

BRITISH ASSOCIATION OF PLAY THERAPISTS LTD

MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 14th November 2020

12.30 p.m.

Minutes

Present

Ruth Lazarus – Chair (RL)
Harriet Armstrong – Vice Chair (HA)
Judith James – Co secretary (JJ)
Jeanne McLaughlin – Board Member (JM)
Sarah Hickson – International Link (SH)
Sean Girty – Lay Member (SG)

Attending

Linda St Louis – Complaints/PCP Chair (LSL) Part Only
Janet Steel – Admin (Admin)

Apologies

Lynne Borrowdale – Comms & PR (LB)
Jo Hill – Board Member (JH)
Liz Hill – T & E Representative (LH)
Sue Elmer – Knowledge Exchange (SE)
Donna Benson – Chair Prof Practice (DB)
Andrew O'Mahony – Lay Member (AO)

Chair welcomed and thanked everyone for being available.

1. Minutes 12th Sept

As these had been previously circulated, any amendments needs to be advised to Admin, otherwise these were accepted and signed.

Action: Admin

2. BUSINESS PLAN – Judith James (JJ)

A draft copy of the revised Plan for 2020 – 2023 has been previously circulated, no amendments/changes have been notified to JJ.

Some amendments have been made following the recent Risk Matrix update meeting notably:

- 1) Whistleblowing Procedure needs to be put in place.
- 2) Clinical Supervisors Handbook has been suggested to ensure Clinical Supervision is being completed to a standard

The new plan is set out slightly differently and sets out tasks delegated to sub committees where appropriate – this means that sub Comms must be more aware of the plan and work within the requirements it sets out,

reporting back to the Board on tasks allocated from the Plan, so anything that isn't not on the plan, we shouldn't be doing it! – Budgets have been set with 2% inflation built in, but based on Full Membership Numbers only.

Obviously the plan can be updated and amended if something comes to light that needs addressing, 3 years is a long time not to change things, but this will be the document that is referred to at every BoD meeting, keeping the Action list updated (Admin).

Action: RL/JJ/Admin

The plan was agreed, only amendment is updating the 206-2019 Membership no's – (Admin)

Updated Business Plan below:

What is apparent from our financial situation is that BAPT has a significant amount of Money, but we need to identify areas to spend that on which will drive our growth. It was agreed that the Finance Group should meet to discuss this and plan some specific spending areas to incorporate into the Plan. Some Development costs have been allocated for in the budgets, but additional costs need to be planned and agreed. Admin to set some dates.

Action: Finance Group

3. FINANCE Update

RL really pleased with the reports which provided comprehensive and clear view of our current financial situation.

Financial Procedures - following the updates from Last BoD, the financial procedures are now updated and finalised. Board agreed to sign these off.

Monthly Finance Report - issued to BoD prior to meeting. Admin will continue to issue this report for every BoD meeting. Monthly updates also shared with the Finance Group.

The summary/analysis allows any areas of concern to be highlighted quickly, and this should form part of the Finance Groups report to the BoD, ideally led by the Treasurer, although for time being the report will be produced by Admin.

Treasurer's role - need to be filled urgently – although BoD understands reluctance to take this on following the fraud issue, but our tighter controls/policies mean that it is much more secure situation. As with other BoD roles to be filled, we would normally utilise face to face contact at AGM/Conference to bring members on board, LB has suggested a Zoom drop in session to gain some closer contact and perhaps be able to explain in more depth about the roles in question to allay any fears.

SG suggested we consider offering Treasurer Role as a paid role - potentially for just a couple of days a month? - could this be considered as part of a bigger Business Manager Role, which should be developed further in future? Self-employed would probably be best option, but what are costs likely to be? – Finance team to review this for next BoD meeting.

Action: Finance Group

Additional Savings Account – details of various accounts who subscribe to Financial compensation Scheme were provided prior to the meeting – we need to move some funds to ensure adequate protection as limits are £85,000 per account. BoD Agreed that funds need to move – Finance Group to review and agree where and how much.

Action: Finance Group

4. CHAIR'S UPDATE

PSA Renewal – Almost complete, just a couple of further updates that are ongoing – so will be completed by the deadline of 18th Nov - thanks to all those who have contributed.

Action: Admin/RL

RL - What becomes apparent on doing this review is that BAPT has had to work through some massive issues this year – Covid19/fraud/Finances completely overhauled/working from home/Zoom BoD meeting/Online Conference and AGM etc. We should be very proud of the way we have come through this - well done to everyone for their adaptability and creativity during some tough times.

After we submit the final review docs these go to a panel for review and that review then comes back to us in case there are items that we want to comment on/update. It then goes to Final review.

Fee is anticipated at £10,500 approx, which will be due on submission this week.

