

BRITISH ASSOCIATION OF PLAY THERAPISTS LTD

MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 2nd March 2024, 10.00 am

Minutes

Present

Donna Benson – Chair (DB)
Sarah Hickson – Vice Chair (SH)
Maggie Fearn - International Ambassador (MF)
Ann Greenwood – Board member/ Welsh Rep (AG)
Jo Hill – Board Member (JH)
Paul Kilgallon – Lay Member (PK)
Audrey Lee – Membership (AL)
Alex Machon – Membership (AM)
Jeanne McLaughlin – Supervisors (JMc)
Sonia Murray – Chair of Portfolio Route (SM)
Andrew O'Mahony – Lay Member (AOM)
Esther Schencks – Chair Comms and PR (ES)

In Attendance

Liz Hill – Representing T&E (LH)
Linda St Louis – Complaints/PCP Chair (LSL)
Tracey Trevorrow – Office Administrator (TT)

Apologies

Sandra Boyle – Board Member (SB)
Tracy Lanigan – Board Member/Scottish Rep(TL)

Structure

Meeting Chair: DB
Minute Taker: TT

Welcome from the Chair and Minutes

DB welcomed Jeanne McLaughlin back to the Board as the Supervisors Sub-Committee Chair.

SM raised a concern that LH was not a Board Member and so should not attend whilst going over previous minutes of the Board Meetings. DB Advised that in line with BAPT's Articles of Association a Board member from each sub-committee is required to attend 80% of the meetings, which is why Tracie Faa Thompson (TFT) can no longer be a Board Member as she cannot commit to enough meetings. The PSA want transparency of minutes, so want them on the front of the website and not on the members area, together with Board members names. On this basis LH is able to remain at the meeting.

DB proceeded to go over all of the outstanding actions from previous meetings and these have been updated accordingly. It was also mentioned that these could be added to Share

Point so members can update the minutes once actions have been completed. Share Point training will need to be arranged for everyone. The minutes for the January Board meeting were then approved.

LH had to leave the meeting at 10:40 for personal reasons and would rejoin later.

Update from the Chair

PSA Update

DB advised that following the submission of Standard 1, she has received a letter from the PSA stating that they are pleased to announce that it has been completed and confirm that BAPT meets the requirements for Standard 1.

There will be another annual check in November/December.

The Full Standard check will next be required in 2026/27.

DB thanked everyone for their support.

Following the initial submission of the Full Accreditation documents, DB advised that she had received an email from Dan Scott with 15 questions regarding standards 2-8. This was the reason for calling the emergency Board PSA Meeting last Friday. The updated documents were submitted on Monday as our submission was going to the Panel on the Tuesday. DB received an email on Tuesday morning from the PSA stating that they are pleased to say that BAPT's accreditation has been approved. Some recommendations have been removed or downgraded. At this point, some of the PCP information had not been submitted. It was a mammoth task but we got there – thank you to everyone.

DB advised that she attended some PSA training on Tuesday around fitness to practice, support, witnesses, language used – lots of things to consider for PCP. It is apparent that there is no research on how impact affects witnesses.

Professional Conduct

LSL sent her report prior to the meeting.

LSL has received 3 queries. Two were highlighted by TT as misinformation of advertising BAPT membership on websites when they were not members. Both have taken steps and removed the information from their websites. LSL will look at Query A next week.

LSL appreciates that everyone is snowed under at the moment, but we need to look at the recruitment of PCP members – we need a small group of Board members to look at how we can do it as currently we don't have enough members if we had to go to court. There is one member who never responds, and LSL would like them to step down but cannot do this without a replacement. The other current members are responsive.

LSL's time with BAPT has extended – her employment finishes at the end of March so can apply more time to get things done but will be leaving at the end of July.

The PCP Review of policy and protocols still needs to be done – PCP members will come together to discuss it, but it needs to be owned by the Board – a small working group is

needed to join the PCP members to address the key points Barbara is seeking a response to.

LSL will visit TT in April to sort out procedure for tracking complaints from arrival to conclusion – will most likely be a spreadsheet.

TT and I will meet in early April to begin this work which will involve tracking a complaint from arrival through to the final outcome. Excel to be used but other suggestions welcomed.

Shirley Fenwick (SF) has joined the Panel but needs a months' notice for meetings. LSL and DB need to formally meet/interview and confirm her in post. LSL will contact SF for dates.

Action: LSL/DB to interview and confirm SF in post

It would be good to update the Safeguarding policy in line with more current systems, language and protocols. LSL will do this in April. DB to talk to LSL after the training scheduled after the Board Meeting.

