

## **BRITISH ASSOCIATION OF PLAY THERAPISTS LTD**

### **MEETING OF BOARD OF DIRECTORS**

**Via Zoom**

**Saturday 20<sup>th</sup> January 2024, 10.00 am**

#### **Minutes**

#### **Present**

Donna Benson – Chair (DB)  
Sarah Hickson – Vice Chair (SH)  
Sandra Boyle – Board Member (SB)  
Maggie Fearn - International Ambassador (MF)  
Ann Greenwood – Board member/ Welsh Rep (AG)  
Tracy Lanigan – (TL)  
Audrey Lee – Membership (AL)  
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) – Professional Conduct  
Tracey Trevorrow – Office Administrator (TT)

#### **Apologies**

Tracie Faa-Thompson – Chair T&E (TFT)  
Jo Hill – Board Member (JH)  
Paul Kilgallon (PK)  
Alex Machon – Membership (AM)

#### **Structure**

Meeting Chair: DB  
Minute Taker: TT

### **1) Welcome from the Chair and Minutes**

DB welcomed and thanked the Board members who could attend the meeting. DB thanked those coming back to her with regards to attendance at Board Meetings this year. In line with BAPT's Articles, we have to have 80% attendance to be on the Board. AL will be stepping down at the AGM. TFT cannot commit to the 80% due to her working weekends so we need a new Chair of T&E as it cannot be a rolling committee member attending the Board Meetings – it has to be the same person and Chair.

SH suggested looking at the meetings being held in the evening instead of just Saturday as we don't want to lose people just because they cannot attend Saturdays.

AOM commented that the 80% has not been adhered to in the past. SM said that it has always been the case and should have been. The new Board have not changed the rules,

this is part of the Charity Commission and Articles. A member of the sub committees have to be at the meetings and on the board – however it doesn't have to be the Chair.

SH said that the Board have to agree the dates for the meetings. DB said that we need to make them every 6 weeks as every 2 months is not enough. The minutes from this meeting will be sent back to TFT as the Chair but a meeting is needed with TFT and LH to sort things out.

There were no adverse comments with regards to the September minutes, so they have therefore been duly approved. The outstanding minutes have been carried forward and are noted at the end of these minutes.

## **2) Committee Reports**

### **T&E**

LH said that she will make notes and will take them back to TFT. They don't currently have a date set for the next T&E meeting, but it will be in the next few weeks.

LH advised that they had has some gloomy meetings around supervision and had met with the University Director before Christmas. DB spoke about supervision for students. There are not enough supervisors skilled to train students. DB took the feedback from the meeting and advised that there will be a Supervision Sub Committee and Jeanne McLaughlin has agreed to be the Chair. There will be a new draft for the Supervision process. There will be increased supervisors online – but not admitting anyone who is not a BAPT Member or BAPT Retired Member.

This was sent to the PSA and it needs to be ratified by the Board. LH said that the 1<sup>st</sup> year students are due to start their placements and panicking about the supervision requirements. DB confirmed that the changes start from now.

There have been 2 enquiries about new Masters courses for Play Therapy. One will be based in Salford University (Helen Gedge) – the process of rewriting the requirements for the University is in hand. The other enquiry is from Myriam Clance from Munster Technological University in Cork. DB advised that this cannot be approved as it is not in Northern Ireland.

Supervisors have not heard about their new applications as Jeanne had to stop approving them.

BARC team feel they should be part of T&E but T&E felt it should be a separate subcommittee. DB advised that the Board have discussed this and BARC cannot be part of T&E. DB is in the process of speaking to Ruth Lazarus about it. LH said that she would take it back to T&E - SM advised to say that the Board is dealing with it. The Board will agree on what will happen and will give an update once agreed.

LH had no further information to share and left the meeting at 10.20am.

### **Communications & PR**

ES advised the Board that Lucy has stepped down from the Team due to personal reasons. It was agreed to send Lucy a gift and thank her for her hard work and support – TT to get a John Lewis voucher.

**Action: TT to send a John Lewis voucher to Lucy**

### Website Update

The Christmas calendar was a great success. Website access has reduced over the last 30 days – most probably due to it being Christmas.

Qualifications, Find a Therapist, What is Play Therapy – are the highest viewed sections.

ES emailed Keith due to issues on WordPress being a security risk. Keith had sent an initial quote for the website to be copied to his server. To recreate the website, it will be £2,800 and £95 per month for hosting services. The Members database will be integrated into WordPress. Keith can do a new website which will give more flexibility and in the long run will work out cheaper. ES/TT need access to update the website.

DB said that we had asked 9<sup>th</sup>Wave to do a new website so this should be the case with Keith.

ES advised that the current websites plugins are very out of date, and whilst you can buy new ones they could break the website.

DB asked the Board if anyone did not agree with the new website.

There were no disagreements so the proposal to instruct Keith to do a new website was passed.

