

BRITISH ASSOCIATION OF PLAY THERAPISTS LTD

MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 16th May 2020

12.30p.m. – 4.24 p.m.

Minutes

Present

Ruth Lazarus – Chair (RL)
Harriet Armstrong – Vice Chair (HA)
Audrey Lee – Membership (AL)
Judith James – Co secretary (JJ)
Sandhya Saldanha – Welsh Rep (SS)
Lynne Borrowdale – Comms & PR (LB)
Donna Benson – Chair Prof Practice (DB)
Sue Elmer – Knowledge Exchange (SE)
Jeanne McLaughlin – co-opted Board Member (JM)
Jo Hill – Board Member (JH)
Sean Girty (SG) – Lay Member
Sarah Hickson – International Ambassador Chair (SH)

Attending

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

Apologies

Andrew O'Mahony – Lay Member (AO)
Jenny Harrison (JH)

Chair welcomed and thanked everyone for being available.

1. MINUTES:

From 18th April – couple of spelling mistakes noted, amendments to be made but otherwise accepted.

Financial Procedures - AO has been researching options regarding bookkeeping, but needs to know what our Budget is for this in order to proceed. Discuss further in financial update.

AGM/Conference – JS has suggested potential to do this either 23/9 or 3/7? JJ needs to check what situation is as far as Charity Commission stands – we may be able to delay further.

Action: JJ

Other items will be picked up as we go through the meeting.

2. FRAUD RESPONSE – Sean Girty

SG has provided a 6 month financial improvement action plan (Appendix 1) which has 5 key objectives:

1) Recover £8,485 – Lead Sean Girty

Several avenues have already been explored (recover from HSBC/report via police - Action fraud UK/ check insurance) although without positive outcome so far and Charity commission report has been completed, PSA

also advised (See minutes 16/4/20) A couple of avenues are still open to us at this time, contact the financial Ombudsman to appeal the bank decision and also possibly a claim via Citizens advice bureau (victim re-impbursement) Last Option will be a civil action to recover monies. SG to explore these options and any cost implications with these actions. SG will update the Board at July meeting.

Action: SG

2) Internal Investigation – Lead Linda St Louis

Areas to investigate – negligence by an individual & organisational failures and to give recommendations. This was discussed at last meeting and LSL had been suggested this should be completed by an independent person. However after further discussion it was agreed that initial investigation should be in house, and if any negligence is found then further investigation to be by an independent person. LSL agreed to lead the initial investigation with one other Board member to be part of that investigation – RL & LSL to discuss this further.

Action: LSL/RL

SG to find out if there if Charity Commission has any advice/guidance about running an internal investigation and to advise RL/LSL/JJ

Action: SG

3) Strengthen BAPT's Financial Controls – Lead Sean Girty

Financial admin has transferred to JS and any payments/expenditure must now be ratified by at least 2 Board members.

Financial procedures Policy – Tim Steel has provided further updates which need to be reviewed and the update to the policy needs to be completed for July meeting, along with review of Bookkeeping role, reviews of Treasurer & Admin role in finances, expenses procedure, project funding requests and review of financial controls.

Action: JJ & JS

4) Appoint Treasurer & agree 6 month action plan – Lead Ruth Lazarus

Treasurer will be elected rather than appointed, but Sean has agreed to be interim treasurer for 6 month period to Sept 2020. A permanent treasurer may then be needed.

5) Communication to members – Lead Lynne Borrowdale

Communication to members is important. Phase 1 will be release of a statement from Chair of BAPT about the fraud and the investigation etc., to be released ASAP. Phase 2 will be the update on what the investigation reveals.

The Charity Commission have replied to our notification of the fraud and are happy with the way we are managing the situation. Hey have confirmed they do not need to take any further action at this point. RL to quote their statement to this effect in her communication to members.

Action: RL

JJ advised that the Risk Matrix will need to be updated – SG & JM volunteered to help with that task.

Action: JJ/SG/JM

3. FINANCE & BUDGET UPDATE

JJ has been working on 6 month budget update (appendix 2) to the end of current financial year, annual figures are:

Projected Spend	£68,815
Projected income	£71,730

The expenditure does not take into account any expenses in relation to appointment of a bookkeeper, or any unforeseen expenditure, but the figures give us a small buffer of £2,915.

