

BRITISH ASSOCIATION OF PLAY THERAPISTS LTD

MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 12th September 2020

2.30 p.m.

Minutes

Present

Ruth Lazarus – Chair (RL)
Harriet Armstrong – Vice Chair (HA)
Judith James – Co secretary (JJ)
Jeanne McLaughlin – Board Member (JM)
Jo Hill – Board Member (JH)
Sarah Hickson – International Link (SH)
Liz Hill – T & E Representative (LH)
Sue Elmer – Knowledge Exchange (SE)
Donna Benson – Chair Prof Practice (DB)
Andrew O'Mahony – Lay Member (AO)

Attending

Linda St Louis – Complaints/PCP Chair (LSL) Part Only
Janet Steel – Admin (JS)
Tim Steel – part only – for Finance advice

Apologies

Lynne Borrowdale – Comms & PR (LB)
Sean Girty – Lay Member (SG)

Chair welcomed and thanked everyone for being available.

1. Professional Conduct – LSL

GDPR – Information Commissioners Office (ICO) has lots of information/research on this but we need to be advising members what BAPT expects its members to be working with/towards – regarding client data and contract tracing – how do we advise Pt to protect them if a client refuses to give consent for tracking?

PT's need to review their Therapy contracts in relation to Covid to include info re contract tracing. Ideally we will have a link for members to advise what PT's should be doing, but also need a place for clients to agree or not to tracing. LSL will work on this to put something together. Link with JJ for risk assessment and also DB re risk management/mitigation. We should aim to have a plan which can sit on the website and be updated as & when. This should be completed for the November BoD.

Action: LSL

JS to ask Carol Platteuw if she is happy to share the Risk assessment she has produced for PT Group.

Action: JS

Covid Guidance – Agreed with DB that they will review the Covid Guidance and re-work it to reflect 'back to work' issues and amendments.

Lay Members - 3 really good candidates interviewed virtually with DB, all accepted onto the team. Idea now is to get the whole team to meet virtually.

LSL left the meeting at 3.05pm

2. FINANCE Procedures

Revised document issued to BoD prior to meeting –

Tim s advised the following Items need to be finalised so that these procedures can be signed off:

Pge 7 Online banking & payments: Need 2 people to agree to take responsibility to sign off payments set up by admin – as per the procedures

Authorisation for access must be approved by the Board and will be limited to the Treasurer, authorised members of the Finance Group and the Administrator as deemed necessary by the Board.

Individual transaction and Daily payment limits for each authorised user will be approved by the Board and notified to the Bank. The authorised User with the highest limits will be the main Primary User on the system.

Current authorised payment limits are:

- Administrator: £250 (Individual payment limit) / £2,500 (Daily limit)
- Treasurer/Board Member: £2,500/ £2,500 – HA agreed to take this responsibility
- Nominated Board Member: £15,000 / £15,000 – JJ agreed to take this responsibility

Payments will be set up by the Administrator and payments in excess of the authorised limits will need to be released by an Authorised User with a higher payment limit.

Action: JS/HA/JJ

Pge 6 Mandate:

Currently Jenny Harrison & SH are signatories for Cheques. We issue very few cheques but need to have this as a last resort payment system. Agreed that SH would remain as a signatory with 1 other – agree to be HA, due to close proximity. Cheque book to be held by HA. Procedures to be updated and Mandate amended.

Action: JS

Pge 8 Paypal:

This is used predominantly as a tool to receive payments, very few outward payments made using PayPal, other than for Royal mail postage. Default limits on PayPal seem to be £30,000 any one transaction – this seems high and needs to be reviewed and amended if possible. Ideally the limits would be same as for banking (as above).

Suggest a maximum amount of £250 is retained in PayPal and any sums above that are transferred weekly to either Main or Conference account as appropriate.

Pge 16 – Financial reports:

Board needs to decide what reports are needed at BoD meetings - TS has suggested 3 as supplied to this meeting Balance Sheet/ Quarterly Financial Activity and Overall financial activity. Other reports are available via the new accounting package QuickBooks but these can be viewed/decided by the finance group.

JJ questioned whether we need to consider implications of £85,000 upper limit on any one account? TS to investigate other financial institutions to see if diversifying some funds would be beneficial – interest rates are extremely low atm, so very little interest is being earned.