#### **Agreed Proposal: Keith to provide BAPT with a new website**

ES said that she will write up a new proposal and send it to Keith.

SM said that we need timescales from Keith on when he can get the new website up and running – if possible we need it to go live before the AGM in May.

ES also said that in light of the recent issue we had with the Domain Names, do we need a Board Member to take responsibility for them. DB advised that the Business Manager will take responsibility. ES said that if the Domain Name is not paid for we will lose it – bapt.uk.com expires in November. SM said that this should be a running subscription. ES will ask Keith to ensure this is on auto renewal.

#### **Action: ES will ask Keith to ensure the Domain Name is on auto renewal.**

### **Portfolio Update**

SM advised that she has two portfolio applications that need approval by the Board as ES is not well enough to look at them. MF and SB offered their assistance. SM will send Yuliya Loutsenko's to SB and Jody Manning to MF.

ES left the meeting at 10.40am

### **Newsletter**

SM advised that she had not done the newsletter before Christmas. She asked the Board if anyone had a playful activity they could send to SM for the Newsletter. We need to keep issuing the Newsletter to keep members informed of what is going on.

DB asked SM to send her article back to her and she will rejig it.

### **Update from the Chair**

#### **PSA Update**

DB apologised for the many emails about the PSA and thanked all those who helped. The worst thing was gathering evidence, so a huge thank you to SM/ES for pulling it together. In total there were 60 appendices.

PSA have acknowledged receiving all of them and will be in touch in the new year. DB said that she is confident that we have answered everything – the policies need to be ratified. The Supervision one is the most important one and needs to be sent to T&E and Jeanne McLaughlin (as Chair of new subcommittee).

SM advised that in 2009 there was a process for reviewing and ratifying policies but now we need to start again. There should be a rolling program to annual reviews. TT said that Board should each have policies to review each year and responsibility for them being kept up to date.

SM now has all the documents. DB said that as all of them were reviewed in December 2023 for the PSA, they can be ratified.

### **Supervision Update**

DB confirmed that only Full and Retired Members can be Approved BAPT Supervisors. Anyone who is not a BAPT member can be a supervisor.

How long a member can be an NQPT was also looked at. An NQPT could potentially not work for the year and then become a full member whereby their supervision requirements reduce.

DM shared the Supervisors Policy with the Board and talked about the changes agreed with Jeanne McLaughlin. A discussion followed around NQPT supervision. DB will go through the Supervisor Policy and make the necessary changes. Also need to ensure that the Member Category, website, core competencies and application forms are updated. Need to ensure that all areas where the supervisory requirements are stated are updated.

MF said that it has to be made very clear to those graduating that they have to have 100 hours student supervision and 100 hours post qualifying. This will bring BAPT inline with other organisations. There could be implications for BAPT in that it is cheaper to be an NQPT than a Full Member. The requirement is 2/3 clinical hours per week.

SM said that the new system on the website for renewals should help with uploading evidence of supervision.

Another discussion followed around NQPTs.

AOM said we can keep the process as it is but include the hours required.

AG advised that BACP have less supervisor hours so some people do their NQPT year with BACP and then rejoin BAPT as a full Member. We need to stipulate how many supervisor hours we require for new members.

SH suggested changing the wording from monthly to per case load.

MF suggested stating the requirement is for the minimum of 200 hours for the whole year and remove per hour.

DB will review the Supervisor Policy and will then send it out for approval. Will also look at all areas to make sure all documentation says the same.

TT asked for clarification of membership types who can be supervisors. DB confirmed BAPT Full and Retired Members can be supervisors.

SM said that this is part of the PSA, and we need to protect it. SM will write an email for those who cannot continue to be BAPT Approved Supervisors – although they can keep their supervisees.

DB confirmed that the changes are effective from September.

## **Professional Conduct**

LSL sent her report prior to the meeting.

LSL has been in contact with AG about a Member who has been invited to a Professional Abuse Strategy Meeting (PASM). AG gave LSL the full context behind the situation. AG advised that Wales is slightly different to England and we need to take this into consideration. The Play Therapist in question is contracted by AG for her work, which is with the Local Authority (LA), and she cannot be seen to not support these situations. As the Lead Child Protection person, AG will attend the meeting as it won't disrupt the relationship with the Play Therapist and the child.

Have only received this one case so far.

Previous huge case of possible misconduct is still ongoing. LSL has agreed to wait for the LA to finalise their investigation. More investigations are due to happen – the complainants claim has been upheld. LSL is waiting on written confirmation from the LA and will then look at whether we take it further or not.

LSL asked if there has ever been a JD for her role as she can then work from that. SM said that she thinks there is one and will send it to LSL if she finds it. TT to look as well.

**Action: SM and TT to see if they have a JD for LSLs role**

Shirley Fenwick has joined the Panel – we need to formally meet and confirm her in post. LSL wants to agree the wording with a Board Member. She would be good to take over from LSL.

We need one more Lay Member to join the Panel.

