

In Attendance Jessica van Maanen, Clinical Manager, Stephanie Vatansever, Membership Manager

- d. Dates to open and close revalidation
Revalidation 2026 – Closes 31 March 2026; late fee applies from 1 April; Return-to-Practice process commences 1 May 2026. ASUP to open on 15/10/25 & close on 7/12/2025
 - e. Updated PTUK Terms and Conditions have been formally adopted.
 - f. PTI Supervisor, Sand Play Practitioner Trainee, and Therapeutic Sandplay Practitioner grades archived.
 - g. From 2027, only e-cards will be issued; for 2026, members may choose e-cards or printed cards (PTUK and PTIRL).
 - h. New consent question for DBS Update Service checks during revalidation and requirement to accept the new T&Cs.
 - i. New Member Form Additions – Equality, Diversity & Inclusion (EDI) form and additional clinical practice questions added.
 - j. Clinical Governance – Ongoing work to embed and clarify expectations for members.
 - k. Fortuna – Continued communication on system benefits and its importance for members.
6. Any other business
None. Meeting finished at 12.00.
7. Action Log

Meeting Date	Minutes Reference Number	Area / Requirement	Action Needed	Responsible Person / Role	Deadline	Minutes Status
10.10.24	5.iii.(a)	Complaints Handling – Learning Outcomes	Include learning outcomes in the <i>BCTIWC</i> report for the four complaints received in the previous year.	Complaints Officer (PCO) / BCTIWC Chair	31/10/2024	Complete
10.10.24	5.iii.(c)	Complaints Policy Review	Review and update complaints policy to ensure it can address all complaint types.	PCO	immediately	Complete
10.10.24	5.iii.(c)	Public Acceptable Behaviour Policy	Draft and publish <i>Acceptable Behaviour Policy</i> for the public (covering non-members and members).	Operations Director	Aug-25	Complete
10.10.24	5.iii.(d)	Duty of Candour	Draft a stand-alone <i>Duty of Candour Policy</i> (separate from the Ethical Framework).	Operations Director	May-25	Complete

10.10.24	5.iii.(e)	Quality Assurance – Educational Providers	Develop and publish clear QA process for educational providers on PTUK website.	Operations Director	Aug-25	Delayed
10.10.24	5.iii.(f)	Register of Interests	Compile and publish Register of Interests on PTUK website.	Operations Director	Aug-25	Complete
10.10.24	5.iii.(g)	Conflict of Interest Record	Ensure minutes clearly record that PTUK Directors sit on APAC Board and that no conflict exists.	Operations Director	Aug-25	Complete
10.10.24	5.iii.(h)	Risk Register Update – Children’s Perspective	Review and update the risk register to include risks from the point of view of children.	Operations Director	Aug-25	Complete
23.01.25	5 (b)	Revalidation 2025	Produce final report with stats	Membership Manager / Operations Director	by next meeting	Complete
23.01.25	5 c	Membership Terms & Conditions Update	Identified need to update membership T&Cs to include all relevant policy links.	Operations Director	by next meeting	Complete
23.01.25	5 (d)	Recruitment of External CPD Trainers	Job description requested – awaiting draft	CPD Lead	28.02.25	Complete
23.01.25	5 e	Mandatory Training Launch	Agreed to launch in September 2025. Free to students/registrants until Feb 2027; must be completed by revalidation (Feb 2027).	CPD Lead / Admin Teams	Launch Sept 2025	Complete
01.05.25	5 c	BCTWIC fee for 2025/26	Inform the British Council for Therapeutic Work with Children of the amount to invoice PTUK	Operations Director	immediately	Complete
01.05.25	5 e	2026/27 membership fees information	Produce an infographic for the next Board meeting to discuss, inform APAC re:	Operations Director / Membership Manager	by next meeting	On track

			new rates, publish the new fees on PTUK website (MB / SV), inform members (SV), produce "Membership Benefits" infographics (MB)			
01.05.25	5 d	Dates to open and close revalidation	Inform relevant stakeholders (MB / SV)	Operations Director / Membership Manager	immediately	On track

8. Further meetings

Thursday, September 4, 2025	10:00	Teams
Thursday, December 4, 2025	10:00	Teams