

## BOARD OF TRUSTEES

Minutes of the **Board of Trustees** held on **Tuesday, 25<sup>th</sup> May 2021** at **17:00** via **Zoom**

### 21.01 WELCOME, INTRODUCTIONS AND APOLOGIES

#### Attendees

Professor Ronald Parker (RP)	Chair, Trustee
Jeff White (JW)	Vice Chair, Trustee
Jerry Arnott (JA)	Trustee
Kelvin Jones (KJ)	Trustee

#### In Attendance

Professor Sheila Owen-Jones (SOJ)	Chief Executive Officer
Professor Carrie Weston (CW)	Deputy Chief Executive Officer
Anita Faherty (AF)	Director of Finance
Naj Riaz (NR)	Servicing Officer
Dr Peter Pearce (PP)	Faculty Head
Dr Biljana van Rijn (BvR)	Faculty Head

#### Apologies

Dotun Olaleye (DO)	Trustee
Helen Coleman (HC)	Trustee

### 21.02 MINUTES OF THE LAST MEETING

21.02.01 The minutes of the Board of Trustees (BoT) meeting held on the 23<sup>rd</sup> February 2021 were **agreed** as a true and accurate record.

### 21.03 MATTERS ARISING FROM THE MINUTES

21.03.01 No business for this meeting.

### 21.04 FACULTY 1, 2 AND 3 UPDATES

21.04.01 Faculty 1: CW delivered a presentation which covered the following areas:

- 21.04.01.01 A brief review of the year
- 21.04.01.02 Figures were presented showing attendees at open evenings.
- 21.04.01.03 The expansion of certificate courses that are a pre-entry requirement for psychotherapy and counselling training.
- 21.04.01.04 Data showing a significant increase in total applications from last year enabling better selection of the right students.
- 21.04.01.05 Future Faculty development which includes:
  - A one-year level 3 foundation course to widen participation to psychotherapy and counselling
  - A post qualification supervision course to improve retention and broaden the range of supervisors
  - CPD events including off-site, one day conferences and

online delivery to cover relevant issues

21.04.01.06 The Board commended the Faculty and CW on the significant achievements and the future opportunities that have been created given the challenging environment. RP inquired about staff burnout and how the transition to online and all the other activities were managed. CW informed the Board that group support sessions have been arranged with colleagues supporting each other and staff are tired but feel a real sense of accomplishment.

21.04.01.07 JA queried about staff motivation, stability, skillset and how this has been future proofed. CW advised that the budget enabling the recruitment of permanent staff who have HE experience and who are aware of monitoring requirements has been beneficial. Senior Lecturers have been deputising for DoS's which will enable succession planning and a good resolution has been reached with sessional staff. It was recognized that change will always bring challenges and it is important that the right candidates are appointed. RP asked if the recruitment of academic staff with University backgrounds in psychology or CBT was shifting us away from our modalities. CW confirmed that this was not the case as a strong emphasis is put on recruiting staff with clinical and modality specific experience.

21.04.02 Faculty 2: BvR circulated a strategy paper to the Board prior to the meeting and stated that the Faculty has undergone a double process of change with a shift to online working and a merger. The update focused on the following areas:

21.04.02.01 Research Clinic / Placements: BvR noted that the MCPS has Performed well, currently 50% of sessions are online. BvR highlighted that the clinic is the only community psychotherapy organization offering in-person sessions and the plan for the next intake in July is to be fully face to face. As part of the merger a new Clinical Director has been appointed and more emphasis is now put on data collection and analysis.

21.04.02.02 European Projects: A range of projects are being developed, working with NGO's in France and Greece, to increase access and address inequality which include:

- Creative writing skills for women in rural environments with mental health problems
- Assessment skills with youth workers working with refugees
- Supporting women refugees by providing mobile counselling

21.04.02.03 Research Centre: BvR informed the Board that demonstrating research activity is vital for the REF, a range of projects are being developed to enhance the MI research profile which include:

- Randomized Control Trials in TA psychotherapy with MCPS working with a clinic in Italy
- Clinical supervision case study research
- Research supervision
- Digital intervention with people with autism

