

PHYSIO FIRST

AGENDA FOR THE 73rd ANNUAL GENERAL MEETING (AGM)

Date: Thursday, 23 April 2026

Time: 17:00 hrs

Location: Online via Zoom

Please note: This meeting will be recorded solely to ensure accurate preparation of the minutes.

1. Apologies for Absence

2. Confirmation of permission for named non-members to attend

Confirmation of permission for Donna Partoon (Operational Lead) and Jacqui Webb (Treasurer) to attend the AGM in accordance with the Constitution.

3. Approval of Minutes

Approval of the minutes from the 72nd AGM, held via Zoom.

4. Matters Arising from the Previous AGM Minutes

Matters arising not otherwise covered on the agenda.

5. Chair's Report

Presented by Katie Knapton, Chair.

6. Treasurer's Report

Presented by Jacqui Webb, Honorary Treasurer.

7. Appointment of Auditors

To approve the appointment of auditors for the forthcoming year.

Proposed Auditor:

Hawsons Chartered Accountants

Jubilee House, 32 Duncan Close

Moulton Park, Northamptonshire NN3 6WL

Tel: 01604 645600

8. Amendments to the Constitution (Version April 2026)

Members are asked to consider and vote on the following proposed amendments to the Constitution of Physio First.

In line with AGM procedure, questions relating to the proposed motions must be submitted in advance of the AGM. No questions will be taken on the motions during the meeting itself.

Motion 1 – Introduction of Clinic Membership

Proposed motion

That the Constitution of Physio First be amended to introduce a new category of membership titled **Clinic Membership**, together with any consequential amendments required within Section 4 (Membership).

Explanation

This amendment introduces **Clinic Membership** as a formal membership category, recognising clinics as organised entities within the membership structure of Physio First.

The current Constitution provides for individual membership categories but does not explicitly recognise clinic-based membership arrangements. This amendment introduces a clear constitutional category for Clinic Membership while retaining existing individual membership categories.

The introduction of Clinic Membership does not, of itself, alter voting rights or governance arrangements, which continue to be defined by individual membership status.

Motion 2 – Closure of Affiliate Membership to new applicants

Proposed motion

That the Constitution of Physio First be amended to provide that **Affiliate Membership is closed to new applicants**, with effect from the adoption of this amendment, and that **no new Affiliate Members may be admitted** following that date.

This amendment does **not** affect the status, rights, or conditions of **existing Affiliate Members**, whose membership shall continue in accordance with the Constitution.

Explanation

The introduction of **Clinic Membership** provides an appropriate and clearer route for individuals who would previously have applied for Affiliate Membership.

This amendment closes Affiliate Membership to **future applicants only**. It does **not** remove the Affiliate Membership category from the Constitution and does **not** affect any existing Affiliate Members.

There is no change to voting rights, governance eligibility, or member representation as a result of this amendment.

Motion 3 – Clinic Lead eligibility and voting rights

Proposed motion

That the Constitution be amended to confirm that each **Clinic Membership** must be headed by a **Clinic Lead** who:

- is an HCPC-registered physiotherapist
- qualifies for and holds **Full Membership** of Physio First

- may be self-employed or employed

and that the Clinic Lead shall be entitled to attend and exercise the voting rights attached to that membership on behalf of the clinic.

Explanation

This amendment clarifies where accountability, representation, and voting rights sit within Clinic Membership.

It confirms that every Clinic Membership must be led by an HCPC-registered physiotherapist who holds Full Membership in their own right, and that voting rights arise from **Full Membership**, not from Clinic Membership itself.

This clarification ensures that governance responsibility remains with appropriately qualified physiotherapists, regardless of employment arrangements, and does not create any new voting category.

Motion 4 – Inclusion of non-physiotherapists within Clinic Membership

Proposed motion

That the Constitution be amended to permit **non-physiotherapists** to be included within a **Clinic Membership** as **Clinic Members**, provided that:

- Clinic Members do not hold voting rights
- Clinic Members do not acquire individual membership status or governance rights

and that overall governance, voting, and representation of the Organisation remain vested in eligible physiotherapist members.

Explanation

This amendment allows clinics to include non-physiotherapist staff within a Clinic Membership for recognition and participation purposes only.