Action: LSL to review and update Safeguarding Policy

JH asked if the training on complaints could be recorded and shared with anyone showing interest in joining the Panel.

SM advised that LSL has a lovely procedure in place that is very clear. The PSA accreditation has helped to tighten things up.

LSL said that the training needs to be retained within BAPT. GDPR requires that the information shared is destroyed after the training as it cannot be shared.

LSL left the meeting at 11am.

DB asked the Board to contact LSL to her know if they are interested in helping with the process. SM offered her assistance.

EMDR

Play Therapists are not eligible for EMDR training. It is not regulated – a European Association accredits the training – anyone can offer EMDR training. DB looked at how BAPT can get accredited with EMDR and we meet all the required criteria (DB then went through the criteria). Our members can apply for EMDR training if we are members. DB asked if anyone has the bandwidth to help with obtaining the information to submit BAPT's application. JMc and PK offered their help. Many Play Therapists want to do EMDR training but can't, but this will allow them to.

Action: JMc/PK look at EMDR application and give update at next Board Meeting

SM said that if any documents are required then to ask SM/DB as we most probably have them from the recent PSA submission.

New Sub-Committees

BARC/EDI

DB contacted Ruth Lazarus (RL) with regards to BARC (BAPT Anti Racist Collective). It has been disbanded due to commitment and they didn't want to be part of EDI. We need to show that we have an EDI sub-committee with members and a Chair. JMc advised that she has someone who is happy to take EDI on and will give their email details to DB.

Action: JMc to pass contact details of member interested in EDI to DB

DB said that all the work the sub-committees do is directed by the Board, so we need to know what we want the EDI committee to do – once someone is in place, we will then need new members – possibly include in the newsletter.

Supervisors

Jeanne is back as the Supervisors sub-committee chair. DB and JMc met on Tuesday to discuss the committee.

JMc said that the wording around supervisors needs to be uniform across all documents. She will look at the documents and will ensure that they are clear and concise on requirements.

SM asked if the renewal form can be updated as Keith is updating the website and will need the updated form.

T&E

The Board has had a discussion previously regarding the structure of T&E. It has got too big and too much. DB met TFT who was keen for T&E to be split. Agreed to split it in two: Short Courses/CPD and University courses. The T&E minutes submitted for this meeting show that there are not many members – with CPD being moved to online in the future, it will hopefully make things easier. We need to look at University courses and how to move forward as an active committee as we want to increase the scope.

SM advised that the last training criteria was 2016 – does this need updating. It does need reviewing.

JMc is not part of T&E anymore. Not so much to do in short course accreditation – Mihaela Novac does that. Meeting with the three Universities is the biggest part and the training requirement should be reviewed – we can't dictate content but can give advice.

DB advised that there has also been an enquiry from Liverpool University. University training is gaining momentum and needs focus.

PK said that he has the bandwidth to join the committee – there is also SB on the committee so this alleviates LH attending Board meetings. As a Board we need to be clear on what we want them to focus on – and should be linked to the Business Plan.

SM will look at the sub-committee contracts – remit and criteria are included. There is a flowchart somewhere for T&E as well. Contracts is another requirement of having a central point where people can access documents. Sub-committee members need to be co-opted and then voted on at the AGM. There is a T&E meeting on 6th March.

Office Closure

BAPT office is closing on the 31st March. We have a storage unit with effect from 18th March. DB and SH to go to the office to help TT move the items – date to be sorted before the end of March. The registered office will be the new accountants address – they will direct post to TT.

TT advised that she will be looking at obtaining a business mobile phone. AL asked if this will have an answering facility as the current facility is not clear that it is BAPT you are talking to. TT said that she will set up a message on the mobile asking people to leave a message and that she will get back to them as soon as possible. TT to look into if the current phone number can be forwarded to a mobile phone.

Action: TT to check if office number can be forwarded to a mobile phone

We have broadband until the 4th April.

New Accountants

They will do the PAYE for the new Business Manager. SM to sign the agreement and return it to the accountants. SM to check if the registered office and completion statement service should be included in the agreement or if they are separate.

Action: SM to sign new accountants agreement and check registered office and completion statement services

DB said that she wants to leave HSBC. This will be considered at the next Finance Meeting. DB still trying to get access to the bank account to set up the International Payments.

International Update

MF advised that the ICPTA Membership renewal for 2024 is due. Annual membership for Operating Members is 500 Swiss Francs. MF asked if BAPT is happy to renew it's membership and at the same rate. DB asked what the reduced rate criteria was – MF advised that it was for those with less than 200 members. It was agreed that it is vital that BAPT is still part of it, so the Board agreed that they are happy for MF to arrange for an invoice to be sent to TT.

