

BRITISH ASSOCIATION OF PLAY THERAPISTS LTD

MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 13th April 2024, 10.00 am

Minutes

Present

Donna Benson – Chair (DB)
Sarah Hickson – Vice Chair (SH)
Sandra Boyle – Board Member (SB)
Jo Hill – Board Member (JH)
Paul Kilgallon – Lay Member (PK)
Tracy Lanigan – Board Member/Scottish Rep (TL)
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

Tracey Trevorrow – Office Administrator (TT)

Apologies

Ann Greenwood – Board member/ Welsh Rep (AG)
Audrey Lee – Membership (AL)
Maggie Fearn - International Ambassador (MF)
Linda St Louis – Complaints/PCP Chair (LSL)

Structure

Meeting Chair: DB
Minute Taker: TT

1. Welcome from the Chair and Minutes

SH started the meeting as DB advised that she was delayed.

Approve Minutes

- **EMDR Update**

For EMDR training they ask for 450 face to face contact hours. JMc advised that Fiona Evans has said that the students are barely reaching 300. PK’s wife applied to do the course and was initially turned down. She was then allowed to study at Worcester University but not allowed to join EDMR. BACP won’t accept Play Therapy (PT) as they demand 450 contact hours – they want direct tutor contact hours, placement hours do not count.

SH – asked what we are looking at, what are we aiming for.

JMc – advised that Play Therapists cannot do EDMR training unless they complete another course as they don't have enough contact hours.

SH – we may have to increase our hours as they won't reduce theirs. We need to know the number of members this is affecting before changing our criteria.

SM advised that in the past the Universities came back stating that they cannot increase their hours. Roehampton have cut down the number of teaching hours.

SH said that this is a different conversation, and we need to justify increasing the hours depending on the demand.

PK advised that Derek Farrell saw the benefit of Play Therapists completing the course and PK's wife did better than others on the course who were just theory based.

SH – if they have agreed their hours then it will be difficult for us to change their courses.

DB joined the meeting at 10:20 and apologised for her lateness.

PK suggested writing to them advising that we do meet all their criteria apart from the contact hours.

As Roehampton are looking at reducing their hours for the PT course - this needs to be taken back to T&E to find out if this will impact on the training. There is a fine line to the quality of the course and lack of tuition. Lisa Gordon Clarke in the past was fighting against the hours being reduced. PK said that Universities are trying to trim down tutoring generally so there is a bigger picture – its not just PT courses.

SH said that BAPT should send a letter from the Chair. DB advised that BAPT needs to action on this as it has been raised by many members. PK asked if it was worth him contacting Derek Farrell for a supporting letter – it was agreed that it would be.

**Action: PK/JMc/DB to meet up to put a letter together
PK to contact Derek Farrell for a supporting letter**

- Derby University meeting did not go ahead due to DB being unwell. This is being rescheduled in the next couple of weeks.
- SB did not attend the last T&E Meeting. PK did not remember the question around sub-committee members being voted onto the committee being raised. SB to ask and feedback to the Board.
- SM to chase Bruce Perry as he has not replied to her message.
- PSA - There hasn't been a meeting and there may not be one until October. DB will email Chair instead about PayScales.
- Course Criteria – PK advised that this is currently being updated. SM advised that this has not been reviewed since 2016.

In accordance with our PSA submission, the T&E should review this with the course leaders. It would be good to pay for the sub-committee to meet up off site – SB to sit on it as a Board representative. The competency raised previously also needs to be passed onto LH and TFT.

SM said that as there are potentially two more courses coming on board – the criteria has to be ready and up to date for them.

SH said that we need the University Reps to attend the Board Meetings.

SM – the Board is to direct the sub committees to set up the team day with the University course leaders. They then need to present how they are doing and what they want us to do. Their plans must link to the Business Plan – this must happen before September. PK said that it should be done in June time due to assessments currently taking place.

Action: SB to take the recommendation of a team meeting to the next T&E Meeting on the 2nd May

SM/SH said it would be good for the Board to meet the course conveners before the workshops at the Conference. DB said the new course leaders should be invited to the Conference as well.

The Minutes having been addressed; they were duly agreed by the Board.

Board Report Questions

There was one question relating to the Complaints report.

SM said that potential replacement for Chair should be interviewed by the Board. DB will have a further discussion with LSL to let her know that the Board will decide on her replacement, but she needs to put forward the recommendations. We must follow the process.

Action: DB to speak with LSL regarding the process for her replacement

SM – can put an advert on the BAPT forum and put it on the website and media platforms. LSL said we also need to recruit PCP members. Will include in the E-Newsletter as well.

Action: DB/SH to meet with LSL to discuss PCP moving forward.

Financials

The monthly reports were shared with the Board prior to the meeting.

- **Banking**

DB advised that there was a problem with HSBC and BAPT trying to update the bank mandate from last year. HSBC said they sent a letter in September that we have not received. DB went to HSBC on Friday 12th April as she was still not showing as the Primary User and they advised that we need to resubmit the bank mandate online. The branch said that they will also raise a complaint on our behalf as the whole process has not been dealt with by the Business Team in a satisfactory manner.

Once the mandate is in place BAPT can then set up International Payments – which is required to pay IC-PTA membership.

The Board agreed to add Donna Benson, Sarah Hickson, Sonia Murray and Tracey Trevorrow to the new bank mandate.

SM advised that Sue Bratton had lost circa £200 due to her Conference fee being paid via PayPal. **The Board agreed to refund Sue Bratton's charges she incurred as this would not have occurred if BAPT had International Payments set up.**

- PSA have advised DB that our next update will be in January 2025.

2. AGM

SM advised that the training prior to the AGM last year helped to get members to attend, we had the highest attendance to date.

