

BRITISH ASSOCIATION OF PLAY THERAPISTS LTD

MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 22nd July 2023

10.00 am

Minutes

Present

Donna Benson – Chair (DB)
Sarah Hickson – Vice Chair (SH)
Sandra Boyle – Board Member (SB)
Tracie Faa-Thompson – Chair T & E (TFT)
Maggie Fearn - International Ambassador (MF)
Ann Greenwood – Board member/ Welsh Rep (AG)
Tracy Lanigan – Scottish Rep (TL)
Audrey Lee – Membership (AL)
Sonia Murray – Chair of Portfolio Route (SM)
Esther Schencks – Chair Comms and PR (ES)
Linda St Louis – Complaints/PCP Chair (LSL) – Prof conduct matters

In Attendance

Tracey Trevorrow – Office Administrator (TT)

Apologies

Jo Hill – Board Member (JH)
Paul Kilgallon (PK)
Alex Machon – Membership (AM)
Andrew O’Mahony – Lay Member (AOM)

Structure

Meeting Chair: DB
Minute Taker: TT

1) Minutes

There were no adverse comments with regards to the May 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) Conference Update (SM)

170 registrations to date. Board needs to agree the dinner menu – 100 attending the dinner.

Some have not paid and have been given to the end of the month when their registration will be cancelled, and they will have to pay the full price if they re-register as the early bird price ends at the end of July. There are some members who are not registering as their preferred workshops are full – there may be a possibility for them to register if the unpaid registrations are cancelled.

SM and TT will tally and agree the revenue received so far.

DB suggested giving lanyards to each attendee at the conference as part of their goody bag.

3) Update from Chair

DB had no real update to give but advised that she had attended the marketing communication meeting at PSA. They have asked all registrants to encourage all their members to use the quality mark/logo for PSA in their signature sign off on emails and on their websites. BAPT's logo is currently embedded with the PSA logo. Can advise members that as part of their registration they must use the PSA logo.

ES has included a toolkit to help with adding PSAs logo onto members' websites on BAPT's new website.

SM advised she can also email members via constant contact asking them to use the logo.

4) General Update – SM

Solicitor

SM spoke to a Solicitor following the AGM with regards to whether the International Membership category was legally allowed.

They pointed out that the Articles of Memorandum (Articles) had not been updated or sent to Charities Commission since 2005 – they should be reviewed every 5 years to ensure they remain fit for purpose. Any amendments should be uploaded and agreed by the Charities Commission.

Associate Membership – can only be called Associate – SM found the AGM notes for this new category but not the updated Articles. Another category update that cannot be found is for Retired members.

BAPT has to be very clear with the categories – they have to be agreed by the members and have Charity Commissions agreement before they can be used.

NQT is also not in the Articles and neither are approved Supervisors – the website states that Supervisors have to be Full or Retired members but the application form does not state this restriction. The main concern is if a supervisor is not BAPT or PTUK registered, then if there is a complaint about them who investigates it.

DB asked if this was on the risk matrix for PSA – SM did not know.

DM advised that Jeanne McLaughlin was arranging a supervisors meeting and this can be sorted out then.

SM advised that we can have the International membership but they cannot have voting rights.

The Solicitor also pointed out that the AGM should not have been held online – even during lockdown as it is not in the Articles. We can change the Articles so in future they can be held online but the members must agree it.

SM shared a proposal with the Board from the Solicitors to put together a document showing the legal requirements of a Board Member and a Volunteer – Robert has suggested some training for the Board. Articles to be reviewed to ensure BAPT is working legally and safely. Cost is £4,900 + vat. SM said that obtaining two more quotes will be time consuming and we need to get going on this. We will also need to hold an EGM at the Conference to agree the new Articles.

If two other Board Members can give SM the hourly rate that other solicitors charge, but they must have charity experience, then please send them to her.

