ Progress on annual report ○ SB to forward final report to DA by end of the month. ➢ 2023 conference ○ Update the forum brochure, although people prefer to use an app on their smartphone or tablet. More use of QR codes, which can contain signatures. ○ Fringe event – Viper session for abstracts proposals that was not successful this time round but is still good enough for a Viper session. ○ Consider 2025 conference venue. ➢ Chair review of forum activity & contribution 2020-2023 Education Forum 2023 review of activity
11:00	**4.**	**Committee development/roles and succession planning (SB/ALL)** **Forum committee terms of office**: <mark>SB (Chair) 01/01/22 – 31/12/23 (Committee) 01/01/20 – 31/12/23</mark> DB = 01/01/24 - 31/12/27 AM = 01/01/24 - 31/12/27 EM = 01/01/24 - 31/12/25 NG = 01/01/23 – 31/12/26 PI = 01/01/23 – 31/12/26 <mark>DP = 01/01/20 – 31/12/23</mark> RM = 01/01/22 – 31/12/25 SD = 01/01/21 – 31/12/24 **Upcoming elections:** Forum Chair elections: nominations by 1630 on 22/11/23 <table><tr><td>Nominations open</td><td>Wednesday 8 November 2023</td></tr><tr><td>Nominations close</td><td>4.30pm, Wednesday 22 November 2023</td></tr><tr><td>Deadline for notifying results to candidates if uncontested</td><td>Thursday 23 November 2023</td></tr></table>

Voting opens (electronic)	By 5pm, Thursday 23 November 2023
Voting closes	12 noon, Thursday 7 December 2023
Deadline for notifying candidates and publishing results	Friday 8 December 2023
Candidates take up office as Chair	Monday 1 January 2024

Discussion: Committee members expertise and interests to support ongoing work of forum (networks and representation).

➢ Steering committee to consider a co-chair or deputy.

Action: Committee members considering applying for the Chair elections can speak with SB if they would like any further information on the role.

11:30 5. Congress https://www.rcn.org.uk/congress/ 2nd-6th June 2024, Newport, Wales

➢ Attendance
  o If anyone would like to attend Congress as a voting member, applications must be submitted online by 8th January 2024.
➢ Resolutions – Matters for Debate. Ideas and what collaborations are required. https://www.rcn.org.uk/congress/Submit-an-agenda-item Deadline 05/01/24
  o Post registration support for students and mentorship for modules (EM) no educational backup in Scotland for the six modules.
  o FNFW (ALL)
  o Assessments (AM/EM)
  o Support worker programme (ALL)
➢ Well-being programme. Likely to be involved in World Café forum event. Any other sessions that we should be offering (e.g., student day, Support Worker programme)

12:00 LUNCH

12:45 6. External support for future work

➢ Discussion regarding obtaining funding for Forum Governance Bids (FGG)
  o Proposal - Artificial intelligence (AI) a guide of AI in healthcare give examples and how the workforce can use it.
  o Ethnic diversity.
  o FGG bid – NG (lead) Bruno Daniels/Christine McKenzie. Central point of information for people with dark skin tones.
    ▪ Health outcomes
    ▪ Sits within the Institute 'Academy for Nursing practice'

		o **Action** SB to put a callout to forums who would like to be involved. ➤ Library and exhibitions - future exhibitions and collaborations – (HS) o HS gives an overview of the work of the RCN Library and Archives services. https://www.rcn.org.uk/library/ Library presentation Nov23 HS.pdf
13:30	**7.**	**2024 Activity/Objectives (ALL)** RCN Five Year Strategic Plan 2023-2(Building our activity around the RCN five-year Strategic Plan ➤ Provision of education and learning ➤ Setting clinical standards and supporting practice ➤ Active personal and workplace support ➤ Influencing and shaping policy ➤ Member engagement Strategy: communications, web pages, twitter chats, potential webinar series? ➤ Bids to Forum Governance Group (FGG)
14:00	**8.**	**Education Forum 2022-2023 Action Plan: setting our objectives.** ➤ Education Conference – April 2024 ➤ Visibility of forum ➤ RM/EM – Facebook moderators **Action**: DA to forward FB guidance to committee.
14:40	**9.**	**AOB** Next teleconference: 6th December 2023 4pm-5pm. Teleconference Plans for 2024. Monday 4pm-5pm (3rd Monday of every month).
15:00	**10.**	**FINISH**