However going forward to next year there are a number of factors which may adversely affect our income, i.e. the one year delay in all 3 University re-accreditations over the next 3 years. There is also concern that Members may not renew their Membership this year, given the ongoing Covid19 situation meaning that some

will not return to work, but it is difficult to quantify how many members might be affected. Could we carry out a survey of members?

Some expenses will need to be reviewed with a view to reducing – postage & printing is one area where we don't need to spend significant amounts by taking most communication online?

Online Board meetings may need to become the norm, every alternate meeting could be held virtually, or perhaps more? This would reduce our travel budget significantly.

It was agreed that a finance team will start a review the budget for next year, team will be SG/RL/JJ/LB/JS

There is a need to review how we relate to members going forward, BAPT's focus will be more on Professional recognition and support and Lynne B is our 'finger on the pulse' as to what members are thinking/needings so will be a driver for this team.

JJ advised that we must only spend what is budgeted for between now and the end of this financial year on 30/9/20. Board also needs to ensure that the Business plan is enshrined in all decisions that are made regarding finance, and that the current 4 year plan is probably too long and needs to be shortened to possible 2 years, to ensure that it is current to what BAPT is doing. It also needs to be an integral part of every agenda, again this will be part of the new Finance team's purpose.

Action: JJ/RL/SG/LB/JS

4. CHAIRS UPDATE

PSA – RL has kept PSA updated re the fraud. A new Chair has recently been appointed at PSA and initial communications suggest that they are very supportive of the challenges that Registers may be facing, so hopeful of some support re renewal of Accreditation.

AGM – Agreed to review how this would work on Zoom and set a date – end June/early July – although JJ to check with Charity Commission/Companies House regarding what amended timings might be allowed in light of Covid19 situation.

Action: JJ/RL/JS

Conference – It's unlikely we will be able to hold Conference as a large group gathering this year, we have until March 2021 to hold it at Aston – Much will depend on when Aston can re-open and when Gov. allows large groups to meet. JS to check dates available with Aston.

Questions asked from various BoD members if we could get the Speakers/workshop Leaders to upload video of their planned speeches/workshops as CPD for Members, if they have paid for Conference that get them free, if not then a fee charged. JS to review with Carol Platteuw.

Action: JS

We might also need to look at being able to offer web connected Conference in the future to give those who can't attend opportunity to see speakers etc. for a fee.

1.30pm - Meeting break for 15 mins

5. SUB COMMITTEES

Communication & PR – Lynne Borrowdale

LB advised that she is currently spending significant hours on BAPT connected work. The Board acknowledged this. She is undertaking a digital Marketing course primarily for her own business but it does dovetail with the BAPT work.

Social media searches show that BAPT is up by 80% and all channels are growing strongly, Twitter & Instagram up to 2000 followers.

LinkTree – LB recently set this up to have all BAPT Social media and Website links in one place/at the click of one button, Board members encouraged to add it to their Email signatures. It would be easy to add extra links for any webinars/conference etc. Members are really engaging with social media and there is a lot we can learn from this which should impact Business Planning going forward – LB to produce a report for next Board meeting.

It was suggested that it would be an asset to have LB on the new Finance team/Subcommittee for the social media aspect, to advise on what & where we should be focusing our funding - LB agreed.

The new website will have a Members area where we can encourage members to upload their own webinars, there are numerous people who are running these. (Sophie Westbrook was mentioned)

BAPT has had some radio National airtime recently, LB was approached to see if anyone would be available for a discussion, Tim Woodhouse agreed to do this and his Q&A session was aired on Radio 5Live in early May.

Mental Health Awareness week starts on 18th May, information is being shared across all platforms.

LB receiving lots of messages from Members via Facebook about different issues, if there are any things relating to other sub committees she will pass them on rather than trying to respond herself to every enquiry.

CPD is an area that members have questioned – RL advised that she is hoping to include advice about the suspension of CPD for this renewal period, as agreed at last BoD meeting, but is waiting PSA's response on this.

Action: RL

Magazine is getting ready for its last edition before going fully to online Newsletter style and via Social Media platforms.

Social media Policy – agreed by BoD

LEGO - We have received an email from LEGO who have asked to work with us, initially as a tool for working with Autism, but Lb & DB think this can be expanded as we have members using Lego to work with other areas of development. A call was put out on social media and DB is setting up a Zoom meeting with some members and Lego to take this further.