Non-physiotherapist Clinic Members do not hold voting rights, do not become individual members of Physio First, and do not affect governance or representation.

Accountability, voting, and constitutional control remain solely with eligible physiotherapist members, in line with existing constitutional principles.

Motion 5 – Removal of CSP-only eligibility wording and alignment of governance clauses

Proposed motion

That the Constitution of Physio First be amended to remove requirements that Full and Affiliated members, and voting members of the Organisation’s governance committees, must be members of the Chartered Society of Physiotherapy or described as “Chartered Physiotherapists”, and to confirm that eligibility for membership and governance is based on registration with the **Health and Care Professions Council (HCPC)** as a physiotherapist.

This amendment includes consequential changes to governance provisions, including clause **6.12** and Section **8 (Cessation)**, to ensure alignment with the 30% non-CSP membership limit previously approved by members.

Explanation

At the 2025 AGM, members approved a constitutional amendment permitting up to 30% of Physio First members to be physiotherapists who are not members of the Chartered Society of Physiotherapy, in line with CSP Professional Network rules.

A review of the Constitution has identified that several sections, including governance provisions, continue to refer to “Chartered Physiotherapists” or CSP membership, creating inconsistency with that decision.

This amendment removes those outdated references and confirms that eligibility for Full and Affiliated membership, and eligibility to serve within the Organisation’s governance structures, is based on **HCPC registration as a physiotherapist**.

This amendment does not change the approved 30% non-CSP membership limit, does not alter voting rights, and ensures the Constitution accurately reflects the membership and governance framework already agreed by members.

Motion 6 – Executive Committee structure and roles

Proposed motion

That the Constitution be amended to revise the structure and titles of Executive Committee roles as follows:

- to merge the roles of **Honorary Membership Officer** and **Honorary Communications Officer** into a single role titled **Honorary Membership and Communications Officer**
- to retitle the **Honorary Community Representative Lead** as **Honorary Community Representative Officer**, for consistency with other Executive Officer roles
- to introduce a new Executive role titled **Honorary Professional Development Officer**

and to make any consequential amendments required to Section 6 to reflect these changes.

Explanation

This amendment updates the structure and naming of Executive Committee roles to reflect how responsibilities are now grouped and delivered in practice.

The merger of the Membership and Communications portfolios brings related responsibilities under a single Executive Officer. The retitling of the Community Representative Lead aligns the role naming with other Executive Officer positions.

The introduction of an Honorary Professional Development Officer creates a dedicated Executive role for this area of work. The role will be elected, hold voting rights, and be subject to the same term limits as other Executive Officers.

These changes do not alter member voting rights or Executive accountability arrangements.

Motion 7 – Terms of office for Chair and Vice-Chair

Proposed motion

That the Constitution be amended to revise the maximum term of office for the **Chair** from four years to six years, and to align the wording relating to the **Vice-Chair** with the standard Executive Officer term structure, comprising two-year terms with a maximum of three consecutive terms.

Explanation

This amendment aligns the term limits and wording for the Chair and Vice-Chair with those already applied to other Executive Officers.

The change provides consistency across Executive roles and does not alter election processes, voting rights, or the requirement for re-election at the end of each term.

Motion 8 – Removal of obsolete Executive appointment powers

Proposed motion

That the Constitution of Physio First be amended to remove provisions relating to the **Strategic and Business Lead**, including:

- clause **6.17**, concerning the appointment of a Strategic and Business Lead
- references within clause **6.18** to the Strategic and Business Lead as an ex-officio position

together with any consequential amendments required to ensure consistency within Section 6.

Explanation

These amendments remove obsolete references within the Constitution to a Strategic and Business Lead role that is no longer in place.

The change is a housekeeping update and does not affect Executive authority, voting rights, or committee arrangements.

9. Election and Ratification of Honorary Officers

9.1 Richard Hulbert – Honorary Commercial Officer

9.2 David Barrow – Honorary Community Representative Officer

9.3 Clare Gibson – Honorary Education Officer

9.4 Carys Roberts – Honorary Learning & Development Officer

9.5 Katie Knapton – Chair (re-election)

10. Date and Venue of the Next AGM

To be confirmed.