

AfSFH Committee Meeting Minutes

27th May 2018, 11.00am – 13.00pm - Location: CPHT, Bristol

Present: Alex Brounger (AB), CEO
 Helen Green (HG), Journal Editor & new CEO
 Trevor Eddolls (TE), Head of IT
 Polly Hawkins (PH), Membership Secretary
 Sacha Taylor (ST), Finance Officer (took minutes)

Agenda:

Follow up from last meeting:

- (1) Update on video for satellite schools encouraging students to upgrade to full membership (1711.6, 181.3, 184.4) – HG
- (2) Membership Benefits Survey update (181.4, 184.5) – HG
- (3) Update on new website from sub-committee (184.7) – HG/AB
- (4) GDPR update (184.15) – HG
- (5) CPDs on Facebook (184.16) - NT

Rolling Agenda Items:

- (6) Communications to Supervisors - ST
- (7) Volunteer for Newsletter this month
- (8) Journal Update & Assistance to HG
- (9) IT Update – TE
- (10) Membership Update – PH
- (11) Finance Update – ST

Items Arising This Time:

- (12) Membership Level Update – HG/AB
- (13) Recruitment of new Head of Membership update – HG/AB
- (14) Keeping and storing of Application Documents – HG/AB
- (15) Membership fee –is it time to increase the fee payable? – ALL

No.	Minute	Action
185.1	Apologies for Absence Nicola Taylor (NT), Head of Professional Standards David Newton (DN), Chair Susan Rodrigues (SR), Trustee Matthew Cahill (MH), Trustee	Accepted
185.2	(1) Update on video for satellite schools encouraging students to upgrade to full membership ST emailed Toby via Dipti but hadn't had a reply before the meeting. HG asked her to put it on the back-burner for now as updating the main website is the priority at the moment. HG also added she has been in touch with someone she knows who can do filming for us too and will get quotes when we are ready to proceed.	TBC
185.3	(2) Membership Benefits Survey update HG thanked TE and ST for preparing and sending the survey out. There were 60 respondents and the nicest highlight was for the question 'would	

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	<p>you recommend the AfSFH to others' – of those who responded, 94.6% (53) said yes and only 5% (3 people) said no. HG confirmed that further highlights and results will be published in the next edition of the Journal.</p> <p>When discussing how we can help qualify CPD to members more, HG suggested perhaps anything that comes with an attendance certificate can validate CPD but this needs further consideration and discussion. HG stated she prefers 'opt-in' professionalism, so we reward those that achieve the highest standards, and support those that don't/can't.</p> <p>Also, looking at the importance of CPD reflecting CPHT training, HG added that we want to get to a stage that when you think of SFH, you think about the AfSFH.</p> <p>Looking at supervision requirements, HG and NT have been discussing the possibility of changing it to a 'total of number of hours accrued per year', however it is done (group/1-1 etc.), perhaps the equivalent of one hour of supervision a month. ST highlighted the difference in the supervision experience when you are newly qualified versus more experienced, so she suggested that after 3 years of practice, the total could be reduced to a minimum of 6 hours a year. TE added the possibility of linking it to membership levels and it was agreed to continue this discussion at the next meeting when NT will be able to present her review findings.</p>	<p>HG</p> <p>To be further discussed</p>
185.4	<p>(3) Update on new website from sub-committee HG/AB have been discussing this with Angus and moving forward have decided to host the front and back end through Wild Apricot to improve SEO and to unify the platform. ST asked if it is okay to switch this and HG said Angus confirmed it would make all things easier if Wild Apricot was used for everything instead of running separate databases.</p>	
185.5	<p>(4) GDPR update Everything needed was implemented and communicated as discussed at the last meeting.</p>	
185.6	<p>(6) Communications to Supervisors RG's research newsletters will now be going on the intranet for senior lecturers to access, so this needs to be included in the next Comms to Supervisors.</p>	HG
185.7	<p>(7) Volunteer for Newsletter this month HG volunteered herself for the next newsletter as it will be her first as the new CEO. She asked other Exec members to send her anything for inclusion as soon as possible as it will go out mid-June.</p>	HG/ALL
185.8	<p>(8) Journal Update & Assistance to HG The June edition has been deferred to July to include a report on the NCH conference. HG will also include results from the membership benefits survey. PH asked HG when the labels would be needed and HG suggested end of June. PH to liaise with the new Head of Membership</p>	HG

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	as necessary to action this.	PH
185.9	<p>(9) IT Update IT Update, as per AGM.</p> <p>TE confirmed he will update the website on 01June with HG's details as CEO and will arrange for ceo@afsfh.com emails to be redirected to HG. TE then asked if there was going to be any issue if everything is hosted on Wild Apricot in terms of email forwarding. PH explained we can email directly from the database, but HG to double check with Angus and let TE know if it will affect how we use emails currently.</p>	<p>TE</p> <p>HG</p>
185.10	<p>(10) Membership Update Membership numbers, as per AGM.</p> <p>PH to keep online access until the new Head of Membership is accessing everything. The handover may take up to 2 weeks, to ensure PH is happy they are up to speed with everything.</p> <p>PH updated the Exec that currently, there are 30 students who should have qualified but not upgraded their membership yet. SR explained they may have deferred their training or missed a module and suggested PH and/or the new Head of Membership contact the course leaders to check if these students are okay to upgrade.</p> <p>PH added that she doesn't get student applications from all 12 schools and it was confirmed that DN is managing this. Some discussion then took place around DBS applications, should students put CPHT as their employer, and then AfSFH once qualified? It was suggested it would be more appropriate for Supervisors to be listed as the 'employer' as they will have a relationship with the applicant where the AfSFH may not. It was agreed this needs further consideration before deciding on the best course of action.</p>	<p>PH</p> <p>PH/New</p> <p>DN</p> <p>To be further discussed.</p>
185.11	<p>(11) Finance Update General update as per AGM.</p> <p><u>Funds in Bank:</u> Nov-17: £25,651.04 May-18: £34,865.95 Surplus for the financial year to date 2017/18: £9219.91</p> <p>ST said is tracking PayPal commission and since the start of the financial year (7 months from 01Nov17), we have paid £243.13 in commission on membership payments.</p> <p>HG asked ST to update Companies House with her details to replace AB</p>	<p>ST</p>
185.12	<p>(13) Recruitment of new Head of Membership update This is well under way, and HG expects to announce the successful</p>	

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	candidate next week	HG
185.13	<p>(14) Keeping and storing of Application Documents Currently application documents are kept at CPHT, but HG has access to secure storage that would be more fit for purpose so may take them there, as well as collecting all new paper documents until such time as the process is fully online. To be decided.</p>	HG
185.14	<p>(15) Membership fee –is it time to increase the fee payable? Agreed at the AGM to increase the fee to £65 per annum, applicable from all renewals/applications received from 01Nov18.</p>	
185.15	<p>Items not discussed due time constraints and moved to the next meeting: (5) CPDs on Facebook – deferred until NT is present (12) Membership Level Update – deferred until NT is present</p>	
<p>Time and date of next meetings <i>Executive Meeting</i> Sunday 22nd July 2018 from 10.00am-1.00pm Online via Zoom</p>		