Action: DB

Website – All Sub Committees still need to let Lynne have details of what their area pages need to have available to public & members.

Action: All Sub committees/Board members

LB suggested that potentially we could have a projects page on the website where we post details of projects that need to be completed and members could bid to complete them, providing a plan and costings etc. This might encourage members to get involved and understand that as a volunteer led organisation we don't have the capacity to do all of the 'nice to have' projects.

Members could also suggest projects that they'd like to see completed, again planning & costs would need to be provided, would we be able to provide funding for these? It would need to be built into the business plan and would need to meet our core plans.

As a Charity we can't be seen to be paying people, but we can offer honorariums for particular pieces of work done by trustees etc. However, if someone was carrying out a project that met the Charities remit then we could be seen to pay for that work.

Agreed to trial something to get members engaging with the idea of projects, LB to include in re-launched website

Action: SE&LB

SG – great that BAPT is pushing Social media presence but what is the added value to BAPT, is there an increase in membership as a result? How many people have joined after looking & engaging in our social media? How can we monitor this?

Suggestion that question is added to membership application forms (Associate & portfolio)

Also what is the value added for existing members in getting feedback to issue raised, finding information that they are seeking?

We need to ensure that wider audience is aware of BAPT, is using BAPT Logo for anything they produce which relates to BAPT (Doctors who have asked if they can produce their own info sheets using BAPT info for their patients) and using the BAPT Register to find Registered Play therapists.

Scotland – Jeanne McLaughlin

JM questioned whether BAPT could trademark Play Therapy/Play Therapist as a way of protecting the Title?

She has done some investigating and it transpires that APT have made an application to register and trademark Play Therapist in the UK There is a 2 month window to appeal any application, which has unfortunately expired so we can no longer challenge this.

However, we could apply to trademark BAPT Play Therapist &/or Registered Play Therapist. Cost is £100 to submit application and £100 to register the trademark. The 2 month period runs for others to object, but once approved the cost is £50 per title for 10 years. JM to review further and report to Board on what titles might be considered.

Action: JM

At a recent training event for Scottish PT's DB was invited as a guest – good to have a Board rep at such events and DB enjoyed the training too. Many Scottish PT's are working with children online during lockdown, this info might be useful for other regions so should be shared.

Complaints – Linda St Louis

One query that came from a member via Professional Practice.

The Therapist had been asked by a solicitor to provide case notes/records from pre GDPR days. DB initially advise the PT to contact her insurers (Towergate) and also researched other areas, BACP also have a lot of information about court reports on their website. Towergate advised that reports should be released as the child had given consent for this to happen, but PT was unhappy about that.

JS suggested contacting LSL and also Barbara Mitchels for advice. Barbara Mitchels confirmed that in the case where the child has consented to records being released, then they have to be released under the new GDPR rules, whether or not that request comes directly from a court or not. This backed up the conversation that Donna had with Towergate Insurers, who cover many of our Members and were very helpful in this case.

The PT in question was surprised that Barbara & Towergate were in agreement that records should be released, but with new GDPR rules it's no longer just courts who can ask, and if permission is given then the request has to be complied with.

As a result LSL & DB will put together some Guidance and considerations for members on the subject of releasing Documents under GDPR. Need to remind members that they need to take their Insurers advice, in relation to Public Liability/Prof Indemnity insurance. DB to see if Towergate can put together a Q&A piece.

Action: LSL/DB

Lay Members for Complaints – LSL will forward Job description and application to LB for circulation on Social Media platforms

Action: LSL/LB

Duty of Candour – Board please email LSL with any comments on the Duty of Candour wording. Linda will then be able to update the PCP/Ethical Basis to reflect this.

Action: Board Members - ASAP

3.15 pm - Meeting break for 15 mins

Knowledge Exchange – Sue Elmer

Uni Libraries all closed till earliest September so this item to carry forward.

SE has been talking to Member Sophie Westbrook about research into how Covid has changed people practice – Jeanne may have info from the Scottish members so SE to pass on contact details. Some issue had arisen re GDPR & how such research can be supported, what best form to use would be etc. JM to follow up & will report back at next Board meeting.

Action: JM

T&E

Still no chair. Ruth was hoping to talk to potential people at Conference. JS has chased up potential Supervisor reviewers.

