

ANNUAL GENERAL MEETING

Minutes of the meeting held on Friday 16 October 2009 in London

PRESENT

NEBDN Trustees

Beverley J Coker – Chairman, Carole D Hollins – Deputy Chairman,
Charles Devennie, Michael B Wanless

NEBDN Members

155 examiners attended

Company Secretary/Chief Executive

Phil Hughes

Head Office

Qualifications Manager - Janet Goodwin

Co-ordinators - Diane Rodgers, Sally Saele, Patricia Stott

Administrators – Beverley Browne

QA Auditors – Rosalind Hayward, Marilyn Tillotson

APOLOGIES

NEBDN Trustees

Stephen Lambert-Humble, Diana Wincott

NEBDN Members apologies

120 apologies were received

Welcome by Chairman

The Chairman, Beverley Coker, opened the meeting by welcoming everyone to the formal part of the day.

Beverley Coker continued by asking everyone if they had received information regarding the Trustees Report; this is available on the NEBDN website for anyone who has not seen this.

Beverley Coker went on to say that it had been a busy year in her role as Chairman and it has been challenging with Jennifer Lavery retiring and a new Chief Executive being appointed. The induction of Phil Hughes the new Chief

Executive has taken place; two new auditors were appointed Rosalind Hayward and Ann Lyon (Ann Lyon resigned in 2009) Beverley Browne was appointed as the Finance Administrator and Charles Devennie was welcomed as a Trustee.

Some of the activities that have taken place/developed since the last AGM:

- The Trustees have met five times.
- The GDC Inspection took place in June 2009.
- Working with other Awarding Bodies to build relationships including City and Guilds, British Dental Association, British Association of Dental Nurses, OfQual, UCLan.
- NEBDN had a stand at the British Dental Trade Association Conference in London.
- Developed and produced new promotional materials for Exhibitions.
- Qualifications Council meeting – issues discussed included brainstorming ID requirements for examination days, Record of Experience – standardisation; and Examiner re-training.
- Two new Chairmen for the qualification committees have been appointed – Oral Health Education – Marie Parker and Dental Nurse Sedation – David Jordan.
- Internal Moderator training regarding developments of the Record of Experience took place in London, Leeds and Glasgow.
- NEBDN Award for outstanding contribution to the advancement of dental nursing was awarded to Jennifer Lavery.
- Edinburgh Presentation Evening held in March. The prizewinners for Bronze, Silver and Gold were present at the Evening.
- New Examiners Workshop for which the format has now changed to start on a Friday and end on Saturday evening. Beverley Coker said that she would like to thank Carole Hollins for the planning and content of the day. The feedback received was valuable. NEBDN are considering running two Examiner retraining Workshops in the future.

Beverley Coker introduced the newly appointed Examiners to the meeting.

OBITURIES

Russell Robinson, Graham Stuart.

RESIGNATIONS

A letter had been received from Tony Cheetham stating that he will be resigning from the Panel of Examiners. Beverley Coker announced that Tony Cheetham would be awarded Emeritus status.

Beverley Coker then reported on the following:

- NEBDN had a stand at the BDA Conference in June. Janet Goodwin, Qualifications Manager was the key person at this event. Jennifer Lavery was presented her award at the Colgate DCP Research Awards lunch.
- Qualifications Council meeting – Three Chairman stepped down. Special Care – Carole Boyle, Dental Radiography – James Mehta, Orthodontic Nursing – Kath O'Donovan.
- Terms of office have ended for Ian Cashmore, Rosemary Girvan and Liz Mills.
- Eric Whaites has stood down from the Radiography Committee.
- Robert Ireland was appointed as Chairman to the Implant Committee.
- NEBDN are working on new qualifications.
- The Quality Assurance Committee had interviewed candidates to join the Committee; the system may change in the future for other Committees to ensure that candidates have the right skills and depth of knowledge.
- The report from the GDC Inspection in June has just been received. NEBDN will feedback to the GDC regarding the deadlines that need to be met and for factual corrections.
- Janet Goodwin, Qualifications Manager has been appointed as a DCP representative on the GDC Committee. The chairman congratulated her on her appointment.
- Two yearly City and Guilds meetings have taken place. The new City and Guilds qualification has been put into the credit framework.
- An Educational Adviser will be appointed to keep NEBDN up-to-date.
- A meeting has taken place with Ofqual and the preliminary work has now been done. Candidates would benefit if NEBDN were in the qualifications framework as they could APL and use as career progression.
- Phil Hughes went to the BDA in July to discuss funding routes and made new contacts.

Beverley Coker went on to say she would like to thank the following:

- Phil Hughes, Chief Executive for the work he has done. The Trustees, Carole Hollins, Deputy Chairman and the staff at Head Office.

Beverley Coker went on to introduce the staff from Head Office and members of the Qualifications Council.

Phil Hughes thanked Beverly Coker, Carole Hollins, the Trustees, Qualifications Council and staff for their support and hard work.

Minutes

As there were many inaccuracies in the minutes of the meeting held on 10 October 2008 in Manchester Beverley Coker said that we would not go through the minutes page by page but asked members if they could let Head Office know of any changes. The minutes were approved and signed by the Chairman.

Trustees Report & Accounts

The Chairman drew the attention of members to the Report & Accounts, which is available on the website (www.nebdn.org). These had been prepared by the Board's Auditors for submission to the Charity Commission and Companies House. The adoption of the accounts was proposed by John Darby, seconded by Ann Lyon and agreed unanimously by the membership.

Appointment of Auditors

Ian Cashmore proposed that Messrs R P Smith & Co of 28 St Thomas's Street, Chorley, Lancashire PR7 1HX be re-appointed as Auditors. The proposal was seconded by Kenneth MacDonald and agreed unanimously by the membership.

New Committee Members

The Chairman, Beverley Coker, welcomed new members to the Committees.

Election of Trustees

No applications have been received. Diana Wincott has applied to stay on a further year. Susan Irvine proposed that Diana Wincott be re-elected. The proposal was seconded by Val Brown and agreed unanimously by the membership.

Stephen Lambert-Humble has been co-opted back to the Trustees in an advisory capacity.

Date of next meeting

Friday 15 October 2010. Location to be announced.

Any other business

There being no other business, Beverley Coker closed the meeting.

CLOSURE OF MEETING