

Peninsula Foundation School Committee Minutes

Date Thursday 19th September 2025 09:30 – 12:00

via MS Teams

Present:			Apologies:		
Angela Cottrell	AC	Foundation School Director, Peninsula Foundation School	Lizzie O'Brien		F1 Education Fellow
Suzanne Maddock	SM	Foundation School Manager Peninsula Foundation School	Hannah Stewart		Joint Foundation Programme Director FY2
Bill Wylie	BW	Lay Representative	Celice McDermott		DME Cornwall Partnership Trust
Emma Hartsilver	EH	Joint Training Programme Director F1 RDUH-East	Clare Van-Hamel		Deputy Dean SW Foundation Schools
Hannah Richardson	HR	Education Programme Officer Peninsula Foundation School	Sam Mayer		Head of Medical Education Torbay
Amanda Turner	AT	Foundation Programme Coordinator Torbay	Fionn Bellis		Foundation Programme Director RDUH - WEST
Matthew Metherell	MM	Foundation Programme Administrator Cornwall	Nicola Dommett		Foundation Programme Administrator Torbay
Caroline Rawlings	CR	Medical Education Manager RDUH - WEST	Trudy Eddy		Senior Manager of Medical Education - Cornwall
Helen Darke	HD	Foundation Programme Coordinator RDUH - East	Sarah Ansell		Primary & Community Care Workforce Dean
Rachel Todd	RT	Foundation Programme Director F2 Cornwall	Sam Bosence		Foundation Programme Director FY2 RDUH - WEST
Rachel Garlick	RG	Medical Education Manager UHP	Annette Rickard		Director of Medical Education Plymouth
Holly Graham	HG	F2 Sustainability Fellow	Charlotte Drewett		F2 Education Fellow
Tanmayee Rajguru	TR	Foundation Programme Coordinator UHP	Nina Bossa		Medical Education Manager RDUH - East
Rachel Saunders	RS	Foundation Programme Director F1 Torbay	Nicola Latham		Foundation Programme Administrator Plymouth
Matthew Hill	MH	Senior Programme Manager Dental/Foundation			
Anna Longdon	AL	Foundation Programme Director Cornwall F1			
Gurucharan Dua	GD	Foundation Programme Director Torbay F2			
Neil Walker	NW	Training Programme Director RDUH - East			
Jack Stacey	JS	F1 Leadership Fellow			
Laura Bennett	LB	Foundation Lead for Psychiatry			
Joanna Lacey	JL	Foundation Programme Coordinator RDUH - West			
Mike Forster	MF	Foundation Programme Director UHP			

Aya Hammad	AH	F1 Sustainability Fellow	
Caroline Evans	CE	Joint Training Programme Director F1 RDUH - East	

1. Welcome and introductions

2. Psychiatry update

Update from Laura Bennett (Foundation Lead for Psychiatry) - reported good recent NETS feedback. A Balint group has been established for the foundation doctors, and LB is conducting a literature review on dyslexia to support dyslexic colleagues within the Foundation Programme, asked for any links or contacts to support with any research into this to contact LB directly. AC noted a psychiatry/foundation meeting should be arranged for future collaboration/support. SM/HR to arrange.

3. Previous minutes

Previous minutes agreed. AC thanked all in attendance for facilitating the large number of extensions in the summer and for the hard work over the last few months.

4. ARCP debrief

Thank you all for ARCP work and how they were conducted.

Difficult to keep to ARCP timelines due to all of the out of sync doctors and extensions, so thank you for all the work put in, really appreciated.

AC concluded that there are 82 extensions required so far for next August and that placements need to be found. Main aim this year is to be as prepared as possible. Potential to identify early the F1s starting in August 2026 and look at job sharing those needing extensions with them. TPDs to escalate the number of extensions needed as soon as possible to the relevant contacts within their Trusts for future planning.

Confirmed 82 will be planned extensions (roughly 13% of cohort), however there will also be extensions from training difficulties.

