Annual General Meeting

of the

Division of Neuropsychology,
Faculty of Paediatric Neuropsychology

Agenda
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The Annual General Meeting of the Division of Neuropsychology, Faculty of Paediatric Neuropsychology will be held on Friday 27 November 2015, 4.30pm at Holiday Inn London Bloomsbury, Coram Street, London, WC1N 1HT.

1. Welcome and introduction
2. Declaration of interest
3. Minutes of AGM held on Friday 28 November 2014
4. Matters arising from previous minutes
5. Reports:
   5.1. Chair’s report
   5.2. Honorary Treasurer’s report
6. Reports for information
   6.1. Other committee members’ reports
7. Election of Officers & Committee members
   7.1. Honorary Secretary
   7.2. Ordinary Committee Member x2
Declaration of Interest

All members who wish to undertake work for the Society are required to complete a declaration of interest form so that the Society can hold a register of members’ interests for all boards, committees, standing committees and working groups in order to comply with Charity Commission guidelines. This also applies to members that want to contribute to meetings such as AGMs.

Where members and representatives have identified a conflict of interest, they must declare it and withdraw from consideration of any related matters. This is to assure the public and members of the Society that our professional, legal and financial responsibilities are carried out in an impartial and transparent way. It also protects members and representatives who support Society activities, by demonstrating transparency and impartiality in the decision making process.

Details and the appropriate online forms can be found via MOR:

- https://mor.bps.org.uk/
AGM Minutes (Draft)

Division of Neuropsychology, Faculty of Paediatric Neuropsychology

Date & time: Friday 28 November 2014, 4.30-5.30pm
Place of meeting: Holiday Inn, Regents Park, London

1. Introduction
   1.1. The Secretary for the Faculty, Dr Cathy Grant, chaired the AGM and welcomed everyone to the meeting.

2. Declaration of interest
   2.1. There were no declarations of interest.

3. Minutes of the previous AGM held on Wednesday 23 January 2013
   3.1. The minutes of the Annual General Meeting, were approved as accurate by Cheryl Davis and Amanda Owen.

4. Matters arising
   4.1. There were no matters arising.

5. Reports
   5.1. Chair’s report
       5.1.1. The meeting noted the report from the Chair
       5.1.2. The Faculty wished to thank Dr Ingram Wright who was a Faculty member standing down from the committee this year
       5.1.3. The Faculty wished to thank Dr Liam Dorris who was standing down as Chair of the Faculty.
   5.2. Honorary Treasurer’s report
       5.2.1. The meeting noted the report from the Treasurer

6. Other reports for information
   6.1. Dr Rust discussed the upcoming Paediatric Psychology Network conference. The Faculty have the opportunity to contribute a workshop to this event.
   6.2. It was proposed that the workshop focused on a common paediatric condition that presents with cognitive dysfunction (e.g., diabetes). Key cognitive difficulties, implications for assessment and necessary modifications for therapy to support cognitive difficulties were suggested areas to cover.
7. **Election of Officers and Committee members**
   7.1. **Chair**
       7.1.1. Dr Cathy Grant was elected unopposed
   7.2. **Honorary Treasurer**
       7.2.1. Dr Amanda Owen was elected unopposed
   7.3. **Ordinary Committee Member**
       7.3.1. Dr Kate Scarff was elected unopposed
   7.4. **Co-opted Ordinary Committee Member**
       7.4.1. Dr Liam Dorris was co-opted for 1 year.
       7.4.2. Dr Stewart Rust was co-opted for 1 year.
       7.4.3. Dr Judith Middleton was co-opted for 1 year.
       7.4.4. Dr Shauna Kearney was co-opted for 1 year.
       7.4.5. Dr Isabel Garrood was co-opted for 1 year
   7.5. **Honorary Secretary**
       7.5.1. Dr Sophie Thomas was co-opted for 1 year.

8. **Introduction of New Chair**
   8.1. Dr Grant explained that she works as a paediatric neuropsychologist in Leicester and Nottingham. She has served as secretary on the Faculty over the past two years.
   8.2. Dr Grant outlined that a major aim of the Faculty is to raise the profile of paediatric neuropsychology within healthcare by influencing national policy to ensure that our professional expertise is represented appropriately in care pathways.
   8.3. A key strategy in raising the profile of the profession is through developing excellent links with other disciplines as exemplified in our work to develop shared CPD events with the British Paediatric Neurology Association and work with the Faculty of Children and Young People.
   8.4. The attendees discussed other potential groups for collaboration including formal links with Paediatric Neuropsychiatry, the British Neuro-oncology Society and Educational Psychology. Contributing directly to neurology training through the PET training course was also highlighted.
   8.5. Dr Grant encouraged attendees to become involved with the work of the Faculty and welcomed communication by email.
   8.6. Dr Grant closed the meeting and thanked everyone for attending the AGM.
Annual Report

Reporting committee member/Co-opted committee member:
Cathy Grant

Report focus:
Chair's report

Report summary:

1. Faculty annual symposium 2015

The Faculty delivered a highly successful annual symposium on 26 March in Bristol on the theme of the prevention, management and treatment of mild traumatic brain injury in children. The event was organized with the support of the Association of Paediatric Emergency Medicine and was successful in attracting medics as well as psychologists. A strategic aim of the Faculty is to involve relevant partner organisations in our symposia in order to highlight paediatric neuropsychology science and practice within key areas of health, education and social care.

An important opportunity arose as a result of the symposium. The Medical Director of the Rugby Football Union invited the BPS to co-develop concussion resources for use by the general public as well as a separate information pack for schools and to have this work acknowledge through the BPS being clearly identified as endorsing the materials. Unfortunately this important opportunity was missed as it was not possible to get the necessary permission from the BPS. This work has had to be undertaken as an independent project by Dr Ingram Wright. We are grateful to Dr Wright for his work in developing the concussion resources.