5. CO. SEC REPORT

Charity Commission updates were done by Treasurer – so we need a new Board Member to take responsibility to keep Charity Commission updated – thing's like Accounts and Board member changes etc. Jeanne McLaughlin agreed to do this.

Action: JJ/Admin/JM

6. COMMS & PR – Lynne Borrowdale

LB unable to attend the meeting but sent following report:

Social media volunteers are very tired, some are now inactive. Managed to contain and offer extra support to those still operational. Their commitment to BAPT remains, it is more they are overwhelmed at home. All of them have complete permission to not do anything and they can take breaks and I will cover them. They are comfortable with this and do use this system. Follower numbers continue to grow.

British Play Therapy Week went ahead. I created a members pack and worked with another person to edit something they had created for schools. The week was very quiet as we as a team had no capacity to facilitate lots of extra content creating. The contributions from members were minimal but gratefully received. The PSA noticed some of our posts and liked them so we took to tagging them into core ones, especially when it concerned supporting members.

The e-newsletter remains delayed. Susie is recovering and does have some plans to interview someone soon as a main item.

Website - I've had some conversations with our website provider Janice. We have had some discussions about the back of house pages that she is focusing on in the absence of material for the front - members profiles etc. Also provided her with the colour codes which we use in social media branding so the website will have the actual same blue tones and pink for brand consistency. Janice wants it finished by Christmas. I think the most I can commit to is to try to write minimum amount for each of the pages and sub-pages and then I will have to continue to populate that with the information we all want on there, after we have signed her off. I know the basics of editing the website as I have created two of my own on different platforms and have already had some experience with ours now the main structure is built. Janice will offer training before she signs it off and be available afterwards for consultation.

I did everything I needed to for the PSA.

I held a Zoom social media drop in clinic during play therapy week, which went really well. Was an hour and a half and there was a constant stream of Q & A. Lots of things from how to set up social media, how to use it, how to create posts, what kind of content to publish, which channels work best for what they want to achieve I've got some positive feedback messages if they are helpful for me to submit?

I will create some adverts for the board vacancies and publish next week. Ruth and I have agreed a plan to hold a volunteer Zoom to try to encourage people to step up. Social media only posts requesting help for vacancies has been low in the past six months - Hugh numbers are seeing the posts but there is little to no response. I think offering a chance to talk with us directly might encourage something more.

Action: LB/RL

Job Advertising

SG recently became involved in process to advertise a role within Barking & Dagenham and was surprised that BAPT charge to place ad's on the website but other organisations, notably PTUK, don't. He asked about BAPT attitude to job advertising – As social media is obvious way to advertise jobs now, seems sensible to utilise our Social media coverage to do this, rather than rely on website. Also there are only a few jobs on our website – should we have facility to be able to link with any other Job's being advertised on other sites, so members get access to all available roles being advertised? Jobs advertising should be a benefit for our Members, 'join us and you can access all these jobs being advertised'. Are we discouraging organisations from advertising with us?

Income from advertising last financial year was £1,000, not insignificant but not enough to need to keep as a main income stream.

SG suggested we drop advertising charges. Board agreed to do this with immediate effect. Admin to contact anyone who has previously advertised or contacted BAPT about advertising to let them know.

Action: Admin/LB

7. PROFESSIONAL PRACTICE – Donna Benson

DB unable to attend but is working on the action points from last minutes.

8. INTERNATIONAL LINK – Sarah Hickson

Pretty quiet as a result of Covid19 situation around the world, however SH has responded to an enquiry received from Turkey, but no further communication as yet.

RL commented on the increasing availability and number of potential CPD courses available online from around the world – agreed it would be good to connect via social media feeds to get some links for courses that would be of interest to members.

Action: SH

9. MEMBERSHIP

Renewal numbers at this point are pretty much in line with 2019, although Full members down a little – agreed to review this at January BoD when renewals should be relatively finalised.

Action: January BoD

What happens to those who need to take a break from Membership/Maternity Leave? Something that needs to be looked at, separate Membership, category/fee? Agreed this needs to be reviewed – to be added specifically to January BoD meeting. Need Finance figures for each membership category and how many members take leave etc.

Action: January BOD/Admin

Also should we get an exit questionnaire from those who don't renew?

10. COMPLAINTS/PROFESSIONAL CONDUCT - Linda St Louis

The months have been quiet where complaints are concerned and to date, received two enquires in relation to:

1. Play therapy, consent and Parental responsibility October 15th

2. Play therapy and access to information from non-resident father – November
- 3.

Training for PCP Members: Recent contact via email made with Barbara Mitchels. Awaiting a response. The hope at this stage is to discuss her availability and then content of a half or full day training for PCP members.

I think greater thought is required in how to keep PCP members connected, especially in light of the reduced number of complaints and working from home as well as keeping new recruits in the link. This could be one way of helping each other to remain connected to BAPT. Possible ideas could be coming together to explore a theme within play therapy professional conduct re policy/guidelines. Frequency to be decided.