NW raised the issue with FP Doctors having the option of 60, 70, 80% causing issues as the posts cannot easily be shared. Difficult situation as everyone has the right to request less than full time. How will trusts accommodate the extra funding for the continuing rise of LTFT Doctors. BW noted it is not specific to Foundation Schools, this issue is happening across all specialities and should maybe be escalated formally. MF noted the same issues as NW and asked whether there is any money in the Deanery for Trusts to accommodate LTFT. AC confirmed no money. RT noted LTFT highest in Cornwall alongside ARCPs being done essentially monthly which proves very challenging for Trusts to keep on top of this and envisaging it will only get harder for Cornwall and for all other Trusts as well.

EH suggested a monthly regional ARCP panel, shared between Trusts so less burden on TPDs. A: SM/HR/AC For further investigation/discussion.

SM reminded all ARCPS must be conducted according to the gold guide and operate within the timelines, 6 weeks' notice of portfolio closure etc. Agreed regional ARCP panels could be a good move and to be looked in to

AL suggested a national LTFT ARCP checklist so that LTFT and out of sync doctors know what and when they need to do things. SM suggested the Peninsula website can be updated to support LTFT out of sync Doctors so they know to ignore the main portfolio closure date. SM noted that there could not be a LTFT checklist but more that clarification is needed that that checklist should cover the LTFT WTE year.

A: SM to update ARCP guidance to incorporate guidance for LTFT Foundation Doctors

5. Foundation Fellows

AC welcomed foundation fellows to the meeting. Mirroring fellow model from Severn which was very successful so hoping out representation will be as good, with named people across different areas. Great to have representation from all trusts across with the new fellows.

HG raised she attended the resident doctor committee which was attended by representatives across all specialities including Foundation, however concerns raised that all involved weren't invited/aware of the committee. This was the first meeting and work is still ongoing to get the correct people invited.

JS raised that ranking numbers were given out last year by the UKFPO however this year no-one was given their numbers, however under GDPR Doctors are allowed to know their rank number so have been emailing in directly and individually. JS raised the huge admin burden from this miscommunication and would have been easier/clearer to have this information distributed fairly. A: SM to liaise with the UKFPO on reasonings and solution behind this.

6. Foundation School Directors' Update

Curriculum revisions:

1. Patient safety – doctors are already very good at reflecting on medical errors and other areas of patient safety. However, TPDs/ES's are advised to encourage foundation doctors to make it explicit that patient safety aspects of SLES should be reported and submitted

2. Sustainability – more frequently being incorporated into normal healthcare practice, QI projects in sustainability are appearing more and it is expected all FDs should have evidence of sustainability within their portfolio, again during the normal course of SLEs/Summary Narrative incorporating any sustainability aspects.

RT raised some of her FDs are asking for study leave for sustainability conferences, asking if this is to be part of the portfolio in future, does it have to be taken as study leave? AC asked can it be incorporated into the local teaching programme, as the last option would be approving funding for an external course for foundation year 1 doctors as there is no study leave budget.

HG asked for an example of how to link sustainability into the portfolio. AC recommended reflections in day to day practice, e.g. minimising f2f outpatient appointments and minimising waste on the wards. Using SLEs and attending Maxcourse teaching and local teaching.

3.Children and young people – all foundation doctors will have experience of seeing children or young people despite their discipline, and a reminder for this to be incorporated into their portfolio to explicitly state their involvement with children and young people should they have the opportunity.

PSA AC reminded those present of the new resources on UKFPO website and the Plymouth workshop prior to the first PSA date. Reminders and comms will be sent from the Peninsula Foundation School regarding this also.

UK Foundation Doctors Presentation Day – AC reported currently the Peninsula historically has the fewest entries. AC raised this presentation day is a really good opportunity for foundation doctors to submit their research and present at a national conference, really good experience - please remind your doctors of this and disseminate the poster; attached with these minutes.

Senior Fellow -AC reported the school has had a successful bid on the role of foundation senior fellow. This role would be on secondment with the South West Foundation Schools, consisting of 2 PAs per week, to improve and develop community placements. Advert will go out later this year. If you know of any individual who would be interested in this post to let us know.

