**Approved Public PTUK Board Meeting Minutes – 23rd January 2025**

Present          Monika Jephcott (CEO / Chair), Maria Bayne (Operations Director), Rochelle Rajan (Director)

In Attendance  n/a

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 10th October 2024.
   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:
   a. Update on the action log and actions taken since then.
   b. Current revalidation was discussed (closing date 01/02/2025) and preliminary attrition numbers were provided (around 10%).
   c. Membership terms and conditions were brought as needing update and adding all the relevant policy links.
   d. Recruitment of external CPD trainers (not just the Clinical Team) was discussed a job description was requested from the CPD Lead.
   e. Mandatory training was discussed. It is based on statutory training required by law and what is determined essential to deliver safe, effective and efficient services. Launching in September 2025, mandatory training will be offered free to students and registrants and must be completed by revalidation in February 2027 in order to up skill the play therapy workforce to these minimum standards. From 2027 there will be a cost for these courses. Initially sessions will be offered live as webinars with a plan to move to 'on demand' videos in 2027 onwards. The new trainers will support with the delivery of these. All students and registrants are required to complete the following every 3 years:
   - Level 3 Safeguarding for Children
   - Equality, diversity and human rights
   - Data management and GDPR for play therapists
   - Health, Safety and Risk assessment for play therapists

6. Any other business
   None. Meeting finished at 11.00am.

## 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 *BCTIWC* 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 *Acceptable Behaviour Policy* for the public (covering non-members and members). | Operations Director | Aug-25 | On track |
| 10.10.24 | 5.iii.(d) | Duty of Candour | Draft a stand-alone *Duty of Candour Policy* (separate from the Ethical Framework). | Operations Director | May-25 | On track |
| 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 | On track |
| 10.10.24 | 5.iii.(f) | Register of Interests | Compile and publish Register of Interests on PTUK website. | Operations Director | Aug-25 | On track |
| 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 | On track |
| 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 | On track |
| 23.01.25 | 5 (b) | Revalidation 2025 | Produce final report with stats | Membership Manager / Operations Director | by next meeting | On track |
| 23.01.25 | 5 © | Membership Terms & Conditions Update | Identified need to update membership T&Cs to include all relevant policy links. | Operations Director | by next meeting | On track |
| 23.01.25 | 5 (d) | Recruitment of External CPD Trainers | Job description requested – awaiting draft | CPD Lead | 28.02.25 | On track |
| 23.01.25 | 5 € | Mandatory Training Launch | Agreed to launch in September 2025. Free to students/registrants until Feb 2027; must be completed by revalidation (Feb 2027). | [Name/Role] | Launch Sept 2025 | On track |

## 8. Further meetings

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|---|---|---|
| Thursday, May 1, 2025 | 10:00 | Teams |
| Thursday, September 4, 2025 | 10:00 | Teams |
| Thursday, December 4, 2025 | 10:00 | Teams |