Child Protection wording – completed and on website

Covid 19 Update with Contract tracing info – LSL provided prior to meeting – this agreed by Board for publishing and sharing with members, LSL to run it by Lynne Borrowdale before it is published.

Action: LSL

Duty of Candour – Completed and after reviewing details agreed that this should not sit within the PCP but BAPT Ethical Framework for Play Therapy wording now added to the Ethical basis document and agreed by BoD– this to be re-issued and available to Members.

Action: Admin

Internal Investigation – RL requested this now move forward as quickly as possible – by year end if possible - with one of the new Lay persons on board – Interview questions to be sent to LSL and any further questions that might be appropriate to be considered, then all sent to Jenny Harrison in prep for the interview. Suggest JH has support available at that interview.

Action: RL/LSL

11. TRAINING & EDUCATION – Jeanne McLaughlin

Report circulated prior to meeting.

One particular issue has come from Roehampton Uni about an overseas Student. This student has remained in their home country and is accessing the course online and wants to remain at the moment and do their placements at home as well. Videos of these will be in local language but full transcripts will be provided. Roehampton want to check that BAPT OK with this.

Board feels that Roehampton have taken on the Student and must accept responsibility for student's safety and welfare, however the Student will not be protected under BAPT's Complaints procedure/professional Practice Policy as BAPT have no jurisdiction outside of the UK. This means University will have to take responsibility for this. It also raises issue of what local legal protections are available for the Student & Clients – these may be substantially different than for the UK, and also where is Students Indemnity Insurance based, this would also need to be in their home country?

Meeting Break at 2.40pm – JJ and RL left the meeting

Meeting re-starts at 3pm

From T & E report:

USW queries

- 1) Board agrees with T&E regarding issue of potential lack of Triad Skills practice before upcoming Placement – this is down to Uni to decide competences as they know the individual students.
- 2) Re question about 100% Online – again this has to be Uni decision, however Board understands that there a number of concerns and issues to be solved, have uni's considered smaller groups with single

tutor/alternate days in Uni/ face to face learning needs to be covid secure. Online is only some of the answer, but not all, especially in Therapeutic training. BAPT would like to see Universities have some face to face teaching, and possible blended learning rather than 100% online if at all possible.

We need a Guidance statement for a 3 Universities:

PT's are Key workers, and as such need to be able to adapt working face to face in current climate, whilst continuing to work within Government limitations/Guidelines such as the use of PPE etc. BAPT Students also need to be adaptable and be prepared by their training to work in different and sometimes extreme situations. Jeanne to feedback to T&E.

An external examiner is needed at USW – they have asked if Board have any suggestions? Up to uni to approach, but suggestions Tim Woodhouse/Simon Kerr-Edwards?

Re email issues – Marcio and Mihaela need to contact janice@9thwave solve those.

Uni Links reps –
Roehampton – Marcio until replacement found
USW - Amy Until March
Scotland – New person needed – Jeanne to act for now.

Re-accreditation – Need to re-visit idea to pay someone to do this – stipend? BOD agreed – Finance team to discuss and advise to BoD please

Action: Finance Group

12. **SCOTLAND** – Jeanne McLaughlin

See Jeanne's report



Report for the Board
from the Scottish Rep

Trademarks –

Has been more problematical than first thought – but BAPT Play Therapists is going through. To add BAPT Approved Supervisor and BAPT Approved Course will require further payments of £150 per title – agreed to get the PT title completed then look ant moving others forward.

LSL left the meeting at 15.34pm

13. **ETHNICITY & DIVERSITY IN PRACTICE**

How do we monitor and collate information about diversity of our own members – we do not ask about ethnicity as part of membership.

How do PT's actually practice diversity in their own practice? Not just the use of diverse toys, do members actively take into account and work with cultural diversity. What about unintentional bias, are members aware and does training talk about this? What are Universities teaching about diversity? This will be an ongoing topic that we will need to focus on in coming year.

14. AOB

- 1) Membership fees for BoD, should BOD pay? Need to re-assess this as a possible incentive for people to join the Board rather than for those already BoD members. Need to nurture a better volunteer culture and benefits need to be part of that wider discussion? For BoD discussion in 2021
- 2) Following Death of Charles Schaffer is BAPT going to do anything to mark this? Possibly look at a tribute at Conference – Sonia/Carol/Lisa GC & others who knew him personally?? What was the Social Media feedback about this?
- 3) SH working on a children's book about Charles with Deacon Uni in Australia, perhaps BAPT could be part of that as well, SH to discuss with the Uni and advise.

Meeting closed at 15.50pm

Signed.....
(Chair)

Date.....

Dates for meetings –:

16th January 2021

19/20 March 2021 AGM/Conference

24th April 2021

26th June 2021