



The Association of Child Psychotherapists

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ACP Board Meeting

Summary and Decisions

Friday 17th November 2017 15.00 – 17.30

1. Present and apologies

Present: Heather Stewart, John Crowley, Isobel Pick, Mary Walker, Alison Roy, Sarah Gilmour, Nick Waggett, Phillip McGill, Jemima Phorson, Morwenna O'Brien and Lizzy Millar (minute-taker)

Apologies: Andrew Hughes

2. Minutes and Matters Arising

Minutes of the September meeting were agreed with typing errors amended.

Summary and Decisions agreed with no corrections.

Matters Arising

Action points from the September meeting were updated or deferred to January as appropriate.

Board discussed the circulation of papers and agreed minutes should be circulated within a fortnight of the meeting to allow people to follow up on action points.

HS updated the Board on the Professional Standards Authority accreditation annual review. The ACP is currently awaiting a draft report from the PSA.

3. Chief Executive Proposal and Vice Chair Appointment

The Board discussed the proposal to appoint Nick Waggett as an interim Chief Executive to work alongside the Chair. The key tasks would be to complete and embed the new organisational structure and to look at the priorities for the organisation going forward. Comments had been received from AH who was unable to attend.

NW left the room.

- ❖ Proposals were unanimously agreed and Nick Waggett was appointed as interim Chief Executive from 1st January 2018.

NW returned to the meeting.

One application for the vacant Vice Chair role had been received from IP.

IP left the room while there was a discussion about her appointment.

- ❖ IP was unanimously appointed as Vice Chair from 1st January 2018.

It was confirmed that HS will step down as Chair at the end of March 2018 at which time IP will become Chair. HS will act as Vice Chair between April and the AGM in July 2018.

4. Role of Directors

- ❖ It was agreed to form a remuneration sub-committee of the Board composed of the Chair, Vice Chair, Treasurer and a Non-Executive Director. This group will ensure that there is consistency in which roles are remunerated.

5. Recruitment and Succession processes

The Board discussed the organisation's need for a more cohesive and transparent process for recruitment to all committees and sub groups. It was thought that there should be some flexibility according to the needs of the committee but that there needed to be clear and accessible processes and accountability to the organisation.

6. Budget Planning 2018

JP circulated budget proposals for 2018 and discussed by the Board.

- ❖ The membership fees for 2018 were set by the Board as:

Full Member	£340
Trainee member	£179
Retired/Not Working	£135
Overseas	£140

7. Update from Directorates

Updates from the directorates will be taken in January.

8. Media and Communications and 'Treat Them Right' Campaign

AR will be stepping down as Director of Communications at the end of March. The Board discussed how to manage a transition, links between Communications and Scientific Development and if there was some crossover between their functions. Terms of Reference for both committees have been drafted but need further discussion.

HS thanked AR for all her hard work.

9. Journal

HS informed the Board that there is a vacancy for deputy editor of the Journal of Child Psychotherapy. There is a meeting scheduled in December with Board members, the Journal Editors and the publishers, Taylor & Francis to discuss the contract and other matters regarding the future of the Journal.

10. AOB

HS shared her formal response to ISAAC regarding their report on the disciplinary procedures which the Board approved with a minor suggestion from NW.

HS thanked John Crowley for his four and a half years of service as Treasurer and his amazing contributions to the ACP and on the Board of Directors.

Date of the next meeting:

Friday 19th January 2018, 3.00pm to 5.30pm