



Royal Berkshire
NHS Foundation Trust

Membership Committee - 2 July 2025

MEETING
2 July 2025 17:30 BST

PUBLISHED
27 June 2025

Agenda

Location
Seminar Room, Trust Education Centre

Date
2 Jul 2025

Time
17:30 BST

	Item	Owner	Time	Page
1	Apologies for Absence and Declarations of Interest (Verbal)	Richard Havelock		-
2	Member Issues and Feedback (Verbal)	Richard Havelock	17:30	-
3	Minutes for Approval: 11 February 2025 & Matters Arising Schedule	Richard Havelock	17:40	3
4	Membership Update	Natalie Bone	17:45	8
5	Membership Events	Caroline Lynch	17:50	12
6	Preparations for Annual General Meeting	Caroline Lynch	17:55	17
7	Work Plan	Caroline Lynch		21
8	Reflections of the Meeting:	Natalie Bone	18:10	-
8.1	How did you feel during discussions?			-
8.2	How did our thinking move us on?			-
8.3	Do we need to do anything differently?			-
9	Date of Next Meeting: Thursday 2 October 2025 at 17.30pm			-

Membership Committee

Monday 11 February 2025

17.30 – 18.30

Video Conference Call

Present

Mr. Richard Havelock	(Volunteer Governor, Chair)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Dr. Tom Duncan	(Staff Governor, Medical & Dental)
Mr. Benedict Krauze	(Public Governor, Wokingham)
Dr. Sunila Lobo	(Public Governor, Reading) (Lead Governor)
Ms. Maria Norville	(Public Governor, Wokingham)
Mr. Madan Uprety	(Staff Governor, Health Care Assistant/Ancillary)
Ms. Terri Walsh	(Public Governor, Wokingham)
Mr. Paul Williams	(Public Governor, Reading)
Mr. Joshua Wilson	(Staff Governor, Allied Health Professionals/Scientific)

In attendance

Miss. Kerrie Brent	(Corporate Governance Officer)
Mrs. Caroline Lynch	(Trust Secretary)

Apologies

Dr. Paul Jenkins	(Partner Governor, University of Reading)
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There were no declarations of interest

01/25 Minutes for Approval: 21 October 2024 and Matters Arising Schedule

The minutes of the meeting held on 21 October 2024 were approved as a correct record.

The Committee noted the matters arising update. All actions were either included on the agenda or completed.

Minute 28/24: Membership Update: The Trust Secretary provided an overview of the reasons why not all protected characteristics were mandatory requirements to obtain when signing up new members including that there was no legal basis for many protected characteristics to be obtained and this was the same for all trusts. However, the Committee noted that those reported on by the Trust were requirements set by the regulators.

Minute 33/24: Governor Task & Finish Group Terms of Reference: The Trust Secretary confirmed that the revised Terms of Reference had been resubmitted to the Council of Governors scheduled on 26 February 2025.

02/25 Member Issues and Feedback

No issues were raised.

03/25 Membership Update

The Corporate Governance Officer introduced the report and highlighted that the current membership was 10,836; an increase of 17 members compared with figures from October 2024. It was noted that although the report suggested that there had not been an increase in public members, an increase of 8 public members was noted. However, there had been 8 leavers all of whom were deceased that counteracted this. The Committee received the membership analysis and noted that membership remained underrepresented in the under 30 category.

A query was raised in relation to the comparison of membership across acute trusts within Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB). It was agreed that this data would be obtained and provided at the next meeting. However, different trusts had different approaches to membership as some trusts focused on the quantity of membership and some focused on actively engaged membership. As a Trust in recent years a data cleanse had been undertaken to reduce the membership from 15,000 members to ensure that membership was actively engaged. **Action: C Lynch**

The Trust Secretary highlighted that the frequency of the Pulse magazine had been reverted back to quarterly at the request of the Communications team who produced it. The next distribution was scheduled for April 2025 following the arrival of Oke Eleazu joining as Chair of the Trust on 1 April 2025. The Committee noted the governor article schedule. A suggestion was made to consider collaborative articles within BOB ICB. The Trust Secretary and Corporate Governance Officer would consider this within the membership officer's network. However, it was noted that collaborative articles had already been included in previous publications. Governors were asked to make suggestions on topics for inclusion going forward. Two suggestions were made; one related to right to choose and another related to patients being sent to different hospitals for appointments or treatments. These would be suggested to the Communications team. **Action: C Lynch**

04/25 Membership Events

The Corporate Governance Officer introduced the report and highlighted that the Annual General Meeting was scheduled for 17 September 2025 and preparations would begin imminently. Although a venue had not yet been confirmed, due to the positive feedback received from the event in 2024 it would likely be held at the University of Reading. Further details would be circulated to governors and members of the public in July 2025.