MF advised that the Charity Commission can give advice for free so would recommend that we talk to them first. They will advise on each point. MF thought the revised Articles only had to be agreed by the Board, but SM confirmed that the Solicitor advised that it had to be the members and therefore an EGM had to be held. MF said that we can put it to the members at the EGM that BAPT will continue to hold the AGM online and ask them to agree to the amended Articles.

SH said she felt the Solicitors charge was a significant amount of money and BAPT should obtain other quotes or advise before committing to anything.

MF said she is happy to help SM and asked for the information to be sent to her.

SB also said she was happy to help and will follow up on Monday with GCVs to see if they can assist in anyway.

DB advised that this needs to get sorted as soon as possible and completed correctly – time is of the essence.

LSL asked if BAPT was in a financial position to afford this cost – DB confirmed that we are.

It was agreed that MF would contact Charities Commission; SB will ask for an alternative quote on Monday (24th July) and AG will look for another quote.

All of the Board agreed that the training would be good.

MF advised that she needs the Charity Commission log on details – TT to send to her and SM.

Action: MF, SB and AG

Accountants

TT has contacted the current accountants for a quote but has not, as yet, heard from them.

HR Gravitas have recommended a company who will also give QuickBooks training to TT and whoever else needs it from the Finance committee. They will also provide support with Payroll. The quote from the accountants is £1,350 + vat.

HR Team

Recommended some policies and a contract of employment - £190 + vat.

Leaflets

ES/JH/SM and Lisa Gordon Clark have been looking at and reviewing the leaflets. Further from the last meeting, a poll with members showed that 53% wanted online access to the leaflets and 47% wanted physical copies.

The original company who offered to renew the illustrations for free has withdrawn their offer, ES obtained another quote, but it was far too expensive to be considered.

SM has sent the leaflet wording to BARC to ensure they meet ethical guidelines.

Board Meeting

SM advised that Board Meetings should always link back to the Business Plan and that Sub-Committees should put a proposal forward to the Board if they want to do something and the Board must agree it before they do things.

LSL agreed that this keeps the focus on the Business Plan, and everyone works alongside it as it must be central to what BAPT does.

DB asked if BAPT completes an HMRC tax return as we should be doing one, even if it is zero, as we are selling things like the Conference and leaflets. TT will ask the current accountant as no one is sure if we do.

Action: TT

SM left the meeting at 11am.

5) Reports

Website (ES)

ES shared a PR & Comms Report prior to the meeting.

LSL said that the new website is brilliant.

ES thanked SM for her help and advised that she is hoping to finish it this weekend.

There is a meeting with web designers on the 2nd August at 2.30pm. ES asked for a breakdown of work for the CRM. DB said that it has been decided that BAPT will pay the invoice. There was a delay in setting up the meeting due to sorting out the 365 emails, but now this has been completed we will pay and walk away.

DB asked if SH was happy to join that meeting – SH confirmed that she could. May also ask AOM if he can join the meeting as well. ES to send the zoom details to DB and SH.

Action: ES

ES advised that she had a few links to check and there may be a few tweaks to make but then she will be able to test the new website but hopes it will be ready to launch at the end of July.

With regards to developing a database, ES will liaise with the membership team to put together a flow chart with requirements and for it to feed into QuickBooks. Will also include SM for the Portfolio Route requirements. AL said that AM also needs to be included in the meeting.

Action: ES

TT to send ES the previously agreed advert charges so they can be added to the new website so these can then start to be charged.

Action: TT

Complaints - LSL

LSL shared a report prior to the meeting.

- **Complaints**

June 12th complaint is regarding a worker working with a BAPT play therapist – they asked if there is an expectation that a member should advise BAPT. Currently no details of the nature of the investigation. If we don't receive a formal complaint, then LSL will contact the member directly for details of the concern/investigation.

