



**Minutes of the IFPA Schools Meeting Tuesday 18th May 2010, IFPA Head Office,
Hinckley, Leicestershire, 11am – 2.50pm**

Present:

Julie Duffy – IFPA Chair of Education/University of Wales, Cardiff
Ann Leach – IFPA Chair
Claire Morris – IFPA Secretary
Viv Hinks – Chair of Accreditation/University of Wolverhampton/Vibrant Space
Sue Mann – IFPA Chair of Research/ Hygeia @ Phytobotanica
Debbie Moore – Penny Price Aromatherapy
Kay Dover – New College Durham
Susan Fletcher – New College Durham
Ian Brealey – Shirley Price Aromatherapy
Victoria Plum – Neal's Yard Remedies
Sue Lincoln – Sue Lincoln School of Aromatherapy
Kerry Payne – IFPA Office Manager

1. Welcome and Introductions: Julie Duffy (JD) opened the meeting and welcomed all those in attendance.

2. Apologies were received from:

Mark Breedon – Thames Valley University – Abingdon & Witney Campus
Christine Fisk – Ethos
Reiko Tomino – IMSI
Veronica Sibley – AADDL
Christine Courtney – OBUS
Miki Hayashi – Miki Hayashi School of Aromatherapy
Alison Perrott – The Seed Institute
Christine Sapsford – Purple Flame
Martina Connolly – Body Wisdom
Emmalene Katayama – Yorkshire School of Natural Healing
Sue Jenkins – Edinburgh School of Holistic Aromatherapy
Inge Westerlinck – Inge Westerlinck Academy
Louise Carta – Shirley Price Aromatherapy

3. Minutes of the previous meeting held on 16th November 2009, IFPA Head Office. The minutes were approved as a true record subject to one amendment – Page 4, Point 9, incorrect spelling of Tiran.

4. Matters arising from the previous minutes

Student Reps – Claire Morris (CM) advised that a student rep has now been appointed, Michala Green (MG) currently studying at University of Wales, Cardiff.

5. Schools to submit exam papers - Response from schools has been poor. **ACTION: JD to send another e-mail to outstanding schools requesting a copy of an exam paper.** It was agreed that once half of the accredited schools have responded JD will create a bank of questions which will be available to all schools.

6. Reading Lists – Again response has been poor. **ACTION: JD to contact outstanding schools.**

7. Case Studies – Examples of an excellent, pass and fail are required. **ACTION: All schools that have not sent in case studies please do so ASAP. ACTION: JD to chase up outstanding schools.**

8. Schools Manual - JD is working on schools manual and will have this ready for November's meeting.

9. Upgrade Policy – A copy of the IFPA Upgrade Policy was recently sent to all schools. This document was sent in Microsoft Office Word 2007. Unfortunately some people were unable to open this document. **ACTION: KP to re-send upgrade policy in word 93-03 version.**

10. Changes to contact details - JD reminded schools to notify KP of any changes to contact details.

11. Guidelines for pregnancy -“Safety Guidelines”
Suggestions for other guidelines on basic safety were mental health, Addiction, learning difficulties, babies and children.

12. Web Links – CM explained that MG is currently setting up an IFPA Face Book page. KP is working on the website to create new pages.

13. Fitness to Practice – It was agreed at the last schools meeting that an IFPA Fitness to Practice document would be produced. This document would support schools dealing with delicate issues such as personal hygiene, cultural issues and any grey areas. **ACTION: JD to e-mail schools to ask for copies of their Fitness to Practice policies. ACTION: JD to amalgamate this information before the next schools meeting.**

14. Bursary & Awards – Ann Leach advised schools that IFPA is not currently offering large amounts of money due to the economic climate. IFPA will continue with educational awards and the Acorn Award. IFPA is no longer offering scholarship awards. **ACTION: Louise Carter – IFPA Bursary & Awards Chair to amend bursary forms and put on website. Deadline July 10**

15. ITEC A&P update

JD reminded schools that Christine Courtney from Obus Aromatherapy has applied and received APL for the IFPA A&P with ITEC. **ACTION: School who wish to apply can contact ITEC directly on Tel: +44 (0)20 8994 414 Email: info@itecworld.co.uk.**

16. Research Module

Sue Mann (CM) has put together a research module which was circulated at the meeting. This is for guidance only. SM received positive feedback.