The Committee noted the list of agreed membership and recruitment events for 2024/25. Feedback was requested as to prioritisation for 2025/26. The Committee agreed that the next two events for prioritisation would be; a virtual event on Brainomix and an event on DNACPR and End of Life following a recent governor training and development session. **Action: C Lynch**

The Committee discussed membership recruitment events. Governors were asked to send any suggestions or contact details for connections or events in their constituencies to the Corporate Governance Officer for attending events specifically outside of the Reading constituent. Governors were reminded that although the Corporate Governance team facilitated attendance at these events, it was the role of Governors to attend to recruit new members.

The Committee discussed that some events had not received a good uptake in registering members and therefore focus for 2025/26 would be on larger scale events.

Governors were reminded that membership forms and recruitment materials could be obtained from the Corporate Governance Officer.

05/25 Governor Training and Development

The Trust Secretary introduced the report and provided a detailed overview of the training and development sessions that had been held in 2024/25. It was noted that a tour of the Clinical Skills Suite at the University of Reading was scheduled for March 2025 and a date for a tour of the Rapid Response Lab had not yet been agreed. Governors suggested the following training sessions for consideration:

- Chaplaincy
- Adult and Children Safeguarding

Action: C Lynch

The Committee discussed the process of focus groups as part of interview processes. The Trust Secretary confirmed that the role of a focus group was not to interview or decide whether the candidate was appointable or not but to suggest areas for further probing to the interview panel that considered whether the candidate had engaged everyone in the room and had researched the topic of discussion well. It was agreed that ahead of the upcoming Non-Executive Director recruitment process a training session would be scheduled with the Trust Secretary and Organisational Development department to provide further training on this topic. In addition, a pre-meet with the Trust Secretary would be provided at all future recruitment processes.

Action: C Lynch

06/25 Work Plan

The Committee noted the work plan. The Trust Secretary highlighted that, a review of the council of governor's composition was overdue and would be scheduled for 2025/26 following recruiting to establishment within the team.

The Public Governor, Reading, expressed his appreciation and thanks to the Trust Secretary and Corporate Governance Officer for their continued hard work whilst under extreme pressure.

07/25 Date of the Next Meeting

It was agreed that the next meeting would take place on Thursday 3 April 2025 at 17.30.

SIGNED:

DATE:

Membership Committee Matters Arising Schedule

Agenda Item 2

Date	Minute Ref	Subject	Matter Arising	Owner	Update
11 February 2025	03/25	Membership Update	A query was raised in relation to the comparison of membership across acute trusts within Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB). It was agreed that this data would be obtained and provided at the next meeting. However, different trusts had different approaches to membership as some trusts focused on the quantity of membership and some focused on actively engaged membership. As a Trust in recent years a data cleanse had been undertaken to reduce the membership from 15,000 members to ensure that membership was actively engaged.	C Lynch	Completed. Comparison of membership across acute trusts within BOB ICB included in agenda item 4 appendix 3.
11 February 2025	03/25	Membership Update	A suggestion was made to consider collaborative articles within BOB ICB. The Trust Secretary and Corporate Governance Officer would consider this within the membership officer's network. However, it was noted that collaborative articles had already been included in previous publications. Governors were asked to make suggestions on topics for inclusion going forward. Two suggestions were made; one related to right to choose and another related to patients being sent to different hospitals for appointments or treatments. These would be suggested to the Communications team.	C Lynch	Noted. Collaborative articles within BOB ICB considered as previously. An article on 'right to choose' is being developed for the July edition and patients being sent to different hospitals for appointments or treatments would be considered for the October 2025 edition.
11 February 2025	04/25	Membership Events	The Committee agreed that the next two events for prioritisation would be; a virtual event on Brainomix and an event on DNACPR and End of Life following a recent governor training and development session.	C Lynch	In-progress. Webinar scheduled for 13 November 2025 and will focus on Introducing Brainomix into the NHS led by Dr Kirubananthan Nagaratnam.
11 February 2025	05/25	Governor Training and Development	Governors suggested the following training sessions for consideration: <ul style="list-style-type: none"> • Chaplaincy • Adult and Children Safeguarding 	C Lynch	Governor training had been approved by the Committee at its meeting in February 2025. We will need to review the list of training with the Membership Committee again due to various topics being added.

