

# **Society for Academic Primary Care (SAPC)**

## **Annual General Meeting**

### **Minutes**

**Thursday 4<sup>th</sup> July 2024**  
**Wills Memorial Building, University of Bristol**  
Queens Road, Clifton, Bristol, BS8 1QE  
**13:15 – 13:45**

#### **1. Welcome**

Duncan Shrewsbury (SAPC co chair) welcomed all to the Annual General Meeting (AGM) for SAPC . University of Bristol were thanked for hosting the ASM and for their hard work in co-organising the event.

Duncan Shrewsbury said that as a newly incorporated entity, SAPC is a company limited by guarantee and therefore it is important that the formal functions of the AGM are carried out correctly and recorded in the minutes for all members.

It was noted that the formal notice was distributed by the Secretariat on 12<sup>th</sup> June which included a copy of the agenda, accounts, minutes of last year's meeting, draft articles of association and a proxy form for those unable to attend.

#### **2. Attendance and apologies**

Apologies were received from Euan Lawson, Greg Irving and Rodger Charlton.

It was confirmed that the meeting was quorate.

#### **3. Minutes of last meeting and matters arising**

Members were asked to review the minutes of the AGM held in 2023 and to raise any matters arising. No matters were raised and Duncan Shrewsbury requested approval of the minutes.

There being no questions or objections, the approval of the minutes was proposed by Joanne Reeve and seconded by Rachel Spencer. Those in favour showed hands and the vote was unanimously carried.

#### **4. Acknowledgements and congratulations**

Duncan Shrewsbury announced acknowledgements and congratulations.

It was confirmed that the following individuals had been promoted to professor in the last year:

- Prof. Caroline Mitchell, professor of general practice (Keele)
- Prof. Helen Atherton, professor of primary care research (Southampton)
- Prof. Sophie Park, professor of primary care & clinical education (Oxford)
- Prof. Alex Harding, professor of community based medical education (Exeter)
- Prof. Gary Abel, exact title unknown as only recently attained (Exeter)
- Prof. Jaz Taggar, professor of primary care & medical education (Nottingham)

It was confirmed that the following had been promoted to a senior leadership role in the last year:

- Prof. Dame Helen Stokes-Lampard, being appointed to the role of chief medical officer for New Zealand, beginning in October
- Prof. Richard McManus, being appointed to the role of Dean of Brighton & Sussex Medical School, starting this month

## **5. Updates on SAPC activities by the executive team**

Duncan Shrewsbury presented the SAPC highlights of the year. Members were advised that the report could be viewed online.

There were no questions.

## **6. Treasurer's update (Greg Irving)**

Rupert Payne (SAPC co chair) presented the treasurer's update in Greg Irving's absence.

Rupert Payne started by highlighting that the financial year for 2023/24 is two months shorter as SAPC became an incorporated entity in February. They added that the accounts being considered are from 1<sup>st</sup> May 2023 to 23<sup>rd</sup> February 2024.

During the 2023/24 financial year, it was confirmed that the Society received income of £186k and spent £157k, which meant that SAPC generated a surplus of £29k.

Rupert Payne highlighted that SAPC's largest expense is the Annual Scientific Meeting. Costs from last year's event came in at £93k, however, £137k was generated from registrations.

The second largest expense is the Secretariat with fees of £40k. The Secretariat are responsible for the day-to-day running of the Society as well as the organisation of the ASM. The rest of the expenses are all nominal fees such as accountancy, postage, travel etc.

Rupert Payne summarised the report by stating that the finances of the Society are in a healthy position with reserves of around £125k.

There being no questions or objections, Rupert Payne proposed the adoption of the accounts. These were seconded by Jo Protheroe. Those in favour showed hands and the vote was unanimously carried.

It was confirmed that the accounts would be signed and filed at Companies House.

## **7. SACP incorporated to limited Company**

Duncan Shrewsbury presented item seven, which was to consider proposed changes to SAPC's articles of association. They added that articles of association are important documents that describe what the Society does and how it is managed.

It was confirmed that a number of changes have been made to reflect how SAPC is run today. It includes sections on the make-up of the Exec committee, how meetings like the AGM are called, and most importantly the purpose of Society. Duncan Shrewsbury added that the Articles would be reviewed at regular intervals so that they are always up-to-date.

Jo Protheroe asked for an overview of the updates and Duncan Shrewsbury explained that these allowed for longer terms of office for the Exec committee, a reduced quorum for meetings and updates to ensure the articles reflect SAPC procedures more accurately.

Duncan Shrewsbury requested the vote to be considered as a special resolution:

*THAT with effect from the conclusion of the meeting the draft Articles of Association produced to the meeting be adopted as the Articles of Association of the Company in substitution for, and to the exclusion of, the Company's existing Articles of Association*

There being no questions or objections, Duncan Shrewsbury proposed the changes to the articles, and this was seconded by Richard Neal. Those in favour showed hands and the vote was unanimously carried.

It was confirmed that the articles would be signed and filed at Companies House.

## **8. HoDs (Euan Lawson)**

Euan Lawson was unable to attend.

It was confirmed that the HoD report was available to view online.

## **HoTs (Joanne Protheroe)**

Joe Rosenthal gave brief summary of the HoTs report which was available online.

Joe Rosenthal introduced new co chair Ben Jackson, who would replace them following their retirement from the role. Joe Rosenthal was thanked by Jo Protheroe.

## **9. SAPC strategic priorities**

Rupert Payne presented the reintroduced and updated strategic priorities for SAPC, which would be reviewed on a regular basis:

- Growing the academic primary care workforce
- Improving sustainable healthcare
- Addressing health inequalities

Amanda Howe asked if the strategic priorities are available online. Rupert Payne said not yet but the membership would be informed when they are shared.

## **10. Vice chair role**

Rupert Payne announced that the three year SAPC chair term comes to a close next year.

Rupert Payne said that the Exec would like volunteers to shadow to take on the role next year. They said that the role provides an opportunity to make a difference in ACP.

Rupert Payne requested that anyone interested in learning more to speak with Rupert Payne at the ASM or to email either them or Duncan Shrewsbury. It was confirmed that there would be upcoming roles on the Exec too.

Rupert thanked the SAPC Secretariat for their support.

Duncan asked if there were any questions or any other business.

Umesh Chauhan asked about conflicts of interest across roles and how is this resolved.

Duncan Shrewsbury said this would be indirect rather than direct conflicts of interest and Rupert Payne commented that this would be different from directors.

There being no further business, Duncan Shrewsbury closed the AGM at 13:41.

[Papers available on-line](#)

- Draft minutes of SAPC AGM 2023
- Officers' report
- Treasurer's report
- Draft accounts 2023
- Draft articles of association
- HoDs report
- HoTs report
- SAPC strategic priorities

**Next year**

AGM during SAPC ASM 2025 – July 2025, Cardiff (date TBC)