Action: MF to arrange ICPTA membership renewal

AOB

New University interested in running a Play Therapy course – TT to forward email to TFT and LH.

Action: TT to forward email to TFT and LH from Liverpool University

TT had asked DB if Rise Fleet should have an honorary membership – SM advised that she was given honorary membership as an Associate + Journal at the York Conference.

PayScale

ES sent an email to the Board asking for approval/feedback on the spreadsheet sent by AG and how to put it on the website.

Only DB replied. It makes BAPT very vulnerable – cannot just upload the tool. We need a webinar to show how it works. DB is not comfortable saying how much Play Therapists should be paid as it is down to each Play Therapist on what they accept. We need to be valuing our profession but as a governing body not sure we can stipulate actual salaries.

ES advised that when job adverts have been uploaded on the website, she has received comments/feedback on the pay being offered.

AG said that it is not just about the salary, but the benefits as well.

JH said it would be good to have guidance as it is helpful to have something – there has always been something on the website.

A discussion continued around other professions and their pay scales and how dangerous it could be if people start quoting “BAPT says we should be paid this amount”.

MF advised that when she put the tool together, she wanted to carry out some research to find a range but some of the committee didn't want this to be carried out.

SM shared the National Career Service (NCS) website page which showed that salaries were in the range of 24-38K whereas Drama was 35-50K. Need to lobby NCS and educate them about Play Therapy.

AOM asked where they were getting these numbers from.

SM said it looked like it was be related to HCPC members.

Action: AG agreed to lobby NCS and come back to the Board

Action: DB said that she will raise PayScales at the next PSA collaborative meeting as they should be helping with this

AG asked what she could feed back to the group who carried out the work back in August.

DB said to advise that the Board are exploring this further. The tool is fantastic – put a video on the website on how to use it – can they produce a video training guide. Just need to be careful on wording as we can't stipulate what we are paid but give guidance.

MF said that lobbying must emphasise BAPT Registered title – this helps us if we can argue being paid higher salaries.

LH rejoined the meeting at 12:15

DB asked LH if the T&E subcommittee members had been voted on at an AGM or just joined.

LH said that Uni Links were not voted on as they joined via the Universities, and she wasn't sure about the committee members but would ask.

Action: LH will find out if T&E members have been voted onto the committee

ES said that Social Media members were not co-opted on.

SM said that contracts will be sent out with criteria and structure for each committee. It has to be made clear that you cannot sit on a subcommittee and not support it.

LH advised PK that there is a T&E meeting on the 6th March at 6.30pm – she will arrange for an invitation to be sent to him.

LH left the meeting at 12:35

AM asked if subcommittees should have formal meetings.

DB said that Professional Practice is no longer available as it was just herself. JMc is on her own for Supervisors. AL is stepping down so AM will be a subcommittee of one.

SM said that the other membership role is looking at promoting membership, increasing membership numbers, benefits for members – so would need meetings.

JMc advised that the T&E University rep advised that some students don't register with BAPT. TT advised that many have not renewed. JMc said that that is because it is not compulsory to be a member.

AL said that it should be compulsory for students – we need to ensure that they have a valid DBS and insurance in place.

DB asked PK to raise why student membership is not compulsory at the T&E meeting on the 6th March.

JMc said there is nothing in writing for students when they enrol.

It was agreed that this must be part of the criteria.

SH advised that when she was the Uni Rep she would go the Uni at the start and end of term and gave out forms to ensure they are members.

Neuro Sequential Model

SM said that this is linked with professional practice and training – to change the BAPT statement is much more than this.

JMc said that they are using this as an assessment – you cannot tell others to do Play Therapy.

Action: SM will message Dr Bruce Perry

DB said that BAPT does not deliver training on Play Therapy to local authorities.

Action: DB will email Beacon House on their thoughts on Play Therapy

Action: TT to email Catriona to advise Board are looking at it and will come back as soon as possible

Competencies Log

SM has advised that the competency log is not in the practice element so students don't have to evidence working with parents – this could have potential issues with becoming a BAPT member. Need to move this to the practice statement. Students must show they are competent with working with parents.

Action: PK to ask the T&E for the criteria for courses

There being no further business the Meeting ended at 1pm

1) Dates for next Board Meetings

13th April

18th May (AGM)

22nd June

7th September

5th October

16th November (Conference)

Signed:

A handwritten signature in dark ink, appearing to read 'DONNA BENSON', enclosed within a large, loopy circular flourish.

Name of Chair: Donna Benson

Date: 13/04/2024