17. First Aid

As of 2011 members will have to update their first aid training on an annual basis. It was proposed that first aid training should be counted towards category B CPD as members will have the expense of paying for an annual first aid course as well as annual CPD. **ACTION: Add to the agenda for discussion at the next council meeting, July 2010.**

18. Student Representation on Council

It was agreed at the last council meeting in May 2010 to extend MG's position on council to November 2011. CM explained that council would also like to recruit a non university rep to work alongside MG. **ACTION: All schools to encourage students to apply. ACTION: Interested students to send a 200 word summary about themselves into the office.**

19. Case Study Award

Schools were asked to encourage students to submit case studies. Case study guidelines are available from the office and will be included in the schools manual.

20. Complementary and Alternative Medicine Library and Information Service (CAMLIS).

Gerhard Bissels (GB) from CAMLIS was invited to the office to talk about CAMLIS and demonstrate their website. CAMLIS aims to provide a comprehensive library and information service, as well as support for research and education.

Organisations such as IFPA can become a Stakeholder. CAMLIS stakeholders register all their members with CAMLIS and receive library accounts for all of them for an annual fee. Fees for professional associations up to 2000 members would cost around £21,000.00 per annum.

Feedback from around the table was very positive and everyone thought the CAMLIS website and facilities were excellent and would benefit members enormously. However if IFPA were to become a CAMLIS stakeholder, membership fees would have to be increased. Opt in membership is not available. Discussion followed after GB's departure. Kay Dover (KD) and Ian Brealey (IB) were very interested in joining CAMLIS as training providers. KD was happy to use this as a pilot scheme and get feedback from her students. CM also suggested MG trial CAMLIS. **ACTION: CM to contact GB for a trial password. ACTION: CM to liaise with Sorrell Robbins, IFPA Treasurer to work on proposals. ACTION: CM to liaise with KD and IB for student feedback.**

21. Accreditation

21.1 Viv Hinks (VH) introduced herself as the new IFPA Accreditation Chair. VH explained that several accredited schools are due to be inspected this year. VH proposed that the 4 yearly inspections be disposed of and replaced with a paper trail and random inspections, followed up with an annual report. All student evaluation forms, exams papers and markings, external examiners reports and photos of the venue would also be requested. It was also suggested that students should be

contacted for feedback. VH stressed that she in no way wants to lower standards. VH received positive feedback. **ACTION: VH to put together a proposal and clear criteria for the next council meeting in July 2010.**

21.2 It was agreed that IFPA schools could separately accredit Massage, A&P and business studies. Schools can use the IFPA logo for certificates.

22. CPD CENTRES

VH proposed that IFPA create a new category of accreditation "CPD Centres". This category of accreditation would benefit schools that are not offering full diplomas. They do not have to be an accredited school. CPD Centres could use the IFPA logo on certificates. A small accreditation fee would apply. VH assured that standards would be monitored. **ACTION: VH and JD to work on a suitable template and criteria.**

23. IFPA Diploma in Indian Head Massage

VH to create a template to give to schools or CPD centres to offer the IFPA diploma in Indian Massage as a CPD course. **ACTION: Any ideas for other CPDs please e-mail KP at the IFPA office.**

24. Minutes on website

It was agreed by all to put previous schools meeting minutes on to the IFPA website. **ACTION: KP to put November 2009 minutes onto the website.**

25. AOB

25.1 Victoria Plum – Targeted campaign against CAM. All be very aware. **ACTION: CM to offer a session at the next conference/AGM regarding this issue plus write something for inclusion into "In Essence".**

25.2 New Logo – AL explained that the IFPA council are considering an IFPA face lift. AL circulated potential new logos. AL received a mixed response. AL explained that no decision was made at the last council meeting and that a costing exercise will be done before making a final decision.

Date of next meeting

16th November 2010 at IFPA Head Office, Hinckley, Leicestershire.

JD thanked everyone for attending and closed the meeting at 2.50pm.

Produced by Kerry Payne 26th May 2010