Date	Minute Ref	Subject	Matter Arising	Owner	Update
11 February 2025	05/25	Governor Training and Development	It was agreed that ahead of the upcoming Non-Executive Director recruitment process a training session would be scheduled with the Trust Secretary and Organisational Development department to provide further training on this topic. In addition, a pre-meet with the Trust Secretary would be provided at all future recruitment processes.		Completed. Governor training session held on Monday 7 April 2025.

Title:	Membership Update
Agenda item no:	4
Meeting:	Membership Committee
Date:	2 July 2025
Presented by:	Natalie Bone, Corporate Governance Officer
Prepared by:	Kerrie Brent, Corporate Governance Manager

Purpose of the Report	This report sets out the changes in membership figures since the last Committee meeting. Total membership now stands at 10,936 an increase of 100 members since the last meeting.
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Report History	N/A
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What action is required?	
Assurance	
Information	To note the report
Discussion/input	
Decision/approval	

1 Membership Figures

- 1.1 Current membership is 10,936 that is an increase of 100 members compared with the figures from February 2025.
- 1.2 The Trust currently has;
- (a) 3,625 public members (increase of 5 members)
 - (b) 442 volunteer members (decrease of 35 members)
 - (c) 6,869 staff members (increase of 131 members)
- 1.3 A breakdown of public membership by constituency is provided below.

Public Constituencies	No of Members
East Berkshire and Borders	834
Reading	1044
South Oxfordshire	177
West Berkshire and Borders	588
Wokingham	871
Out of Trust Area	21
Not Specified	90
Total	3,625

2 Membership Representation

- 2.1 Membership remains under represented until we reach the 30+ age groups.
- 2.2 The 60+ age categories remains the highest represented in the public constituencies and the 30- 39 age category the highest represented in the staff group.
- 2.3 The number of public members has decreased by 12 since the last meeting. All of whom were deceased.

3 Pulse Magazine

- 3.1 The Pulse magazine article is distributed on a monthly basis to provide updates from the Trust. The magazine is also circulated to staff and volunteers and available for members to view on the Trust website.
- 3.2 Since the meeting in February 2025, the following edition was circulated to public members.
April 2025 - the edition was sent to 2,135 public members with a valid email address. 44% of recipients opened the magazine link. 4% lower than in the previous edition.
- 3.3 The Pulse magazine is distributed on a quarterly basis to provide updates from the Trust.
- 3.4 The magazine is also circulated to staff and volunteers and available for members to view on the Trust website.
- 3.5 A revised schedule has been created for Governor articles for Pulse Magazine for 2025 in line with the change in distribution inductions.
- 3.6 The next issue is due to be circulated in July 2025.
- 3.7 Since the last meeting, the following other communications were circulated to public members.

May 2025 – Governor Elections; election notifications were sent to 2,126 public members with a valid email address. 48% of recipients opened the link.

June 2025 – Virtual Hospital Services Membership Webinar; notifications were sent to 2,128 public members with a valid email address. 50% of recipients opened the link. Feedback from the event is set out in Agenda item 5, Appendix 1.

4 Conclusion

The Committee is asked to note the update on membership figures.

5 Attachments

- 5.1 The following are attached to this report:

Appendix 1 – Membership figures & analysis

Appendix 2 – Pulse Membership Magazine – Governor article schedule 2025/26

Appendix 3 – BOB ICB Membership Comparison

Appendix 1 – Membership figures & analysis as at 23 June 2025.

