

BRITISH ASSOCIATION OF PLAY THERAPISTS LTD

MEETING OF BOARD OF DIRECTORS

LCA

Saturday 11th January 2020

12.30p.m. – 4 p.m.

Minutes

Present

Ruth Lazarus – Chair
Harriet Armstrong – Vice Chair
Andrew O'Mahony – Lay Member
Audrey Lee – Membership
Sean Girty
Judith James – Co secretary

Attending

Liz Hill – Training & Education
Janet Steel - Admin

Apologies

Rebecca Black–
Jenny Harrison – Treasurer
Sandhya Saldanha – Welsh Rep
Lynne Borrowdale – Comms & PR
Donna Benson – co-opted Chair Prof Practice
Sarah Hickson – International Ambassador Chair
Sue Elmer – Knowledge Exchange
Jeanne McLaughlin – Scottish Rep
Jo Hill – Board Member

1. MINUTES:

From 9th November September – accepted and signed.

2. MATTERS ARISING:

Social Media Policy - Comms & PR - seen by Board Members – no amendments raised, but Lynne to discuss with Judith James directly.

Action: Lynne B

Book Income – HA will chase with publishers

Action HA

Finance – Board accepted that as a body we need to be more aware of what we are spending and where we should be spending money, and Finance needs to follow in line with the business Plan, once this is updated, to plan expenditure based on tasks & objectives highlighted in the plan.

Accounts are signed off before each Board meeting, but for better governance we should be looking at a full breakdown of income & expenditure, although it was acknowledged that any request for expenditure does come to the Board for approval.

It was agreed that Sean & Judith will provide more support for the Treasurer, Sean agreed to investigate options available for systems to help with this – i.e. QuickBooks, and to help Jen to be in position to provide Board with reports and analysis on expenditure/income and to look at future income/membership levels.

Action: SG

Contact info –

RLh requested updated Board contacts info -

Action: JS

PSA Renewal –

1) Adjunctive Therapies –

We advised PSA that we would review this activity with Members – this needs some attention and thought, perhaps something to raise at AGM.

- 2) **Safeguarding** - Reporting such issues to other bodies, Donna Benson to discuss this with contacts at BACP to find out how they would respond.

Action: Donna B

Membership - AL & JS to review last 3 years memberships of students who become Full members, and also when/if they renewed for following years – Incl those who returned to overseas.

Action: AL (JS)

T & E

- 1) **Supervision** – Table of Supervision requirements still needs to be amended to make it less confusing – discussion about whether no. of sessions should be shown rather than no. of children seen, and if that is 1 hour per specific number of children, or 1 hour for every 4 hours practice. Agreed that for time being it will remain as is, BUT the team will review once this year's CPD logs have been reviewed.

- 2) **Re Accreditation** – re paying/compensating committee members for their time – JJ advised we can't make direct payment, but could pay an honorarium and expenses for those who undertake the work.

Knowledge Exchange

SE to investigate if BAPT can become a member of the 3 Course Universities libraries, so members can access useful dissertations/research undertaken by BAPT Students.

Action: Sue Elmer

Complaints

Need to ensure these are documented for each BoD meeting. JJ to discuss with LSL

3. Training & Education – Liz Hill

Re-accreditation of USW course – LH confirmed that she will undertake the review with one other person – possible T & E member Miheala Novac, LH to contact her again to see if she is available – if not Board may have to nominate someone.

The course conveners are also due to meet at conference, Liz will host this meeting, which will include discussion about increase in re-accreditation fee

Mental health –

An issue has arisen with a Student at Roehampton who is refusing to be filmed as she suffers from body dysmorphia. The Student handbook clearly states that filming is an integral part of training, but Roehampton admit that they don't specifically as Students if there are any issues that the University should be aware of that might affect ability to complete the course.

The Student has refused to pay their fee for training and is not preparing for practice/placement.

The student wants to know if BAPT will accept her qualification if the student doesn't undertake filmed practice. Uni's do allow audio recording of practice if parents/child refuse to be filmed.

The Board questioned if Roehampton would pass the Student without any filmed practice, if so, then BAPT would have to accept the qualification, under usual protocol for Full membership applications. BAPT does not question any pass/fail decisions made by any of the Universities as we are not in position to do so, but supports the decisions made by the Universities. Board suggested that LH refer this back to Roehampton as their decision to allow the student to continue under the circumstances and also whether the Student passes or fails the course. LH to feedback to Roehampton

Action: LH

Chair of T & E

LH will stay on and undertake chair duties until someone is appointed. RLth is in discussion with a number of Members about the role, with possibility it can be split between chair & Vice Chair and also a Supervisor role for the review of Supervisor applications, and CPD reviewers as well.

Several names were mentioned and Ruth has noted suggestions to contact them.

