



Association of Child Death Review Professionals (ACDRP)

Minutes of the Annual General Meeting (AGM)

Date: Thursday 20 November 2025

ACDRP - AGM 2025

1. Welcome and Record of Attendance

Members were invited to register their attendance by scanning the QR code provided.

Attendance list Appendix 1a

2. Minutes of the Previous AGM

Members were reminded that the minutes of the previous AGM are available on the NHS Futures page.
No comments or amendments – witnessed by Suzi Armitage and Amanda Lunn

3. Chair's Report 2025

The Chair presented the annual report, including the organisation's vision, mission, achievements, and future goals.

Vision

Learning for every child death, preventing future loss and supporting families.

Mission

To reduce child deaths by transforming learning into action, ensuring every child's life is valued, every family's voice is heard, and every professional is empowered to make a difference.

Key Achievements in 2025

- Development of updated vision and mission; modernisation and streamlining of work.
- Another fully booked annual conference.
- Delivery of the first RCPCH "How to manage after a child dies" course, with overwhelmingly positive feedback and more courses planned.
- Influence on NHS England to maintain Child Death Review (CDR) as an Integrated Care Board (ICB) function.
- Continued collaboration with the National Police Chiefs' Council child homicide working group.
- Continued partnership with the RCPCH, including an ACDRP session at the annual RCPCH conference.
- Progress in planning democratic and accountable elections.

Future Aspirations

- Obtaining charitable status.
- Developing e-learning modules for CDR.



- Taking a leading role in revising CDR and JAR statutory guidance.

Acknowledgements

The Chair thanked:

- The ACDRP Executive Committee
- Partners in Paediatrics
- All members

Jo Garstang (JG) Report

JG noted that the Association has had a very successful year and has made significant progress in promoting Child Death Review (CDR) and raising standards.

It was reported that the Association now has 260 registered members, emphasising the value of its multi-agency, multi-professional membership, which reflects the diversity of individuals involved in CDR.

JG highlighted that last year's conference was fully booked and that attendees had to be turned away. This year, securing a larger venue enabled over 200 delegates to attend each day.

It was stated that substantial work has been undertaken to improve recognition of Child Death Review within mainstream paediatric healthcare. JG confirmed that the ACDRP is now officially recognised as a Special Interest Group affiliated with the Royal College of Paediatrics and Child Health (RCPCH). This affiliation allows the Association to be represented on the Royal College Specialty Board. As a result, the Association has been able to influence paediatric training and statutory processes following child deaths, and knowledge of CDR will soon be included in the paediatric curriculum.

JG reported that the Association plans to develop a series of CDR training courses for paediatricians and other professionals. A pilot course, jointly delivered with RCPCH, is scheduled for early next year.

It was also confirmed that the Association continues to work closely with the National Child Mortality Database, with both organisations supporting each other to ensure high-quality reviews and accurate data collection.

Finally, JG thanked all members for supporting the conference and for their continued work supporting families and reviewing deaths.

4. Elections and Resolutions

Call for Self-Nominations – Executive Committee

Members were informed that the following roles were open for re-election:

- Chair
- Deputy Chair
- Ambulance Representative



- Designated Doctor for Child Death

Nomination Process

Members may self-nominate by:

- Completing the online application form via QR code
- Indicating the role(s) they wish to stand for
- Submitting a 250-word statement outlining experience and motivation

Candidate statements will be shared in PDF format with eligible voting members prior to elections.

5. Finance Summary (Year 2024–2025)

The Treasurer presented the financial overview.

24-25	Totals
Opening Balance	£30'626.91
Income Total	£47'324.08
Expenditure Total	£36'817.74
Closing Balance	£42'229.38

Income

- Delegate Fees: **£47,324.08**

Expenditure

- Conference Venue Costs: **£25,167.36**
- Away Day Venue Costs: **£1,833.81**
- Legal Fees: **£4,960.80**
- PiP Support: **£4,855.77**

Financial Report – Treasurer Sarah Steel (SS)

SS provided an overview of the Association's financial position. At the end of the financial year in March 2025, the Association remained in a healthy position with a positive balance of **£42,229.38**. Income continues to be generated solely through delegate fees, as the Association does not charge a membership fee and remains committed to keeping membership free.

It was noted that, as discussed at last year's AGM, the Association had considered how any surplus profit should be used.

The main expenditure during the last financial year related to the annual conference, with venue hire representing the most significant cost. The committee meets face-to-face in early summer each year to plan priorities and preparations for the upcoming conference.

Additional expenditure included legal fees associated with establishing the Association as a *Private Company Limited by Guarantee and not having a share capital*, confirming its status as a non-profit structure in which profits are reinvested back into the organisation. The company is owned by its members. The accounts for



2023–24 have been filed, and the accounts for 2024–25 are due to be filed by the Association’s accountant, James Dear.

PiP continues to provide operational support to the Association, and it was noted that the organisation would not function effectively without this assistance. Conference organisation is particularly supported by Amanda and Zureena.

Previously, all income had been processed through Birmingham Community Services, which meant that the organisation was not liable for tax during 2023–24. However, following last year’s AGM, the Association opened its own bank account, and all finances are now managed directly. As a result, the Association will be liable to pay tax despite its non-profit status, as it is not currently registered as a charity.

The Association is considering whether to transition to a *Charitable Incorporated Organisation* (CIO), which would exempt it from paying tax on most income and gains. This matter was first raised at last year’s AGM.

It was confirmed that income from delegate fees will continue to be used to fund future conferences. This approach enabled a reduction in delegate costs this year, while ensuring the Association retains sufficient funds to run the event.

6. Membership Update

The network currently holds **260 registered members** (as of November 2025).

7. Any Other Business (AOB)

General matters were invited from members.

Issue raised by Sarah Steel regarding the lack of Paediatric Pathologists nationally – this remains as a concern for ACDRP members.

8. Close of Meeting

The Chair thanked all attendees for their ongoing commitment and participation.