Doctors in Difficulty form – discussions through PSTAG and ROAG of DiD, and the new form will accompany the meeting notes. These are to be used to present these cases so we can hold a record for the TPDs and to have a structured way of discussing the issues. BW confirmed the form and discussions should be remain anonymous and confidential. No names or genders are ever discussed at the meetings.

7. Foundation School Update

Recruitment round is starting for next year, applications opening 24th September for 2 weeks. Local medical school applicant numbers nominated the same as 2024 and a total of 310 F1 programmes in the Peninsula for 2026. (294 FP, 8 SFP (Research Academic), 8 FPP (Medical Education/L & M)). SFP recruitment is the same as last year, pathway 1 is local medical school recruitment and the remaining 5 x SFP jobs will go into the main national recruitment via the PIA allocation.

Groups introduced in the Peninsula for 2026. Doctors will know their trust location at group allocation stage instead of programme allocation stage, meaning onboarding can start earlier as names will be released earlier apart from those allocated to the SFP Group or to any Placeholder Group (in the event of national oversubscription of the FP)

SM thanked everyone for the tight turnaround of the programme reviews, meaning we have managed to reduce the split programmes across the Peninsula to 13. This is in the aim to improve doctors lives in conjunction with the new NHS/DHSC 10 point plan, as both local and national feedback have said residents do not want to change trust location mid-way through their foundation training.

In the likely event of oversubscription, the Placeholder process to be conducted the same as last year.

Website has been updated in accordance with the new groups' process. Linked applicant policy has been updated on the website too due to new groups process. Linked applicants will only have their links maintained to group allocation. We have made this as clear as possible though the new policy.

SFP – plea to trusts for up-to-date job descriptions as queries are increasing surrounding this and JDs should be publicised for incoming foundation doctors to view.

F2 career destination survey – we compiled a local survey ahead of the national survey (slides attached). Our results show around 50% of F2s did not apply for a specialty training post. NW raised maybe career advice should start earlier to support their decisions. AC suggested after F1 ARCP, more focus is put on careers and forward career planning. All in agreement this would be a good timeline. National Career destination Survey data will be available very soon.

End of post surveys - confirmed by trusts that end of post feedback is used for quality panels. The former way of conducting these surveys has been removed so going forwards we will have to use MS Forms. Doctor will provide GMC number to ensure no duplication, survey will still be anonymous and we will look to present this in a formal and user friendly way. All in agreement of the new process to conduct and present end of post surveys.

ES Feedback survey - new format proposed using MS Forms and draft document presented. Trusts will receive a spreadsheet summary, and the ES's will receive their feedback letter directly by email. Any negative feedback will be removed and reviewed separately by DME/FPDS to safeguard the anonymity of the responder. All in agreement to adopt this new process.

8. A.O.B.

NW raised he is trying to encourage F2s to career development and getting more category 3 leave. AC to forward on email following discussion from CVH with decision on category 3 leave. SM and AC have simplified study leave guidance specific to foundation training which will be circulated. To be distributed once confirmed.

AC closed the meeting by thanking everyone in attendance for their hard work and for the attendance to the meeting and see you in November.

9. Future meetings

Monday November 10th 2025 Timings TBC. FPD drop in session currently scheduled for the same day. AC will contact FPDS to move the drop in session.

Thursday February 5th 2026 – Joint SW Foundation Schools All day – face to face in South West House, Taunton. Due to budget restraints no catering will be provided all will be asked to bring packed lunch.

Actions for Review:

Agenda Item	FSC Member	Action	By When
2	AC/HR	Joint Foundation & Psychiatry meeting to be arranged	End of 2025
	HR	NFDPD poster to be shared with minute	
4	AC/SM/HR	Look into possibility of regional ARCP panels for out of synch ARCPs	Report back in Nov 2025
4	SM	Update ARCP guidance to include some specific guidance for out of synch/LTFT doctors	Report back in Nov 2025
5	SM	Contact UKFPO to seek clarification of why PIA rankings were not sent out to applicants last year after the process was concluded	ASAP
7	Trusts with SFP/FPP academic jobs	If not already done so forward updated job descriptions for SFP research jobs and also for the FPP medical Education/Leadership & Management jobs	24 th September 2025