	Public	Staff	Volunteers	TOTAL
TOTAL MEMBERSHIP	3,625	6,869	442	10,936
Age				TOTAL
0-16	8	0	0	8
17-21	51	54	75	180
22+	3,323	6,815	367	10,505
Not stated	243	0	0	243
TOTAL	3,625	6,869	442	10,936
Age 22+ breakdown				TOTAL
22-29	90	1057	46	1,193
30-39	318	2172	32	2,522
40-49	454	1606	49	2,109
50-59	563	1365	46	1,974
60-74	1,011	601	131	1,743
75+	887	14	63	964
TOTAL *does not include Not stated or Age 0-21	3,323	6,815	367	10,505
Gender				TOTAL
Unspecified	188	0	0	188
Male	1,552	1,667	136	3,355
Female	1,885	5,202	306	7,393
TOTAL	3,625	6,869	442	10,936
Ethnicity				TOTAL
White - English, Welsh, Scottish, Northern Irish, British	2,687	2,577	132	5,396
White - Irish	35	111	4	150
White - Gypsy or Irish Traveller	1	0	0	1
White - Other	118	570	9	697
Mixed - White and Black Caribbean	18	33	1	52
Mixed - White and Black African	10	32	0	42
Mixed - White and Asian	17	43	0	60
Mixed - Other Mixed	26	57	2	85
Asian or Asian British - Indian	127	712	37	876
Asian or Asian British - Pakistani	66	149	4	219
Asian or Asian British - Bangladeshi	4	31	4	39
Asian or Asian British - Chinese	18	80	4	102
Asian or Asian British - Other Asian	58	668	13	739
Black or Black British - African	81	561	7	649
Black or Black British - Caribbean	26	98	3	127
Black or Black British - Other Black	4	48	3	55
Other Ethnic Group - Arab	61	0	0	61
Other Ethnic Group - Any Other Ethnic Group	27	278	7	312
Not stated	241	821	212	1,274
TOTAL	3,625	6,869	442	10,936

Appendix 2 – Pulse Membership Magazine – Governor article schedule 2025/26

Month	Governor Article
April 2025	Sarah Lupai, Staff Governor, Nursing/Midwifery
July 2025	John Bagshaw, Public Governor, West Berkshire & Borders
October 2025	Terri Walsh, Public Governor, Wokingham
October 2025	Madan Uprety, Staff Governor, HCA/Ancillary
January 2026	Maria Norville, Public Governor, Wokingham

Appendix 3 – BOB ICB Membership Comparison

<p>Royal Berkshire Foundation Trust</p> <ol style="list-style-type: none"> 1. We have been asked by our Governors to review how our overall membership compares to other acute trusts in the BOB ICB. Please could I ask you to provide a figure for your overall membership and breakdown by public, staff and volunteers? 2. In addition, (if possible) could you provide a rough estimate of what percentage of your membership are actively engaged? 	
<p>Berkshire Healthcare Foundation Trust</p>	<ol style="list-style-type: none"> 1) Public: 7,267 Staff: 5,503 Total: 12,770 2) Average Opens- 25.39% Open rate for newsletter sent out April 2025 - 28%
<p>Oxford University Hospitals NHS Foundation Trust</p>	<ol style="list-style-type: none"> 1) Public: 7,500 public members Staff: 15,000 staff members 2) When we send out emails to members, we get around a 50% open rate. When we sent out a message asking if members wanted to take part in the PLACE assessments, we had just over a hundred people respond. We also hold talks around the county and get between 20 and 80 people attend. We are clear when people sign up that they are not obligated to get involved at all and can just receive the monthly e-bulletin.
<p>Frimley Health NHS Foundation Trust</p>	<ol style="list-style-type: none"> 1) Overall membership is 28,209 Staff 12,787 Public 15,422 850 volunteers, of which most are members, lots are from recruitment events for 16–18-year-olds. 2) We have a click open rate of 52% which is excellent engagement.

Title:	Membership Events
Agenda item no:	5
Meeting:	Membership Committee
Date:	2 July 2025
Presented by:	Caroline Lynch, Trust Secretary
Prepared by:	Natalie Bone, Corporate Governance Officer

Purpose of the Report	To provide an update on Membership events for 2025/26.
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Report History	n/a
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What action is required?	
Assurance	
Information	To note the report
Discussion/input	
Decision/approval	

1 Virtual Hospital Service Webinar – 16 June 2025

- 1.1 A webinar was held on 16 June 2025 on the Virtual Hospital Service. Members had the opportunity to listen to an interesting and interactive talk about the newer advances in the delivery of care. This event was attended by circa 40 people including members, staff, governors and members of the public. This was an increase on the previous webinar on Pain Management.
- 1.2 Attendees stated that the event was very informative and useful. However, the team acknowledged that there had been some connection issues that led to difficulty interpreting the presentation slides as well as sound issues. This feedback has been passed onto the presenters.
- 1.3 Of note circa 22% of people who had signed up to attend the event did not attend. The team are reviewing the use of a booking system for future events.
- 1.4 The event was recorded with the intention of making this available on the Trust website. However, following the event the Virtual Hospital Services (VHS) team contacted the Data Protection Officer (DPO) to raise their concerns that a question raised during the webinar related directly to a complaint and subsequent investigation. Therefore, it was deemed inappropriate to publicise the recording as this could result in the patient being identifiable. However, the presentation itself and question and answer document would be made available upon request. In addition, the VHS team reported that they were adversely affected by this question being raised in a public setting.
- 1.5 Feedback from attendees has been analysed and can be found in appendix 1.