- 21.04.02.04 Doctoral School: BvR informed the Board that the faculty is aiming to improve integration between the existing programmes and to create new programmes to achieve financial sustainability. A new DCPsych programme is being formed and a shorter BPS accredited programme will be developed and validated during academic year 2021-22. Additionally, the admin office has been reorganized to ensure AC coverage at all times.
- 21.04.02.05 RP enquired if the office reorganisation is cost neutral, BvR advised this will take effect next year and there is expected to be some costs involved. The impact of Brexit on Erasmus was queried and BvR confirmed that we have been told that we can apply for projects but not lead them but this may change.
- 21.04.02.06 JA mentioned that it was fascinating to hear about all the projects and opportunities to boost the profile of MI and asked about the ambition for the next 5 years. BvR explained that the focus would be on staff development in research, developing research teams and developing the quality of doctoral programmes.
- 21.04.02.07 KJ commented that the BPS is a member of an International Union of Psychological Science with links to psychology bodies in Australia, New Zealand, South Africa and 3 countries in the Middle East. This presents channels for collaboration and KJ offered to have discussions offline with BvR to help build connections.
- 21.04.03 Faculty 3: PP gave an overview of the Faculty strategy and unique selling point which covered the following areas:
- 21.04.03.01 PQ Career Development Pathways: PP detailed the programmes that fall in this category:
- PCE-CfD (Person-Centred Experiential Counselling for Depression) which is free at the point of delivery within the NHS as part of the government's flagship mental health programme, Improving Access to Psychological Therapies (IAPT).
  - Conversion programme from Adult to Adolescents and School Counselling
  - PGCertHE Teaching and Learning in Counselling and Psychotherapy
  - MSc in Creative Writing for Therapeutic Purposes
  - PP informed the Board that the BSc (Hons) Reflective Therapeutic Practice programme will be transferring to Faculty 3 and offers opportunities for further cross faculty collaboration
- 21.04.03.02 Here4You: A self-funded school-based counselling service currently in 10 schools in Ealing and across London providing safeguarding and wellbeing support services to staff.
- 21.04.03.03 PP reported to the Board that the move to online has provided

significant opportunities for upscaling of NHS support services with 122 practitioner places and 189 places commissioned by Health England. Counselling in the NHS is bringing in important income.

- 21.04.03.04 PP emphasized the importance of being active in the field as well as offering something locally to boost income and profile and is involved in the following professional activities:
- Appointed Chair for the review of the QAA Subject Benchmark Statements for Counselling and Psychotherapy
  - Member of the national IAPT Advisory Group
  - In talks with the Psychological Professions Network on the development of an apprenticeship model for the NHS Psychotherapeutic Counselling training
  - On the BACP expert advisory group for Online and Phone Therapy (OPT)

21.04.03.05 The Board were impressed with the scope of activities and commented that PP is a great ambassador for MI. JA noted that the pandemic has increased demand for mental health services and queried on our level of capacity and ambition. PP advised that we initially had 30-40 places for the NHS training which has now increased to 190 and is well supported by increase in supervisors, upskilling a big team and continually looking to develop areas. There is now a lot more support and recognition.

21.04.04 BvR and PP left the meeting.

## **21.05 CHAIR'S BUSINESS**

21.05.01 The Chair noted that recent events have highlighted the weight of responsibilities placed on trustees and considered how their duties can be discharged without breakdown. KJ commented that summaries are very helpful especially when provided outside of meetings.

21.05.02 JA emphasised that the DAPs process and staff and student feedback should be made a standard agenda item.

21.05.03 The Chair confirmed that the Advanced HE Report had been received, it was suggested an extraordinary meeting of the Board would be required to deal with the matters raised. The Board **agreed** that the Advanced HE Report should be reviewed after the strategy day.

## **21.06 ADDITIONAL MEMBERS**

21.06.01 The Chair asked the Board about adding two additional members which would include a finance audit and risk specialist and someone with psychotherapy expertise. The Board **agreed** with the appointment of additional members and for the recruitment process to get underway.

## **21.07 CEO REPORT**

21.07.01 Budget 2021/22: SOJ informed the BoT that a final review meeting is being arranged with the Faculty Heads to look at the proposed budget which can then be signed off by the Board in July.

