

Approved Public PTUK Board Meeting Minutes – 1st May 2025

Present Monika Jephcott (CEO / Chair), Maria Bayne

(Operations Director), Rochelle Rajan (Director)

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

- 1. Welcome and Declarations of Interest MJ welcomed all to the online (Teams) meeting. No declarations of interest were made. MJ was elected as a Chair for the current Board meeting.
- 2. Apologies.

There were no apologies.

- 3. Minutes of meeting held on 23rd January 2025. The minutes of the last Board meeting were accepted as a true and correct record and approved.
- 4. Actions and matters arising from the previous meeting Action log has been updated accordingly.
- 5. Business of the meeting:
 - 2025-2026 revalidation year There was a general consensus that this revalidation year was much easier and more efficient than the previous ones. The Membership team were praised for their work.
 - a. Renewed numbers & the attrition rate from the previous year and the reasons MB presented the "PTUK Memberships Renewals 2025 - 2026" report (attached confidential). The attrition rate for PTUK membership for 2025/26 was 9.05%, which is comparable with the previous years.
 - b. MB presented the "PTUK Memberships Renewals 2025 -2026 Financial Information "report (attached - confidential).
 - c. Accreditation fee to be paid to the British Council for Therapeutic Work with Children was decided to stay the same: 4% fee of the total amount collected from PTUK registrants.
 - d. Issues and concerns that arose during the revalidation period: Trainees must have a membership while on an active course. Some trainees do not want to have their membership if handed in the portfolio and not practising while waiting for the final cert from Uni make clear at enrolment stage that the grade will change and cost more at revalidation.
 - e. 2026-2027 revalidation: membership fees & dates to open and close revalidation It was agreed to refine the revalidation process for the overseas countries and keep it individual. PTUK and PTIRL declarations need to be reviewed in good time to keep members aware of any potential changes. It has been agreed to raise "trainee" grade membership from September 2025 to £75 and raise the majority of the other grades by £10 from 1st February 2026. Summary attached (confidential).

There was a discussion on how to present this change to the members and explain in a pictorial way what their membership pays for.





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 Referenc e Number	Area / Requiremen t	Action Needed	Responsibl e Person / Role	Deadline	Minutes Status
10.10.2 4	5.iii.(a)	Complaints Handling – Learning Outcomes	Include learning outcomes in the BCTIWC report for the four complaints received in the previous year.	Complaints Officer (PCO) / BCTIWC Chair	31/10/2024	Complet e
10.10.2 4	5.iii.(c)	Complaints Policy Review	Review and update complaints policy to ensure it can address all complaint types.	PCO	immediatel y	Complet e
10.10.2 4	5.iii.(c)	Public Acceptable Behaviour Policy	Draft and publish Acceptable Behaviour Policy for the public (covering nonmembers and members).	Operations Director	Aug-25	Complet e
10.10.2 4	5.iii.(d)	Duty of Candour	Draft a stand-alone Duty of Candour Policy (separate from the Ethical Framework).	Operations Director	May-25	Complet e

10.10.2 4	5.iii.(e)	Quality Assurance – Educational Providers	Develop and publish clear QA process for educational providers on PTUK website.	Operations Director	Aug-25	Delayed
10.10.2 4	5.iii.(f)	Register of Interests	Compile and publish Register of Interests on PTUK website.	Operations Director	Aug-25	Complet e
10.10.2 4	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	Complet e
10.10.2 4	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	Complet e
23.01.2	5 (b)	Revalidation 2025	Produce final report with stats	Membershi p Manager / Operations Director	by next meeting	Complet e
23.01.2	5 c	Membership Terms & Conditions Update	Identified need to update membership T&Cs to include all relevant policy links.	Operations Director	by next meeting	Complet e
23.01.2	5 (d)	Recruitment of External CPD Trainers	Job description requested – awaiting draft	CPD Lead	28.02.25	Complet e
23.01.2	5 e	Mandatory Training Launch	Agreed to launch in September 2025. Free to students/registrant s until Feb 2027; must be completed by revalidation (Feb 2027).	CPD Lead / Admin Teams	Launch Sept 2025	Complet e
01.05.2 5	5 c	BCTWIC fee for 2025/26	Inform the British Council for Therapeutic Work with Children of the amount to invoice PTUK	Operations Director	immediatel y	Complet e
01.05.2 5	5 e	2026/27 membership fees information	Produce an infographic for the next Board meeting to discuss, inform APAC re:	Operations Director / Membershi p 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)			
01.05.2 5	5 d	Dates to open and close revalidation	Inform relevant stakeholders (MB / SV)	Operations Director / Membershi p Manager	immediatel y	On track

8. Further meetings

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