July 14th complaint is regarding a member who is working privately with an adopted child and the mother wants to take the local authority to court. Her solicitor has asked for documents/information. Member is happy to provide the information but not sure what to give. LSL spoke to the member about redaction, reflection notes, informing her supervisor and her insurance company. AG said that she has had some luck with three court cases in that they did not want her session notes, just her reviews notes. LSL said that the solicitor is asking for the information not the court, so this is different. Filial therapy would not have sessional notes, but they are asking for minutes/emails. LSL will pass on AG's above feedback.

The third complaint was an enquiry received in April and was dealt with and closed off. Have now received another email about the situation but cannot see what the complaint is about. LSL looked at BACPs complaint form and used this format whilst we sort out our own, and asked the person to complete this so I can get a better understanding of their complaint.

LSL asked who the person was who showed interest in her role – DB confirmed that it was Shirley Fenwick and TT confirmed that she had sent her details to LSL. LSL remembers receiving the information and will follow this up.

- **Barbara Mitchell (BM)**

LSL met with BM and there were three points she spoke to her about:

- Review PCP policy
- Training
- Consultant to BAPT

Agreed Training – Child's Play in Court on the 11th/12th December for PCP members and Board members are invited as well.

Whistle Blowing Policy – BM is happy to look at this for BAPT with LSL.

Managing Complaint against BAPT – should see advice from Insurers as complaint should not be investigated internally. LSL asked if PSA would do this or it could be some other independent organisation. DB mentioned the Collaborative Conduct Panel – DB will send LSL Ollie's email address so she can obtain the Collaboratives meeting dates.

Vexatious Complaints – managing triage of complaints rather than create something separate. BM will look at this to see if we can tighten our triage system as this will protect BAPT from complaints against the organisation.

Review PCP Procedures – BMs charge is £150 per hour and she will need a copy of everything for her to review. She will also need a copy of the Ethical framework to ensure procedures are in line with it. BM can either give BAPT a cost or BAPT can advise of a maximum spend and she will do as much as she can. Either way, the documents will need to go to a solicitor for approval as BM is not practicing. SH said that BAPT needs a solicitor as someone we can go to for assistance. BM is happy to be a consultant for legal matters but a contract needs to be drawn up.

LSL asked if the Professional Conduct Policy applies to those overseas. DB confirmed that it does not.

LSL left the meeting at 11.30am

Welsh Rep (AG)

AG shared a report prior to the meeting.

- **Wales Issues**

AG said that not everyone is aware that in Wales play therapists have to be registered to carry out private work. AG also advised that this may be an issue for those working in Scotland and England if the child was adopted from Wales.

AG also raised the question about how long to keep notes for – BAPT's guidelines are to retain them for 15 years – adoption guidance states keeping the records until the child's 25th birthday. AG will contact the Scottish/English adoption organisations to find out what their guidance is. DB said that BM may know.

- **Pay Review**

AG talked through two documents she shared with the Board prior to the meeting regarding what play therapists need to consider when making decisions on a suitable charge. AG said she would like to include on BAPT's website a spreadsheet that therapists can use to support their decisions. SH advised that the adoption support fund now don't pay for everything, including travel, so proposals are much more complicated. DB said that these would be guidelines only.

6) AGM Feedback

DB said that having the workshop at the start was invaluable. Some attended the AGM for the first time and were amazed at what the Board does in the background. SB agreed with this and AG said that it worked really well.

TT advised that we need to consider the time of year that the AGM is held due to the filing of the accounts.

DB said that it would be good to meet members more than once a year.

SH mentioned keeping the AGM online and separate from the Conference.

MF agreed with SH in keeping the AGM online and the Conference face to face. MF also mentioned about having regional training to spread it around the country – the regions organise and offer the training and invite members from other regions to attend – this can also be linked to CPD.

DB said this is an opportunity for all to meet – maybe we need to consider having an English rep – we also need a bank of members to help.

TL advised that they are trying this in Glasgow with 2 hour workshops.

7) AOB

- **Supervisors**

DB advised that Jeanne McLaughlin has asked to set up a Supervisors Working Group to look at: the lack of Supervisors; are they BAPT members – ties in with the Supervisors Code of Conduct that we need to produce for the PSA. Hoping we can get this sorted – sits with T&E as well and Universities.