Action: JS

RL has written to USW to confirm the postponement of their re-accreditation to next year.

CPD logs – Board agreed to suspend this year, but we need PSA OK on this, RL will chase them.

Action: RL

Course Conveners Meeting – still some outstanding issues that Conveners want to discuss, RL to join the meeting to give BAPT feedback and confirm that BAPT will support the decisions made by the Uni's as they will be in the best interests of the Students.

Action: RL

Professional Practice – Donna Benson

Adjunctive Therapies, this needs more work so will move forward to next Board meeting.

DB held a skype meeting with the head of Risk at Towergate Insurance to discuss amongst other things Adjunctive Therapies, it transpires that as long as members ensure they advise Insurers what therapies they are using, and have them listed on their policy, they will be covered.

DB also met with Scottish PT's at their recent training Day. She is also going to look at talking with Irish PT's and her new 'Team' to develop further guidance. Some members have been asking about returning to practice face to face with clients, so she is writing this into the new Covid19 update. In reality this has to be a decision made by individuals, working within whatever the latest Government guidelines are.

Action: DB

Wales – Sandhya Saldanha

SS has organised Zoom meetings that had been pretty well attended. However she felt unsure about what she could feedback to members from the Board meetings? RL confirmed that role of rep was to act as link between the Local members and the Board on a two way level: to keep local members updated on what issues Board are looking at, bearing in mind the sometimes necessarily confidential subjects discussed at Board, but also to keep Board updated on any local issues i.e. those that might arise from different legislation from local Government. Also to allow Local Members to meet and check in with each other, especially relevant just now with concerns about Covid19 and teletherapy. Also to share info about CPD and courses that members had found that could be shared with the group.

SS wanted to know if she should be driving membership i.e. promoting membership and promoting maintaining membership. This might be part of the role but not a purpose of the role. RL agreed to provide a short video feedback from Board meetings that could be shared with members, rather like the board reports that used to be in the Magazine.

Action: RL

SS advised that some members were asking for more information & guidance on teletherapy as some were uncertain about its use. Suggestion that SS should contact JM to discuss this further as this has been a discussion point in Scotland too. Also the further advice/guidance that DB is writing might answer some of these questions.

Action: SS/JM

Children's Commissioner for Wales has a new consultation, ideally the local PT's should discuss and respond to this in a collective way, although as individual Practitioners, but with the same message.

Membership – Audrey Lee

No current Sub-committee and AL feels this whole area needs to be reviewed. Most of the role is about reviewing Membership applications and answering questions about membership issues/renewals etc., but is severely hampered at the moment as the Applications@ email address is not working – AL is in contact with Janice Thorp at 9th wave.

AL many other committees have more of a handle on what membership is needing from BAPT and how to attract new members etc. Agreed that this will be reviewed at the next Board meeting AL to bring her thoughts ideas, membership fees are the cornerstone of BAPT's income.

Action: AL

There was a wider discussion about reviewing how our Sub committees are working, they have been in place for a number of years, and in current working using more technology and online/social media communication these sub committees are not as relevant as they once were – which also means that the workload is no longer shared out amongst the committees but sits mostly with just a small number, so this needs to be addressed.

Action: Board

International Ambassadors – Sarah Hickson

SS, SH & RL have agreed to Zoom meet to discuss and will therefore feedback at next Board meeting.

Action: SS/SH/RL

6. Policies & Procedures

Financial Procedure – to be finalised for next Board meeting

Duty of Candour – Board to feedback to DM ASAP

7. A.O.B

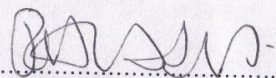
Emails – Everyone should have & use a bapt email address - SG & JH do not currently - JS to re-send info and SG & JH to get that completed.

Action: SG & JH

Board also agreed to re-set June BoD meeting – suggestions were 20/6 or 3/7 perhaps, with Zoom AGM on the 18th July date currently diarised as a Board Meeting? JJ to check & advise re charity Commission & AGM's ASAP so dates can be confirmed. JS will then confirm dates.

Action: JJ/JS

Meeting closed at 16.24pm

Signed... 
(Chair)

Date...18/07/20.....

Dates for meetings – to be updated:

18th July

12th September

7th or 14th November (to be agreed)