

**ACC Board Meeting Thursday 26<sup>th</sup> March 2026**

**Venue: Zoom**

**(Meeting commenced 1.30 pm)**

	<b>Title</b>
	<p><b>In attendance:</b> Sue Monckton-Rickett, Chair (SMR); Chris Williams Deputy Chair (CW); Kathy Spooner, CEO (KS); Jenny Fytche (JF); Peter Roberts (PR); Gathoni Hamilton-Foster (GHF) left at 14.52; Christine Pinder (CP); Leroy Harley (LH); Kate Pozzo (KP); Tony Ruddle (TR) joined at 14.25.</p> <p><b>Apologies:</b> Sean Charlesworth (SC); Lyn Smailes (LS).</p> <p><b>Opening Reflection:</b> JF led the opening reflection thinking about wisdom and discernment as trustees and led a time of open prayer</p>
1.	<p><b>Approval of Minutes of 24<sup>th</sup> February 2026</b> Approved with one minor change</p> <p><b>Matters Arising:</b></p> <p><b>PSA revised standards:</b> had now been issued, but the evidence required for each standard has not yet been updated and so an impact analysis cannot yet be completed. KS reported that ACC had now received notification of its annual review, which would be before the standards come into effect on 1<sup>st</sup> July.</p> <p><b>Complaints policy consultation:</b> e-mails for members, PCPB and Accredited Registers are due to be sent out this week and to be returned by 30<sup>th</sup> May. KS will send the documents to the PSA next week.</p> <p><b>The Board confirmed that they were happy to agree for the policy and documents to go out for consultation</b></p> <p><b>Insurance:</b> SMR said that she had spoken ACC insurers and recognising / accrediting courses, was covered providing they are within our remit of our work. She had asked them to check that this would apply to coaching and mentoring courses as well as counselling and pastoral care, so that if we wished to add this as a service going forward it would be covered.</p> <p><b>Annual declaration of interests:</b> SMR said that there was one outstanding and that need to be competed asap.</p> <p>SMR reported on ACC staff providing administrative support for the board for example ensure and recording that all board training is completed, all declarations updated and that all documents are completed when new board members join.</p> <p><b>Social media:</b> SMR reported that she had added two risk concerning social media to the risk matrix. One relating to ACC's reputation of having a presence on platforms that become socially, morally or politically unacceptable and on relating to abusive / critical / inaccurate posts about ACC and how they are responded to. The revised risk matrix was in the board papers.</p> <p><b>ACC in Kenya and Uganda:</b> GHF reported that she had managed to contact Pastor Samuel in Kenya. He had sent a report stating that he wanted to continue with ACC's pastoral care training and a request for support to purchase a projector screen. GHF to find out the cost.</p> <p>A report for the proposed training in Uganda had also been received for the Board to consider</p> <p>SMR commented that it was very moving that they were setting aside time in June to fast and pray for ACC UK. She asked PR whether ACC could provide any funding for Kenya and Uganda and whether we could consider making an appeal to ACC members.</p> <p>KS suggested that we could include information about the proposed work in Kenya and Uganda in the Easter e-mail to members, asking them to make donations</p> <p>PR confirmed that funds were available in both the Overseas Fund and ACC 2026 budget that in addition to any donations from members, ACC would also make a donation.</p> <p>SMR said that at Conference we would normally either make an appeal for overseas or have a second-hand bookstall and ask for donations.</p> <p>KS suggested that as the AGM training is provided for free, attendees could be asked to donate at that as well.</p>

