

## KINGSTON HOSPITAL NHS FOUNDATION TRUST - COUNCIL OF GOVERNORS

Action log: 21<sup>st</sup> January 2020

Minute ref.	Paper/Agenda Item	Meeting date	Action	Accountable person	Date Due	Progress/Comments	RAG
9.4	Membership Recruitment and Engagement Committee	18.07.19	Develop an easy read version of the membership recruitment leaflet.	Membership Recruitment and Engagement Committee	31.03.20		
5.2	Chairman's Report	16.10.19	Further discussion on Integrated Care Systems to be added to work plan	Director of Corporate Governance	21.01.20		
7.7	Site Development Progress Report	16.10.19	Report back to next meeting on relocation of garden area by Esher Wing.	Chief Executive	21.01.20	See Chief Executive's report	
7.7	Site Development Progress Report	16.10.19	Circulate presentation to governors after the meeting, together with latest glossary of acronyms.	Director of Corporate Governance			
10.1	Quality Scrutiny Committee Report	16.10.19	Review timing of Governor Desks to maximise opportunity to gather feedback; rename Governor Desks to give a more accurate picture of what these involve.	Director of Corporate Governance	21.01.20	Now to be called 'Governor Engagement'.	
11.4	Membership Recruitment and Engagement Committee	16.10.19	Bear in mind, with regard to events attended, governors' responsibility to recruit new members.	All Governors	Ongoing		
16	Questions from the public	16.10.19	Invite member of the public asking question about patient experience for children on the autistic spectrum to work with the Hospital on improvements.	Director of Corporate Governance	21.01.20		

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17.1	AOB	16.10.19	Provide further details by email outside the meeting to the Council of Governors on relocation of the Bereavement Office.	Director of Corporate Governance	21.01.20		
17.2	AOB	16.10.19	Provide a date for Social Media training for the Council of Governors and NEDs.	Head of Communications	21.01.20		

Key	
	Completed
	On Track
	Some slippage
	Serious issue