SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST

***UNCONFIRMED* MINUTES OF THE ANNUAL GENERAL MEETING OF SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST ("THE TRUST")**

TUESDAY 16TH SEPTEMBER 2025, AT 17:30
in LECTURE THEATRE 2, KINGS MILL HOSPITAL

Present:

Graham Ward	Chair	GW
David Selwyn	Acting Chief Executive	DS
Richard Mills	Chief Financial Officer	RM
Rob Simcox	Chief People Officer	RS
Simon Illingworth	Chief Operating Officer	SI
Sally Brook Shanahan	Director of Corporate Affairs	SBS
Phil Bolton	Chief Nurse	PB
Steve Banks	Non-Executive Director	SB
Barbara Brady	Non-Executive Director	BB
Andrew Rose-Britton	Non-Executive Director	ARB
Neil McDonald	Non-Executive Director	NM
Lisa Maclean	Non-Executive Director	LM

Public Governors:

Liz Barrett	Mansfield, Ashfield and surrounding wards (Lead Governor)	LB
Ann Gray	Newark and Sherwood and surrounding wards	AG
Dean Wilson	Rest of England	DW
Jane Stubbings	Mansfield, Ashfield and surrounding wards	JS
John Dove	Mansfield, Ashfield and surrounding wards	JD
Julie Kirkby	Mansfield, Ashfield and surrounding wards	JK
Nabeel Khan	Mansfield, Ashfield and surrounding wards	NK
Neal Cooper	Mansfield, Ashfield and surrounding wards	NC
Peter Gregory	Newark and Sherwood and surrounding wards	PG
Shane O'Neill	Newark and Sherwood and surrounding wards	SO

Staff Governors:

Mitchel Speed		MS

Appointed Governors:

Nikki Slack	West Notts College	NS
Kevin Stewart	Trust Volunteers	KS

In Attendance:

Sue Bradshaw	Minutes	SB
Olivia Bower	Communications Officer Producer for MS Teams Public Broadcast	OB
Rich Brown	Head of Communications	RB
Richard Walton	KPMG	RW
Jess Townsend	KPMG	JT

Abigail Cooke	Representing Steve Yemm MP
Andrea Clegg	Member of Staff
Chris Nettleship	Trust Member
Darius Girnet	Trust Member
Dave Briggs	Medical Director – Integrated Care Board (ICB)
Frederick Reed-Purvis	Representing Steve Yemm MP
Glynis Onley	360 Assurance
Helen Peers	NHIS Staff
Jamie Hare-Dodds	Representing Steve Yemm MP
Cllr Jan Goold	Chair of Nottinghamshire County Council
Jim Aleander	Governor – Nottinghamshire Healthcare
Joseph Connelly	Nottingham Post
Julie Tasker	Trust Member
Mark Jackson	Member of Staff
Paul Devlin	Chair – Nottinghamshire Healthcare
Rebecca Ogden	Nottingham Trent University
Suzy Lawson	NHIS Staff
Sylvia Ogden	Co-Chair for Roundwood Surgery Patient Participation Group (PPG)

Apologies:

Simon Roe	Chief Medical Officer
Manjeet Gill	Non-Executive Director
Richard Cotton	Non-Executive Director
Linda Dales	Appointed Governor
Iain Peel	Public Governor
Pam Kirby	Public Governor
Angie Jackson	Public Governor
Samantha Musson	Staff Governor

Item No.	Item	Action	Date
25/01	**WELCOME**		
1 min	GW opened the Annual General Meeting. The meeting was held in person and was streamed live. This ensured the public were able to access the meeting. The agenda and reports were available on the Trust Website. The public had been asked to submit questions prior to the meeting and were able to submit questions during the meeting via the live Q&A function. It was noted apologies for absence had been received from: Simon Roe, Chief Medical Officer Manjeet Gill, Non-Executive Director Richard Cotton, Non-Executive Director Linda Dales, Appointed Governor Iain Peel, Public Governor Pam Kirby, Public Governor Angie Jackson, Public Governor Samantha Musson, Staff Governor		

25/02	**MINUTES OF THE PREVIOUS MEETING HELD ON 24th SEPTEMBER 2024**		
1 min	Following a review of the minutes of the Annual General Meeting held on 24th September 2024, Members APPROVED the minutes as a true and accurate record.		
25/03	**PRESENTATION: ANNUAL REPORT 2024/2025**		
9 mins	DS advised a copy of the Trust's Annual Summary Report and Annual Report and Accounts are available on the Trust's website. DS reflected on a challenging year for the Trust, expressing thanks and paying tribute to colleagues, staff, volunteers and partners for their continued support. DS outlined the key highlights of the year, including changes to the Board of Directors, the death of Paul Robinson, Chief Executive, opening of the new Discharge Lounge, improvements in skin cancer diagnosis speed, the Trust's pioneering treatment of a patient with a new Parkinson's drug, launch of Martha's Rule, achieving gold accreditation from the Veterans Covenant Healthcare Alliance, one stop clinic for cataract patients, progress on the build of the Community Diagnostics Centre (CDC) and new CT scanner.		
25/04	**PRESENTATION: ANNUAL ACCOUNTS 2024/2025**		
11 mins	RM presented the Annual Accounts for 2024/2025, confirming the accounts were prepared in accordance with the Department of Health and Social Care (DHSC) Group Accounting Manual (GAM) and on a going concern basis. RM advised the outturn against the financial plan was £0.01m surplus for the year on a control total basis. The Board of Directors adopted the accounts on 19th June 2025. RM advised the accounts are made up of four main statements, these being the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity and Statement of Cash Flows, and provided an explanation regarding each of these. RM advised there were two unadjusted differences noted in the external auditor's report and provided details of those.		
25/05	**PRESENTATION: EXTERNAL AUDITOR'S OPINION**		
7 mins	RW outlined the responsibilities of an external auditor and the audit process. In terms of Financial Statements, KPMG issued an unqualified opinion, meaning the accounts for 2024/2025 give a true and fair view of the Trust's performance during the year and of its year-end financial position.		