Philomena has stepped down from the Panel and is not renewing her membership. Flowers to be sent as a recognition of her contribution.

**Action: LSL to send Philomena some flowers**

LSL advised the Board that she will be taking a year off when she retires in April, so we need her replacement. She would like to return after the year as a Supervisor.

Panel are to meet to discuss Protocols around complaints. Board and Panel training in understanding what happens with a complaint would be good to happen.

Tracking of Complaints – TT and LSL to meet up.

BAPT Complaints Policy – LSL is still looking at this and will sort it before she leaves.

A situation was raised to BAPT where a Member was advertising Play Therapists as BAPT members on her website, when a few of them weren't. An email was sent to her, followed by another one. LSL spoke to the Member who felt mistreated and her ethical manner was questioned. She claims that she should have been contacted directly instead of via her

website email and that more effort should be made to make contact with the Member directly from her membership details. TT advised that she was contacted about her website via the method stated on her website on how to contact her – the member advised LSL that she does not monitor that email regularly. LSL will share a draft response with DB and TT.

SM suggested that we can put something in the Newsletter about trademark and ensuring website details are up to date and accurate.

SM said that she would like a day/morning before LSL leaves around complaints as she feels it is important that the Board has a good understanding. DB said this could happen after the next Board Meeting on the 2<sup>nd</sup> March although being on zoom all day may be too much. It was agreed that this training would take place on the afternoon of the 2<sup>nd</sup> March.

LSL left the meeting at 12.05pm

### **Memberships and Renewals**

AM is not here at the meeting. AL advised that around 85% of renewals have been completed. Those outstanding are in the process of being removed from the Register. TT is sending an email to those who have not renewed yet to see if they are going to. TT is also carrying out an audit of the Register and is currently on page 5 of 41 but will work through it as quickly as she can.

We have received some new International Professional applications which is good. AL thanked TT for her help with the renewal process and recognised that things have been tightened up for the better.

SH left the meeting at 12.20pm

### **International Update**

MF has sent an International update and there is nothing else to add to the report.

### **Lay Members**

We need to try and recruit another Lay Member. AOM advised that he was recruited as his son had a PT and she mentioned about joining the Board. We all need to encourage members to ask parents, schools, etc if they know anyone who wants to join. TL did have someone who was interested but ill health stopped them from applying. DB will email someone who showed previous interest.

**Action: DB to email the person who showed interest in the Lay member role**

**Action: SM to include in the Newsletter if anyone is interested in the Lay member role**

## **3) AOB**

### **Board Meetings**

The Board needs to agree the Board Meeting dates. Reports are to be sent in plenty of time before the meeting so they can be read and only any questions about them should be raised at the meeting. This will enable other matters to be addressed. The reports must be in line with the Business Plan.

T&E needs to be looked at.

A discussion followed around attendance and the Scottish holidays. It was agreed to change the Board Meetings on the 29<sup>th</sup> June and 12<sup>th</sup> October to the week before (22<sup>nd</sup> June and 5<sup>th</sup> October). It was agreed that evening Board meetings would not work and they had to be on a Saturday.

**Action: TT to email Board with revised dates**

MF left the meeting at 12.30pm

### **Business Manager**

Job Description and advert to be sent to the Board for agreeance.

Question raised around where to advertise the role. Put it on BAPTs website, Social Media, Indeed and the Newsletter. Advert to include the close date and interview date. Panel of three people required for looking at applications. SM/DB/TT agreed to review applications.

**Action: SM to email Business Manager JD and advert to the Board for agreeance.**

**Action: Once JD and advert have been agreed, TT to put advert on Indeed.**

Office is closing at the end of March so this role will be remote.

### **Finance**

SM advised that there are 4 members on the subcommittee and one of them needs to be a Chair. TT mentioned that the Business Manger and TT could take on the Treasurer role between them. SM said that there is no need for the Treasurer role but there was a need for a Finance Chair.

TT advised that we are in a good position financially. She is currently chasing some members, and one non-member, for their Conference shop payment. She mentioned that the PayPal figure on the Balance Sheet is not accurate as the account needs to be reconciled but she needs some help with it. Finance Committee agreed to meet on Wednesday 31<sup>st</sup> January – TT to send out invite and zoom details.

**Action: TT to set up Finance zoom meeting for 31<sup>st</sup> January**

DB reminded everyone that there will be some BAPT training on the 2<sup>nd</sup> March and will ask LSL to confirm that this is OK.

There being no further business the Meeting ended at 12.55pm

## **4) Dates for next Board Meetings**

**2<sup>nd</sup> March**

**13<sup>th</sup> April**

**18<sup>th</sup> May (AGM)**

**22<sup>nd</sup> June**

**7<sup>th</sup> September**

5<sup>th</sup> October

16<sup>th</sup> November (Conference)

Signed:

A handwritten signature in black ink, appearing to read 'DONNA BENSON', enclosed within a circular scribble.

Name of Chair: Donna Benson

Date: 02/03/2024