- **Pro Quest – Online access to BAPTs Journal**

ES said that this came from Lisa Gordon Clark (LGC). You can upload our Journal for free but Pro Quest charge the customer for the upload – BAPT does not receive any money. SH said that we need to figure out how we get it online. ES can ask LGC to look into it more.

MF said that it will encourage academia to provide articles for the Journal. All major libraries subscribe to Pro Quest which makes it more accessible to students. T&E could help non-students to access the Journals.

- **T&E**

MF suggested a paid role in T&E as there is a need to have a contact with universities and the current format is a little chaotic. Communications have been strained and this would help to tighten it up.

DB said that as a sub-committee that maybe it is too big as it covers many areas – post/prequalifying. It would be a good idea to look at the sub-committee as a whole.

- **Westminster Insurance**

TT advised that she had received an email from Westminster Insurance offering commission to BAPT from any policies taken out by students. The Board agreed that BAPT should remain impartial and any other recommendations on the website should be removed. TT to contact Westminster Insurance and ES to remove other insurance details from the website.

Action: TT and ES

- **USW Forum**

DB advised that she had attended the USW Forum and was asked about a Bursary to support research.

AL said that up to about 3 years ago BAPT had someone on the Board for Research but unfortunately it did not work out.

MF said that it could be incorporated into the Consultancy Role she has recommended. MF shared a draft document of a JD/requirements. MF showed concern that the edge is slipping off the relationship we have with the universities. SH said that if we lose the course then we lose BAPT. DB questioned why all students don't join BAPT at the end of the courses. MF will send DB the draft document.

Action: MF

- **International Consortium (IC-PTA)**

MF sent a report prior to the meeting.

MF is attending the IC-PTAs Board meeting next week.

The Irish Association for Play Therapy and Psychotherapy (IAPTP) have joined IC-PTA and they are currently talking to South Korea to join.

Both MF and SH will be available at BAPTs conference for members to ask questions. Sue Bratton will also be promoting IC-PTA as she is a founding member and on the Board. MF said that she is aware that there is a lot of pressure to join memberships.

DB asked if there was an opportunity when carrying out BAPT renewals to offer IC-PTA membership as well.

MF said that they might be able to offer a reduced rate for IC-PTA – they would be an Associate member of the Consortium. DB said that IC-PTA would need to say what they would get as they are already part of it by being a BAPT member.

MF said that IC-PTA want to increase Play Therapy worldwide and have various Working Groups (listed in the report shared by MF).

A discussion followed about IC-PTA.

MF said that she would take the suggestion of offering a discounted rate to join IC-PTA to BAPT members on renewal to the Board Meeting on Tuesday 25th July.

Action: MF

• **HCPC Status**

DB advised that she received an email from Ruth Lazarus (RL) who has a new role in CAMHS with regards to BAPT's lack of HCPC status and how Art, Music and Drama therapy are now being referred to as Psychotherapy.

A discussion followed around HCPC membership and if it was a possibility. HCPC closed their membership which is why BAPT went down the PSA route.

SH said that BAPT should keep its options open – she is speaking with Monica next week.

ES asked why HCPC didn't think our training was vigorous enough compared to Art Therapy.

SH said that it was never very clear at the time – regulations changed and then others had got through, but BAPT didn't. SH also said that PSA should be promoting our profession – what are we getting from them?

MF said that if BAPT training is falling short then we need to know how or why so we can upgrade it.

SH said that this then fits in with the role that MF has suggested within T&E.

DB will feedback to RL the Board's thoughts.

Action: DB

DB advised that she is on holiday from 11th to 27th August and thanked everyone for everything.

There being no further business the Meeting ended at 12.50pm

8) Dates for next Board Meetings

- 29th/30th September – Aston University
- 10th/11th November – Conference, Aston University
- 13th January 2024



Signed.....
(Chair – Donna Benson)

Date: 30/09/2023