**Hackney Trainers’ Workshop 20.3.12 - Business meeting minutes**

**Apologies:** David Vasserman, Chuan Chor, Ajay Goel

**Present for workshop but left before business**: Mark Hindley, Coral Jones, Dominic Roberts, Fiona Sanders.

**Present at business meeting**

Mel Sayer, May Cahill, Carmel Sher, Paul Kelland, Lucy O’Rourke, Deborah Colvin, Jo Heyman, Michael Leonard, Jim Boddington, Declan Phelan, Jonathan Gore, Laurence Blumberg, Rajiv Goel, Clare Highton, Nick Brewer, Meena Krishnamurti, Leo Hussain, Anna Pilkington, Tricia Bohn.

**Future workshops**

Possible topics and formats suggested:

Time management

Roleplay of trainer/trainee teaching scenarios with feedback on teaching skills

Outside speakers

Trainees in difficulty (next long meeting)

Eportfolio (May meeting, Declan to lead)

**Finance**

Jonathan clarified workshop funds remaining in VTS account.

Jonathan subsequently confirmed that no monies are owing to the Homerton for work on trainee allocations.

Funding for 2012-13 awaiting confirmation by Deanery.

It was noted, from Chuan’s email, that a separate trust account is to be opened at the Homerton for the workshop.

Convenor remuneration reviewed: agreed Jim and Mel to be paid 1 session per meeting at £280 per session.

Treasurer remuneration to be discussed next time.

**Allocations**

Summary of Mel’s recent review exercise to ensure that the agreed workshop rules are applied fairly.

**AOB**

GP educator CCG rep needed on London Education and Training Board (LETB). May will pass on further details to Mel.