SH said she thought it was a good idea. SM has been kind and generous with her time – can anyone else help with a training session.

SM said she was happy to offer another course – suggested continuing with Attachment.

AM was happy to help SM, although SM was more than capable of doing it herself.

A discussion followed around Attachment.

JMc will send SM a new paper around Attachment that she has. PK asked if that could be circulated generally – JMc agreed.

Action: JMc to share a new paper on Attachment with the Board

Action: JMc and SM to discuss running a workshop on Attachment at the Conference

Action: TT to prepare the AGM documents and send to ES for uploading onto the website.

Action: Committee Chairs to send TT annual summary report for the AGM

DB also advised that AL was stepping down with effect from the AGM.

JH asked if the training workshop could be started a bit later than 9am. It was agreed that the training workshop could start at 09.15am and the AGM at 10.30am otherwise it would be take up too much of the day.

Action: TT/SM to meet at 6.30pm on Monday to go over Constant Contact

3. Ratification of Supervisor Documents

JMc advised that Patricia Hughes, Amanda Barrass (Kernow) and Sarah Gawdat had joined the Supervisors Committee.

JH said that for supervision, when looking for a supervisor it would be good to include how long ago they qualified as a Play Therapist.

SH - when someone has been supervising for ages, would BAPT make them do supervisors training. JMc said that experience in those circumstances would be sufficient but we should start recognising top up courses. Those who have supervised need to show they have done something. Applications coming through at the moment from Play Therapists with 3 years' experience – so need to now show some training. JMc confirmed that you cannot have a supervisor with less experience than the Play Therapist. Experience counts but CPD update needs to be taken into consideration – this can just be reading.

The Board agreed the documents proposed by JMc and all were ratified.

Action: ES to update the website – JMc to send her the documents. TT to email those interested in becoming a supervisor.

DB mentioned that it had been agreed in a previous meeting to put a webinar together with JMc to help with the supervisor application.

Action: JMc to discuss webinar at her first Committee's meeting.

The Board Meeting stopped at 11.40am for a comfort break and resumed at 11.55am.

It was noted that PK and AM did not return to the meeting.

DB said that going back to Supervisor documents – there was a question in the guidance document highlighted by JMC - DB read this out to the Board who agreed that we need to be more specific. JMc to make the changes and send the revised documents to ES and TT.

4. AOB

- **Universities / NQPTs**

DB raised a question in the T&E Minutes about NQPTs. Students in QMU asked about the BAPT membership fee. It was confirmed that the first year is at the NQPT fee rate and not full membership rate.

DB advised that she was going to attend the recall day at USW and speak to the students – she will check the date with Laura and Clare.

SH – happy to go to Roehampton and speak to the students, which what she always did when she was the Uni Rep.

DB asked if JMc or TL could go to QMU. TL is happy to go to QMU although she is not sure if they have a recall day like USW but will find out.

Action: TL to find out if QMU have a recall day and will arrange to attend.

The Uni Rep should attend throughout the year and then a Board Member can attend annually at the end of the academic year.

SH – there needs to be a structure in place whereby the University gives BAPT the date of their final day and a Board Member will attend.

Action: SB to take to T&E arranging a Board Member attending final University course date.

- **Business Manager**

Advert has been posted onto Indeed. Quality of candidates is not great. Will place the advert on to BAPT's website and send out on social media.

Action: TT to add advert to website and ES to post vacancy on social media.

JH asked if we can use a recruitment agency – it was agreed that we would if we had to but they can be expensive.

- **IC-PTA**

The IC-PTA membership is up for renewal and BAPT has received the invoice. SH has let IC-PTA know that BAPT currently has an issue with its international payments but have agreed with the fee and will pay it once things are sorted.

A set of panel questions has been received by MF from the IC-PTA. They are very broad, and a presentation was sent to the Board by Maggie covering the questions. SH is happy to support MF, but MF just wanted to make sure that the Board is happy with what she is going to submit.

Action: SH will speak to MF about the IC-PTA panel discussion points.

Action: MF to contact TT to complete the IC-PTA survey.

- **Fundraising and Bids**

JH said there is a short E-Learning / text document that could go on the members resource area.

Action: JH to send fundraising and bids e-learning/text document to the Board for approval before having it put on the website.

- **Website**

TT asked if ES could remove the old leaflets from the website and replace them with the list for the new ones. Also include contacting info@bapt.uk.com to order any.

Action: ES to replace old leaflets with new list.

Policies also need updating.

Registered address is now BAPT's accountants, Cottons Group.

Action: DB and ES will reformat the policies to make them have the same look and feel.

- **Neuro-sequential Model of Therapy & Play Therapy**

DB has no update but will look at this and get back to the Board.

- **DBS Query**

DB explained the situation of a member working for the NHS and being told that they don't need a new DBS as the one on their system does not expire until 2099. DB asked for the thoughts of the Board, as what the NHS does has implications on us. The NHS have said that they have carried out checks but how

does BAPT know that they have and what are those checks. Roehampton has advised the member that they are happy with the NHS DBS.

Action: TT to ask Member for a contact at Roehampton to find out how they have checked the DBS.

The PSA expect us to carry out DBS checks – there is a pilot scheme at the moment where they are producing DBSs for members. TT advised that whilst sorting out the office, she found paperwork showing that BAPT used to obtain DBS for its members.

Action: TT to look at possibility of offering DBS checks to members.

Leaflets

JH asked if we could place a sticker over the address/phone number when sending out the leaflets. TT agreed to do this.

Action: SM to update the address on the word version of the leaflets.

There being no further business the Meeting ended at 12:55pm

1) Dates for next Board Meetings

18th May (AGM)

22nd June

7th September

5th October

16th November (Conference)

Signed:



Name of Chair: Donna Benson

Date: 22nd June 2024