Marcio Boaventura, the Roehampton student rep has suggested that in meantime the July T&E meeting could be used for the team to review that CPD logs received. Board agreed this was a good idea.

Meeting break at 2.40pm

4. CHAIRS UPDATE

PSA - RL confirmed that Board have all received a copy of PSA Outcome which confirms that BAPT has achieved re-accreditation again, with no Conditions but some Recommendations in the following areas:

- Safeguarding
- Spent Convictions
- Adjunctive Therapies
- Duty of Candour
-

Safeguarding and Spent convictions will fall under Professional Conduct, although some GDPR issues with Spent Convictions (how long to keep info etc)

Adjunctive Therapies will need extra work, and PSA require this to be part of our risk Matrix going forward. We need to find out the extent of therapies/modalities used by members – possibly via social media/ member's forums. **Action: LB**

RL will also ask the PSA collaborative group about how they are dealing with this, as we won't be the only organisation who need to look at it.

Action: RL

Duty of Candour – LSL& DB are looking at this following their attendance at the PSA event last Autumn

Action: LSL/DB

5. SUB-COMMITTEES

Professional Practice –

We will need an AGM report from DB – to include info re Adjunctive Therapies for discussion at AGM?

Communication & PR – LB sent a report through.

Main items

Emails – the new system is a bit of a nightmare at the moment, but hopefully it will bed down soon – Board members are asked to ensure they set up their @bapt emails ASAP. JS to re-send the info from Janice Thorp at 9th Wave

Action: JS

Magazine – there is a real feeling amongst majority of members that this is no longer needed, better social media contact and the Newsletter are replacing its need. Also environmentally, can we justify sending Magazine in hard copy format? Board discussion about whether this play a major role in connecting to members – can this be done in other ways, social media is moving this forward.

Would be good to have a mock-up of new website to share at AGM to show exactly what will be online.

Associate membership – team have suggested that perhaps this should be re-named 'Friend of BAPT' to encourage people to stay in touch and perhaps offer opportunity to decide on amount they want to send to BAPT? Board agreed to consider additional membership category and to no longer offer associate Membership for New applicants – keeping Journal subscriptions as a separate entity.

Play Therapy Week – will be May 18-24th

Website - Feedback required from individual teams/sub comm's on what they want on the website – each team to have its own page(s)/area

Action: all

Scotland –

No update

Membership – Audrey Lee

AL agreed to review membership numbers over past 3 years and to analyse data to produce a report for Business Plan.

Portfolio – the team met earlier to move forward with new system to provide more information for prospective applicants – and even to offer a workshop to provide help with application is enough people were interested.

Wales –

No update

Complaints – Professional Conduct

LSL unable to attend but sent following information:

1. No complaints received.
2. Recruitment of Lay Members outstanding and no further applications made. Linda felt that the payment of just expenses had put the BACP people off, perhaps we need to consider payments, a flat fee rather than per hour, full day or ½ day.
3. Duty of Candour Statement to be added to Professional Conduct Procedures (PCP). I will send out what I presented at the last Board Meeting as not everyone was present, and suggest where the statement could be inserted into our PCP.

Action: LSL

4. Clarification of the role concerning Regional Reps need to be discussed concerning a matter which had arisen in relation to a potential conflict of interest between the role of Chair of complaints and Regional Rep. Matter was resolved, but further discussion needed – when SS & LSL are available.

International Ambassadors –

No Update

Knowledge Exchange –

No update

6. BUSINESS PLAN

We have lapsed in using this as the basis for every Board meeting and therefor need to address this going forward. We need to review and see what has been achieved so far, and build on that to shape a new 3 year plan. In future this will be an active part of each meeting and Sub committees should report to board on what they have been doing within the plan.

JS to re-send 2016-2019 version to Board

Action: JS

Small sub group to review – Company sec JJ to email updates to date to Chair/Vice Chair/ Sean Girty & Administrator

Action: JJ

7. FINANCE

Treasurer's report –

Healthy balances in all accounts – conference booking fees beginning to come through.

Board agreed that treasurer should look for an alternative card payment operator as current one is v expensive.

Action: JH

8. A.O.B

Register Checks – completed and signed off

AGM – Papers need to go to Members by 21st Feb, so ***ALL reports please to JS by 14th***. These need to be brief details of what team has done in the year for each Sub Committee, with 2/3 major points to be highlighted.

Conference – Board agreed Sub committees get 30% off Saturday fee – Board have a free place for Saturday of conference.

Awayday – 6th June – what do people want? Ask at AGM

Meeting ended at 4.05pm

Signed.....

(Chair)

Date.....

Dates for meetings - updated:

20th March (AGM)

18th April

6th June

18th July

12th September

7th or 14th November (to be agreed)