2 Other Events

- 2.1 The next webinar is planned for 13 November 2025 and will focus on Introducing Brainomix into the NHS led by Dr Kirubananthan Nagaratnam. Further details of this event will be publicised in the Summer Pulse magazine and communicated to members in September 2025.

2.2 Proposed Events in 2024/25

The list of remaining events for 2024/25 are below as agreed at the meeting in February 2025.

Agreed list of events for 2024/25	Annual General Meeting (Hybrid) (regulatory)
	Introducing Brainomix into the NHS (Face to Face)
	NHS Manage and Prevent: Diabetes (Virtual)
	Surgical Robots (Face to Face) Maternity (Virtual)
	Autism Awareness (Virtual)
	Virtual Wards (Face to Face)

Agreed list of membership recruitment events for 2024/25	Reading PRIDE
	Reading College Career's Fair
	Speech and Language Therapy Fair, UoR
	Introduction to Medicine Day, RBFT
	Walk for Wards
	Reading Half Marathon Volunteering
	South Reading Community Hub

3 Conclusion

3.1 The Committee is asked to **NOTE** the report

4 Attachments

4.1 Appendix 1: Virtual Hospital Services Feedback Analysis

Agenda Item 5 - Appendix 1

Virtual Hospital Webinar – Feedback Analysis

The feedback form was circulated to 42 people. Of which 14 responses were received and the analysis is provided as below:

1. Was this your first time attending one of our events?

Category	Response
Yes	71%
No	29%

2. What did you like most about the event?

- The inventiveness and sheer hard work to achieve a different and effective way of achieving better, faster & improved outcomes for patients
- The very clear description of the service and the specific case studies showcased.
- That staff are clearly enjoying leading the service and are committed
- Very informative
- Lots of information given
- Gave awareness of initiatives that the Hospital is perusing and will help patients

3. Overall, how satisfied were you with the event?

Category	Response
Extremely Satisfied	21%
Very Satisfied	71%
Somewhat Satisfied	7%
Not so Satisfied	0
Not at all Satisfied	0

Analysis – Overall of the attendees that responded they were very satisfied with the event.

4. How did you find the length of the event?

Category	Response
Too long	0
Too short	8%
It was the perfect length	92%

Analysis – Overall, of the attendees that responded found the event to be the perfect length.

5. How informative did you find the presentation?

Category	Response
Very informative	64%
Informative	29%
Not very informative	0
Other	7%

Analysis - The majority of attendees that responded found the webinar to be very informative.

6. Did you have any difficulties accessing the webinar?

Analysis – All of the attendees were able to access the Webinar without difficulty.

7. Where do you live?

Reading	Newbury	South Oxfordshire	Wokingham	East Berkshire
11	1	0	2	0

Analysis - The majority of attendees are from the Reading area.

8. Are you a member of the public, staff or governor?

Category	Response
Staff	7%
Public	71%
Governor	21%

Analysis - The majority of attendees that responded were members of the public.

9. Will you join us again when we have another event?

Category	Response
Yes	100%
No	0

Analysis – The majority people who responded suggested improvements related to the content provided in presentations.

10. Where did you hear about this meeting?

- Email
- Communication via the Foundation Trust email
- Received an official invitation
- Trust Secretary
- Email from the Governors

11. How could we improve future webinar events?

- Allow for longer Q&A
- Sound improvements
- Speed of slide show could have been slower
- Echo from the presenters room

12. Do you have any feedback for us?

- Ensure all presenters are ready to present on time
- No feedback other than, Amazing event
- Great event, very much appreciated and valued
- Grateful for the opportunity to experience this process
- Some of the presenters appeared inexperienced, the more they practice the more professional this will be
- Appreciate the time given from very busy staff

Royal Berkshire NHS Foundation Trust

Membership Committee

Title: Preparations for Annual General Meeting 2025

Date: 2 July 2025

Lead: Caroline Lynch, Trust Secretary

Author: Natalie Bone, Corporate Governance Officer

Purpose: This report provides an update on preparations for the 2025 Annual General Meeting (AGM).

Key Points:

- The AGM will take place at 17.00 in Lecture Theatre 2, Trust Education Centre and there will be showcasing stands between 15.30 -17.00.