The faculty will take a break from organizing a symposium in 2016 in view of the major CPD opportunities afforded by the INS conference in London and the Neuropsychological Rehabilitation Special Interest Group of the WFNR in Glasgow. It is planned that the faculty will run a small-scale CPD event in the early in 2016 to help members network and understand the current work being undertaken in paediatric neuropsychology in the UK.

2. DoN annual conferences

The Faculty has organized a keynote speaker and developed a practitioner workshop for the 2015 conference. The committee has worked closely with the MSU Chair Phil Yates and CPD lead Fiona Ashworth in developing the paediatric content of the DoN annual events. These arrangements are working very well and in combination with the faculty symposia, the Faculty has provided two high quality CPD events in 2015.
3. Partnership with the British Paediatric Neurology Association (BPNA)

In previous years, the Faculty has run CPD events alongside the BPNA. This year, the Faculty was approached by the BPNA to develop a paediatric neuropsychology module for their distance learning course. This course is aimed at pediatricians and neurologists in training in the UK and overseas. Work is underway to produce this module that should be available in 2016.

4. Partnership work within professional psychology

The Faculty delivered a successful workshop at the Paediatric Psychology Network (PPN) conference in Manchester in June 2015. The workshop focused on brief cognitive assessment in paediatric populations.

The Faculty is developing links with the Division of Educational and Child Psychology. We have been invited to develop a workshop for the annual conference in January 2016.

The Faculty has delivered two cognitive assessment CPD events at Leeds and Glasgow in collaboration with the Faculty of Children and Young People (FCYP). This was aimed at Child and Adolescent clinical psychologists to develop practitioner skills in cognitive assessment. The training will continue in 2016. Plans are underway to deliver the CPD event in London.

5. AGM

The Faculty is holding the AGM from 4.30-5.30pm following the DoN conference on Friday 27 November at the Holiday Inn, Bloomsbury, London. The AGM is open to members of the Faculty. Those wishing to attend the Faculty AGM and not the DoN conference do not have to register or pay to attend. We are keen to encourage attendance from the faculty membership to ensure that we are agreeing objectives that are representative of the membership. We warmly welcome interest in committee positions and any interested parties can contact the faculty secretary for advice in taking this forward.

A call for nominations for the posts of Secretary and Ordinary member (two posts) has been made prior to the November AGM (deadline for nominations 26 October).

6. Clinical Reference Groups (CRGs)

The Faculty continues to work with Katherine Carpenter and Anna Mouser (Policy Officer) to develop a stronger presence for neuropsychology within the CRGs in order to influence national policy. We are delighted that we have secured direct representation on the NHS England Paediatric Neurosciences Clinical Reference Group (CRG) and direct representation on an NHS England Paediatric Neuro Rehabilitation Working Party.

The Faculty has also indirectly contributed to the Children and Young People Rehabilitation Working Party (NHS England).

7. Website

A leaflet has been produced by the Faculty that highlights the role of paediatric neuropsychologists. This will be made available for download from the faculty website shortly. The Committee is working to develop content for the faculty website with input from Rob Stephens and Cheryl Davis from the DoN Membership Services Unit. We are keen to develop the website to be a source of reference for CPD, training, networking, workforce planning and professional affairs.
8. Finances

The Faculty is funded by the DoN to cover operational costs and liaises with the DoN treasurer Dr Jenny Limond over committee meetings and conferences to ensure that we operate within an agreed financial model. We were able to brake-even on our symposia in 2015. We are grateful to Dr Limond for her ongoing support and advice with the finances of the Faculty.

9. Committee

The Faculty committee is listed below. I want to thank all committee members for their hard work, commitment and for the successful delivery of a number of strategic objectives set over the last year. I would also like to thank Dr Ingram Wright who has attended meetings this year as a guest and has assisted us greatly by undertaking work jointly with committee members to help us reach our goals.

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<tr>
<th>Status</th>
<th>Post-holder</th>
<th>Term</th>
<th>Location</th>
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<tr>
<td>Chair</td>
<td>Catherine Grant</td>
<td>Elected in 2014 for 3 years</td>
<td>Leicester</td>
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<tr>
<td>Honorary Secretary</td>
<td>Sophie Thomas</td>
<td>Co-opted for 2014/2015</td>
<td>Nottingham</td>
</tr>
<tr>
<td>Honorary Treasurer</td>
<td>Amanda Owen</td>
<td>Elected in 2014 for 3 years</td>
<td>London</td>
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<tr>
<td>Ordinary Committee Member (1)</td>
<td>Arleta Starza-Smith</td>
<td>Due for election in 2015</td>
<td>Nottingham</td>
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<td>Ordinary Committee Member (2)</td>
<td>Sarah Helps</td>
<td>Due for election in 2015</td>
<td>London</td>
</tr>
<tr>
<td>Ordinary Committee Member (3)</td>
<td>Kate Scarff</td>
<td>Elected in 2014 for 3 years</td>
<td>Oxford</td>
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<td>Ordinary Committee Member (1)</td>
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<td>Glasgow</td>
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<td>Stewart Rust (Affiliate member)</td>
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<td>Judith Middleton</td>
<td>Co-opted for 2014/2015</td>
<td>Oxford</td>
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<tr>
<td>(not faculty committee-represents DoN executive)</td>
<td>Cheryl Davis</td>
<td>DoN Communication Officer</td>
<td>Sheffield</td>
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Date completed: 2 October 2015