	<p>The Board agreed that an appeal would be made to members, that in addition ACC donate £1,000 and that appeals would be made at the Conference and AGM.</p> <p><b>AOB:</b> KS raised a point of AOB that was discussed at this point rather than the end of the meeting concerning the content of some members websites and specifically around issues of theology or faith. The PSA expect ACC to do this, and we also see it as an ethical thing to do, but she wanted to discuss with the board the approach.</p> <p>The approach was normally to discuss the content in the context of the Churchill framework, the purpose and impact of including a statement of faith, etc. . The priority is always the clients and potential clients and the impact on them.</p> <p>KP suggested the Churchill framework could be developed to include how the use of digital and social media needs to be considered.</p> <p>JF said that some Christian mentoring and coaching organisations have provided training and guidelines about what should be considered about website content and the need to review regularly. She suggested where this may be obtained.</p> <p>After some discussion, the Board agreed with this approach and it was also agreed that the provision of some guidance and holding a forum for members on this topic may be helpful.</p>
2.	<p><b>Standing items</b></p> <p><b>Conflicts of Interest:</b> No conflicts of interest declared.</p> <p><b>RAP / PSA</b> under CEO report</p> <p><b>Diversity &amp; Inclusion:</b></p> <p>a. <b>Consideration of Use of Anti-Opressive Practice Principles:</b>  SMR presented a paper with some suggestions for consideration, as to how ACC could use the principles and encourage members to do so. CW and LH would be attending the next meeting of the Coalition. It was suggested that reviewing ACC’s decision-making tool to see how the principles could be embedded was a possibility. It was also suggested that at each Board meeting one / two of the principles could be discussed in relation to ACC as an organisation. CW suggested it be a standing item in relation to our organisation. JF suggested that we should look at a wider perspective to get our members to think about them. It was suggested that there be some reflection at Conference, with a follow-up on the website. KS suggested considering a survey should be later.  The board decided to do the internal reflection and provide some reflective space at the Conference and after that consider any wider action.</p> <p>b. <b>Consideration of Position re MoU:</b> The board considered the paper presented by KS.  After some discussion the Board agreed with on the recommendations made in KS paper and thanked KS for the excellent paper she had provided.</p> <p><b>Legal and Governance:</b> No updates at present. But noted the Charity Commission cyber incident and the whistle blowing does not apply to Trustees.</p>
3.	<p><b>Chair Report</b></p> <p><b>Complaints:</b> SMR provided and update on complaints.</p> <p><b>Staff Wellbeing</b> – SMR provided the results of the feedback from staff mental health wellbeing survey, which had been discussion with all staff. The survey would be repeated every 6 months with a report to the board. The Board were invited to act as Staff Support as detailed in the draft role description.</p> <p>JF asked if there was a staff wellbeing policy? SMR said that a staff handbook was being revised by a member of Exec Team and she would work alongside him to develop a staff well-being policy.</p> <p>It was agreed that the role description was appropriate and that such support for staff should be part of the well-being provision. It was also agreed that external support for KS should be made available</p> <p>However, the Board agreed that the policy should be agreed first and the support be implemented as part of this.</p> <p>LH, KP, CP and JF confirmed their willingness to provide support to staff.</p>

4.	<p><b>CEO Report</b></p> <p>KS presented her report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• <b>Coaches and Mentors Launch:</b> 43 signed up for Launch Event, advert taken out in Christianity Today which is which is distributed at Spring harvest.</li> <li>• <b>Membership Services Report</b> presented.</li> <li>• <b>Communication and Training Report</b> presented.</li> <li>• <b>Practice Review report</b> presented.</li> <li>• <b>Accreditation Report</b> presented.</li> <li>• <b>Professional Standards and Registrars Report</b> presented.</li> <li>• Staff Retreat: a proposal for a staff retreat was discussed and the fact that an offer had been made to fund it. The Board emphasised that they valued staff and would want to support them in doing some activity that supports their well-being and or builds the team. The Board would pay for such activities rather than accept specific funding from an individual. However, the Board felt that it was important that all staff attended and bought into any event, so the format of any event needed to be discussed further.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Complaints Consultation</b></li> </ul> <p>In the workshop that KS had attended that morning with the solicitors Nockolds there was a discussion on complainants using AI to complete complaint forms and this had led to complaints not being accurate or of substance.</p> <p>It had also been emphasised that in a disciplinary hearing the person against whom a complaint has been brought must the right to cross examine witnesses, including the person bringing the complaint.</p> <p>KS said that both of these issues would need to be considered as revisions to the new complaints process as part of the consultation process.</p> <ul style="list-style-type: none"> <li>• <b>Exemption Policy for the Register</b></li> </ul> <p>The issue had come to ACC's attention following a request by a member to not be listed on the register. The PSA require all bodies to have a policy, but policies seem to vary considerably. The CEO report contained details of the issue and proposals for policies.</p> <p>The Board discussed the issues and agreed that a policy would be drafted probably based on third option of protecting location and providing an alternative name if required, which is the name by which the registrant is known for their practice.</p>
5.	<p><b>Financial Report</b></p> <p><b>February Management Accounts and Cash flow</b></p> <p>PR reported that at the end of February there is a small surplus.</p> <p>PR reported that in the 2025 accounts submitted to Stewardship for examination there is also a small surplus.</p> <p>Cash flow is showing that we are above the reserve required.</p> <p>We have received the 2<sup>nd</sup> tranche of the Joseph rank Foundation grant. PR also wanted to express thanks to several people who regularly make donations to ACC, either annually or monthly.</p>
6.	<p><b>AOB</b></p> <p>Next meeting April 28<sup>th</sup> at 1.30pm</p>

Approved



Chair of ACC

28 April 2026