Action: TS

3. CHAIRS UPDATE

PSA Renewal – We have agreed with PSA that this can be delayed until early November – means we have a little more time to complete but will need a team to meet virtually to resolve. RLhappy to Lead BUT cannot do this alone. JS to send suggested dates to meet in early October

Action: JS

Internal Fraud Investigation – Now that external channels are closed we need to get internal investigation completed – LSL had agreed to complete this but she cannot do this alone – RL to put together the questions we need to ask of Jenny Harrison and forward them to Jenny beforehand. Jeanne McLaughlin agreed to

assist LSL with this, although suggestion was made that perhaps one of the new Lay Professional Conduct members should be approached – RL to discuss with LSL – if not JM will be asked to join LSL for this.

Action: RL

4. Scotland – Jeanne McLaughlin

Trademarking - 3 trademarks have been applied for and payments made – now have to wait for a further 2 months for updates and any ‘comments’ from other organisations.

Online therapy survey – 65 responses to the survey sent out, JM to collate responses and share results with DB to enable her update on Covid working– some very interesting feedback so far.

5. T&E – Liz Hill

LH reported on a good T&E virtual meeting on Thursday 9th. She was also pleased that AGM had resulted in an additional 2 Members interested in joining the team.

Roehampton update -

Child Obs for 1st Year Students – hours were reduced to 20 for the outgoing cohort, but Roehampton anticipating similar issue this forthcoming year have requested that 20 hours remains in place for new cohort. Board very reluctant to reduce hours unilaterally, view is this should remain at 30 hours, but with proviso that in any difficult/unforeseen circumstances this could be reviewed on an individual basis. Students need to risk assess the issues and put necessary precautions in place - investigate use of PPE for face to face work etc to ensure that a proportion at least are face to face sessions, but if necessary these could be ‘online’

Placements -

Another problematical situation. BAPT requires 100 hours in total, the request from Roehampton is to reduce the hours of Practicum 3 to reduce to 10 hours (From 15) and Practicum 4 to 15 hours (From 20) and the final year Practicum from 24 hours to 20.

Again the Board & T&E are reluctant to reduce hours ‘across the board/cohort’ but understand that there may be difficulties. Board suggested that hours could be achieved by initial face to face sessions, followed by online therapy as the therapeutic relationship develops. However it was acknowledged that we do not have and guidelines in place for Members to undertake online therapy so difficult to then ask the Students to do so.

There will be a need for the Universities to take on board the likelihood of a continued need for PT’s to work online, and will need to be building into the courses some teaching for students on how to manage online placements and also future work, online parent reviews etc?

Ideally BAPT would want all Students to complete the 100 hours that we expect, but the Universities may need to review cases on an individual basis, with extenuating circumstances, to determine if individual Students have enough hours and practice to complete the course and be awarded a pass. External examiners will need to see evidence that students have completed their training to a sufficient level for the Universities to pass them.

BAPT has to be guided by the Universities who have worked with Students over the course of their degrees to know that individuals are ‘fit to practice’ and award passes.

Action: LH

JS advised that AL had said she was happy to review Supervisors applications on behalf of T&E team – LH to contact Audrey directly.

Action: LH

6. Comms & PR – Lynne Borrowdale

LB unable to attend the meeting but sent following report:



Comms and PR Sept
2020.docx

7. Professional Practice – Donna Benson

Online Therapy/Work – DB is looking to review the current guidance to include info on online work. To be done in line with the BAPT Ethical Basis.

8. Wales

SS has stepped down so no Wales rep at present. SS was working on the latest Welsh Government paper but DB has now taken this on.

9. Knowledge Exchange – Sue Elmer

SE is discovering that people feel unskilled in research so she is happy to set up and host some Zoom meetings to get interested people together to discuss and share knowledge & experiences. She will put together an email to go to members via Admin.

Action: SE

10. AOB

JS – Dave Webster, husband of Alison who sadly died last year, has offered Alison’s resources (Books/toys) to BAPT, any ideas? HA suggest perhaps Universities to help provide for Students or the PT Community Store recently opened by LB?.

JJ – taking part in an online regional discussion group on issue of trauma, may be some useful info etc to pass on.

DB – from her support group – a member wants to take PT on the road, PlaySpace will be a mobile PT bus – and wanted to run passed the board in case there were any issues? Board were delighted by the idea, just ensure insurance etc.

RL – From AGM – Claire McKenzie’s point on diversity teaching/learning as part of PT training and as a focus in general needs to stay on our Agenda going forward.

Meeting closed at 16.25

Signed.....
(Chair)

Date.....

Dates for meetings –:

12th September 2020 AGM/Board

7th November 2020

16th January 2021

19/20 March 2021 AGM/Conference

24th April 2021

26th June 2021