	In terms of the Annual Report, KPMG confirmed that the Governance Statement had been prepared in line with the Annual Reporting Manual requirements and no significant inconsistencies were identified. In terms of Value for Money, KPMG did not identify any significant weakness with regards to the Trust's arrangements. RW advised the Auditor's Annual Report is available on the Trust's website, alongside the Trust's Annual Report and Accounts.		
25/06	**PRESENTATION: CONSTITUTION CHANGES**		
3 mins	LB outlined the changes which have been made to the Trust's Constitution since the AGM in 2024, advising the need for this change has been driven by the Trust's desire to better engage with its membership and, in the context of the Trust's challenging financial position, for it to be able to conduct future governor elections in a more cost-efficient way. LB advised concerns about the change had been raised by the Trust's governors and outlined the actions taken to mitigate the impact on members. SBS emphasised the requirement for the need to provide a valid email address as an eligibility criterion for Trust membership.		
25/07	**PANEL DISCUSSION – QUESTIONS AND ANSWERS**		
21 mins	GW advised two questions had been received in advance of the meeting and invited further questions to the panel. ***Question 1*** On the NHS League table, SFHFT was rated a 3 out of 4 with, 4 being the worst segment a trust can fall into. What are the main failings that have caused your trust and hospital to fall so low and how quickly will that change? *Response* DS provided context on NHS England's (NHSE's) national oversight framework, advising all NHS acute organisations were placed into league tables based on performance across access to services, patient experience, patient safety, workforce measures and finance. As the Trust has been in receipt of deficit support funding, this automatically places the organisation in Segment 3, regardless of other performance metrics. Without this financial gateway, SFHFT would have been in Segment 2. DS highlighted the fact the Trust is ranked 48th out of 134 acute trusts nationally, is second best in the East Midlands and 10th best of 40 trusts in the Midlands. DS advised the best route to a higher segment rating is to achieve financial balance. RM advised the financial override affected many NHS organisations, with 120 out of 205 having the financial override applied.		

	DS acknowledged ongoing challenges and the need for continued improvement, particularly in relation to finances, emergency pathways, elective and cancer care. Significant progress has been made in relation to infection rates, emergency department (ED) wait times, ambulance handover times and the number of long-wait patients. The Trust is proud of its national staff survey results. ***Question 2*** Your hospital has struggled with overcrowding multiple times over the last year or so, even outside of winter pressures. How are you going about preventing this in the future and is a 19-person Fit2Sit room going to prevent it happening again? *Response* SI acknowledged the problem of crowding in ED, advising the Trust's policy of rapid ambulance offloading does contribute to this issue, but it is important for ambulances to be released to answer callouts as quickly as possible. SI outlined the ongoing work to address overcrowding. SI acknowledged patient experience during discharge is not always optimal and that improvements are required. ***Question 3 – Jim Aleander, Governor for Nottinghamshire Healthcare*** The Private Finance Initiative (PFI) is a significant annualised burden for the Trust over the long term. To what extent does it affect the planning for better facilities, for example, the potential expansion of ED? *Response* RM advised the PFI contract is a long-term arrangement with annualised costs, but it has ensured the hospital estate is maintained to a high standard. RM advised national capital funding is sought for improvements, supplementing the PFI provisions. GW likened the PFI arrangement to renting a property, noting that approval from the provider is required for major works, which can cause delays. GW advised there is ongoing work to streamline the approval process. ***Question 4 – John Dove, Public Governor*** When does the Trust stop paying 'rent'? *Response* RM advised the PFI contract runs until 2043 and the monthly payments cover various elements, including lifecycle costs, facilities management and interest. DS commented on the benefits of the arrangement, such as high-quality facilities and infection control arrangements, but acknowledged the significant cost.		

	Question 5 – Kevin Stewart, Appointed Governor Graham Ward is entering his final period as a leader for the Trust and has done a great job. What is the Trust doing in relation to succession planning for when Graham leaves? *Response* GW advised the process for appointing a new Chair has begun, with regional NHS discussions underway. GW expressed hope for strong interest in the role and a successful transition.		
25/08	**CLOSING STATEMENTS**		
1 min	GW expressed thanks to all Trust staff for their work during some very difficult times. GW thanked the speakers and everyone attending.		
25/09	**DATE AND TIME OF NEXT MEETING**		
	It was CONFIRMED that the next Annual General Meeting would be held on 22nd September 2026 There being no further business the Chair declared the meeting closed at 18:25.		
	Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted. **Graham Ward** **Chair** **Date 13.10.2025**		

Note: These minutes were prepared with the assistance of Copilot.