

**Council of Governors Meeting: Wednesday 18 July 2018**  
**CoG2018.25**

<b>Title</b>	<b>Proposed Schedule for the Council of Governors in 2019</b>
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<b>Purpose</b>	For decision.
<b>History</b>	Proposals for the governors' 2018 schedule were considered on 5 October 2017 (CoG 2017.30).

**Executive Summary**

1. This paper outlines proposals for the Council of Governors' schedule of activities during 2019 for consideration.
2. Based on experience over the last three years, and given the turnover in the Council's membership, it is now suggested that a greater degree of regularity in the scheduling of meetings might be helpful. It is felt that this is likely to be helpful to attendees in planning their diaries, and also to the Trust in scheduling business of the Board and other committees to inform the Council's business. The schedule of dates and times has been developed on this basis.
3. Governors have previously chosen to hold their meetings in different locations around Oxfordshire and are asked to consider whether they wish to maintain this arrangement.

**Recommendations**

4. The Council of Governors is asked to **approve** the proposed schedule of meetings for 2019, subject to any specific revisions recommended.
5. The Council of Governors is asked to **consider** whether it wished to continue to rotate the venues of its meetings.
6. The Council of Governors is asked to **note** the remaining scheduled sessions during 2018.

## Proposed Schedule for the Council of Governors in 2019

### 1. Purpose

- 1.1. This paper outlines proposals for the Council of Governors' schedule of activities during 2019 for consideration.
- 1.2. It provides governors with an opportunity to consider the arrangements for its meetings and seminars that the current membership feel would be most convenient and appropriate, recommending some standardisation of the schedule in comparison with arrangements to date.

### 2. Schedule of Meetings and Seminars

- 2.1. Meetings and seminars currently take place as an even split of afternoon and evening sessions based on feedback regarding what was originally felt to be most convenient for members of the Council. In addition these sessions vary across days of the week in order to reduce conflicts for governors who have fixed commitments on set days.
- 2.2. Based on experience over the last three years, and given turnover in the Council's membership, it is now suggested that a greater degree of regularity in the scheduling of meetings might be helpful. It is felt that this is likely to be helpful to attendees in planning their diaries and also to the Trust in scheduling business of the Board and other committees to inform the Council's business.
- 2.3. The schedule of meetings for 2019 outlined below has been developed on that basis.

2019 Date	Time	Meeting Type	Notes
<b>Tue 22 Jan</b>	2.30-4.30pm	Council Meeting	4 <sup>th</sup> Tuesday to avoid Board week
<b>Thur 21 Mar</b>	2.00-4.30pm	Seminar	
<b>Tue 16 Apr</b>	2.30-4.30pm	Council Meeting	Easter Sunday is 21 April
<b>Tue 18 Jun</b>	2.00-4.30pm	Seminar	
<b>Thurs 18 Jul</b>	2.30-4.30pm	Council Meeting	
<b>Thur 19 Sept</b>	2.00-4.30pm	Seminar	Possible joint seminar with OUH Board
<b>Thur 17 Oct</b>	2.30-4.30pm	Council Meeting	
<b>Tue 19 Nov</b>	2.00-4.30pm	Seminar	Moved to avoid proximity to Christmas

- 2.4. The principles underlying the schedule are as follows:

- Meetings and seminars will generally take place on the third Tuesday or Thursday of a month (with the exception of January where this would result in the Board and Council of Governors meeting on consecutive days).
- Council meetings and seminars will generally take place on a regular three monthly basis with the exception of moving the December seminar forward to November to avoid proximity to the Christmas break.

- Meetings are split between Tuesdays and Thursdays to reduce disruption for governors with a regular commitment on one of those days, but will not now take place on any other day of the week.
  - All meetings are now scheduled for afternoons rather than having some during the evening.
- 2.5. Governors will note the proposal to invite the Trust Board to attend the September seminar as one to be held jointly. It is also proposed that governors similarly be invited to a Board seminar in the first half of the year, with the timing for this to be confirmed. There would thus be two joint Council/Board seminars held during the year. This matches the arrangement that has been in place for 2018.
- 2.6. The Council is asked to consider whether it wishes to recommend any specific revisions to the proposed schedule.
- 2.7. Governors have previously chosen to hold their meetings in different locations around Oxfordshire. The intention is to increase accessibility for members of the public who wish to observe the meetings that are held in public and attempts have recently been made to strengthen this by allowing time for governors to speak to members of the public before the meeting commences.
- 2.8. Costs are levied by all of the venues currently used for meetings of the Council of Governors.
- 2.9. Governors may wish to consider:
- whether a single central location would be more convenient for both governors and the public; or
  - whether its current membership would prefer to continue to rotate the venues for meetings.

### 3. Remaining Scheduled Sessions for 2018

- 3.1. Governors are also reminded, for information, of the remaining dates scheduled for 2018 which are as outlined below.

2018 Date	Time	Meeting Type	Venue	Notes
<b>Thur 20 Sept</b>	5.30-8.00pm	Seminar	TBC	Joint seminar with OUH Board
<b>Tue 30 Oct</b>	6.00-8.00pm	Seminar	Oxford Centre for Enablement, NOC	
<b>Tue 20 Nov</b>	2.30-4.30pm	Council Meeting	Corn Exchange, Witney	

### 4. Recommendations

- 4.1. The Council of Governors is asked to **approve** the proposed schedule of meetings for 2019, subject to any specific revisions recommended.
- 4.2. The Council of Governors is asked to **consider** whether it wished to continue to rotate the venues of its meetings.

- 4.3. The Council of Governors is asked to **note** the remaining scheduled sessions during 2018.

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July 2018