

# Thames hospice

## BOARD MEETING SUMMARY – December 10<sup>th</sup> 2020

Thank you for taking the time to read this summary of the Thames Hospice Board of Trustees Meeting. Our meeting took place from 2.30 – 6.15pm on 10<sup>th</sup> December 2020.

Nine Trustees attended using Zoom, and two were able to attend in person with the Hospice attendees at Bray Lake in our Education (with social distancing).

**The Thames Hospice Trustees who attended the meeting were:** myself, Jonathan Jones (Chair of Trustees), Chris Aitken, Jacinta Ashworth, Ken Coppock, Andy Ka, Judith Kinder, Janet King, Craig Linton, Catherine McLaughlin, Steve Moore, Bruce Montgomery, and Margaret Neal.

**Also in attendance from Thames Hospice staff** were Debbie Raven (Chief Executive Officer), Ruth Bartholomew (Finance Director), Linda Freeman (Director of Education) and Juliana Luxton (Head of Governance and Quality), who took the meeting minutes.



Steve Moore and Jonathan Jones with the Zoom meeting attendees.

This was Steve Moore's last meeting as a Thames Hospice Trustee. He has supported Thames Hospice for eight years as a Trustee and it was very fitting that he was able to attend the meeting in person at Bray Lake. We have all been delighted by the progress of the new Hospice building, and this was our first Trustee Board meeting at our wonderful new site. We were impressed (of course) by the building and by the remote meeting facilities available in the Education Suite.

We dedicated a large part of our meeting to Education as we looked at Project ECHO and we discussed and reviewed the Thames Hospice Education Strategy. We were impressed by the Education Strategy which provides both clear direction for Thames Hospice Education and identifies opportunities for growth in our Education offer. Linda Freeman described Project ECHO to us; it is a methodology and platform to bring people together in a community of practice supporting and learning to improve care by improving decision-making. It is fantastic that we are a centre of excellence for ECHO and we will work with local partners, initially starting with care home staff. You can see a short YouTube film about it here:

<https://www.youtube.com/watch?v=Faz3O1clDMU>

As usual, our meeting reflected the requirements of governance at Thames Hospice; the Trustees received my Chair's report and we reviewed Debbie Raven's quarterly CEO report. We carefully reviewed the following reports:

- The Finance Report from Ruth Bartholomew, the Finance Director.
- The Board Assurance Framework (BAF), which addresses the risks faced by the Hospice, and the mitigations and the controls that we put in place to manage them.

The final standing item for this meeting was an update from each of the Chairs of the Board Committees. Each committee Chair gave us an update on the work of the committees and the items covered at the meetings that were held in November 2020.

*At the end of the Board meeting I presented Debbie and Ruth with a bouquet of flowers as a small token of appreciation from the Board for all their hard work and commitment in achieving the move to Bray – a brilliant effort in such a difficult year.*

**I hope this is a useful update – please do let me have any feedback good or bad! My very best wishes to all staff and volunteers and a Happy Christmas and New Year to you all!**

**Jonathan Jones**  
**Chair of Thames Hospice Trustees**