Decision required: The Committee is asked to note the report.

1 Annual General Meeting 2025

- 1.1 This year's AGM is scheduled to take place at the Trust Education Centre on Wednesday 17 July 2025 at 17.00.
- 1.2 The Trust has decided that due to the on-going financial challenges the event will be held at the Reading site in order to reduce the costs of the event.
- 1.3 The Trust Secretary will be co-ordinating presentations for the day and will meet with the Lead Governor to co-ordinate her presentation. A rehearsal for all speakers will be scheduled ahead of the event.
- 1.4 The meeting will be held in a hybrid format and a recording of the AGM will be made available via the Trust website.
- 1.5 A member of the Communications team will also be taking photographs on the day.
- 1.6 The AGM will be advertised via the following methods:
 - The poster for the event will be circulated to local libraries and GPs, displayed throughout the Trust and provided electronically to governors for circulation to their contacts.
 - Trust Website
 - Workvivo
 - To members via the membership database
 - Social media including Twitter and Facebook and LinkedIn
 - Local Media

- 1.7 Members will be sent an email to confirm the final arrangements of the evening in early August.

2 Planning

- 2.1 The AGM is a Council of Governor event.
- 2.2 Governors are asked to make suggestions as to the topics of stands they would like the Corporate Governance to approach for the AGM.
- 2.3 Governors are asked to consider what other information they would like available for the Governor stand.
- 2.4 Governors are asked to nominate themselves for the following duties:
 - Laminating and distribution of posters across the Trust
 - Distribution of posters to local GP surgeries and centres
 - Distribution of electronic posters to constituencies
 - Individuals to 'man the stand' at the AGM
 - Arrive at 3.30pm to set help organise tables and set up the event
 - Guide attendees at entrances/exits to the AGM
 - Recruitment of members at the AGM
- 2.5 Due to the on-going financial challenges and a recent change to Trust policy posters will need to be printed in black and white to limit costs.
- 2.6 The speakers for the AGM will be situated at the front of the lecture theatre and format will follow as below:
 - Welcome from the Chair
 - Improving Together, Chief Executive
 - Financial results of the Trust, Interim Chief Finance Officer
 - Reflection from Lead Governor
 - A Question and Answer session, Chair

3 Conclusion and Next Steps

- 3.1 The Committee is asked to note the report.

4 Attachments

Appendix 1 - Annual General Meeting Agenda

Appendix 2 – Draft Poster

Annual General Meeting

Wednesday 17 September 2025

5.30pm – 7.00pm

Lecture Theatre Two, Trust Education Centre, Royal Berkshire Hospital, RG1 5AN

Item	Lead	Time
1. Welcome and Introductions	Oke Eleazu, Chair	5.30 – 5.40
2. Chief Executive: Improving Together Annual Report 2024/25	Steve McManus, Chief Executive	5.40 – 5.55
3. Financial Results for the Trust Year End March 2025	Helen Troalen, Interim Chief Finance Officer	5.55 – 6.10
4. Lead Governor's Report	Sunila Lobo, Lead Governor, Council of Governors	6.10 – 6.25
5. Questions	Oke Eleazu, Chair	6.25 – 6.55
6. Close	Oke Eleazu, Chair	6.55 – 7.00



Royal Berkshire NHS Foundation Trust

Royal Berkshire
NHS Foundation Trust

ANNUAL GENERAL MEETING

SEPTEMBER including showcasing stands

17

TH
2025
5PM

DOORS
OPEN
3.30PM

Trust Education Centre
Royal Berkshire Hospital
Reading, RG2 5AN

or join online  zoom

For more information on how to register to attend or
to submit questions visit

www.royalberkshire.nhs.uk/openmeetings
foundation.trust@royalberkshire.nhs.uk



Governors Membership Committee Work Plan 2025

Item	Lead	Freq	Feb-25	Apr-25	Jul-25	Oct-25
Minutes from previous meeting/ Matters Arising Schedule	RH	Every				
Membership Strategy Review	CL	Annually				
Membership Committee Terms of Reference	CL	Annually				
Membership Update	KB	Every				
Membership Events	KB	Every				
Preparations for Annual General Meeting	CL	2 x year				
Membership Survey	CL	By Exception				
Training & Development	CL	2 x year				
Council of Governors Objectives Review	CL	Annually				
Council of Governors Composition	CL	Annually				
Membership Recruitment Plan	NN	2 x year				
Work Plan	CL	Every				