21.07.02 Appraisals: SOJ reported to the BoT that 90% of appraisals had been completed, only sessional staff are not keen to participate unless they are being paid and the naming of appraisals will be changed to development review.

21.07.03 

21.07.04 Student Update: SOJ reported to the BoT that Faculty 1 students will be partially returning to in person teaching from the 21<sup>st</sup> June 2021. Faculty 2 and 3 students will remain with online teaching for the remainder of this academic year. A date for Graduation has been set as Monday 19<sup>th</sup> July 2021 with a morning and afternoon ceremony for the 2019-20 and 2020-21 graduates.

21.07.05 

21.07.06 CW left the meeting.

**21.08 HEALTH AND SAFETY**

21.08.01 No business for this meeting.

**21.09 STAFFING AND REMUNERATION SUB-COMMITTEE REPORT (SARSC)**

21.09.01 HR Strategy Document: JA commended Toyin Allen on the creation of this document which captures the culture of Metanoia and encouraged the BoT members to read it.

21.09.02 



[REDACTED]

[REDACTED]

[REDACTED]

21.09.03 **Action:** SOJ highlighted corrections to the Letters of Complaint section (21.30) in the SARSC minutes.

21.09.04 The Board **approved** the proposals, decisions, and actions of the SARSC.

**21.10 FINANCE SUB-COMMITTEE REPORT (FSC)**

21.10.01 Stripe Payments: The Chair has emailed all BoT to send their dates of births, emails, and home address details to AF to pass on to Global Payments to enable the switch in payment system.

21.10.02 Management Accounts: The figures are up to March 2021, AF advised that we are where we expect to be, Faculty 3 has generated more income with Health Education England, 158K higher than budgeted.

21.10.03 Budget: AF will meet with the Faculty Heads for a final review of the budget with changes expected that can be signed off at the next BoT meeting in July. SOJ commented that there was extra expenditure with the restructure in Faculty 2, staff changes and loss of students but is confident that overall, there will be a modest surplus.

21.10.04 [REDACTED]

21.10.05 **Action:** SOJ highlighted corrections in the FSC minutes to the Debts (20.31) and Estates Planning (20.32) sections.

21.10.06 The Board **approved** the actions and decisions of the FSC.

**21.11 COMMITTEE MINUTES**

21.11.01 Review Executive Committee Minutes (February, March & April 2021): The Board **reviewed** and **accepted** the minutes, actions, and decisions of the Executive committee.

21.11.02 The Chair observed that the EX minutes were rich in activity during this busy period and queried if the student disciplinary policy and procedures were in good order.

21.11.03 Review of Academic Board Minutes (25<sup>th</sup> February 2021): The Board **reviewed** and **accepted** the minutes, actions, and decisions of the Academic Board.

**21.12 ANY OTHER BUSINESS**

21.12.01 No business for this meeting.

**21.13 DATE OF NEXT MEETING**

21.13.01 The next meeting of the Board of Trustees will be held on the 27<sup>th</sup> July 2021.

## SUMMARY OF ACTIONS AND DECISIONS

21.02.01	The minutes of the Board of Trustees (BoT) meeting held on the 23 <sup>rd</sup> February 2021 were <b>agreed</b> as a true and accurate record.
21.05.03	The Board <b>agreed</b> that the Advanced HE Report should be reviewed after the strategy day.
21.06.01	The Board <b>agreed</b> with the appointment of additional members and for the recruitment process to get underway.
21.09.03	<b>Action:</b> SOJ highlighted corrections to the Letters of Complaint section (21.30) in the SARSC minutes.
21.09.04	The Board <b>approved</b> the proposals, decisions, and actions of the SARSC.
21.10.05	<b>Action:</b> SOJ highlighted corrections in the FSC minutes to the Debts (20.31) and Estates Planning (20.32) sections.
21.10.06	The Board <b>approved</b> the actions and decisions of the FSC.
21.11.01	<u>Review Executive Committee Minutes (February, March &amp; April 2021):</u> The Board <b>reviewed</b> and <b>accepted</b> the minutes, actions, and decisions of the Executive committee.
21.11.03	<u>Review of Academic Board Minutes (25<sup>th</sup> February 2021):</u> The Board <b>reviewed</b> and <b>accepted</b> the minutes, actions, and decisions of the Academic Board.