

**BRITISH ASSOCIATION OF PLAY THERAPISTS LTD**

**MEETING OF BOARD OF DIRECTORS**

**Via Zoom**

**Saturday 18<sup>th</sup> April 2020**

**12.30p.m. – 4 p.m.**

**Minutes**

**Present**

Ruth Lazarus – Chair (RL)  
Harriet Armstrong – Vice Chair (HA)  
Andrew O'Mahony – Lay Member (AO)  
Audrey Lee – Membership (AL)  
Judith James – Co secretary (JJ)  
Sandhya Saldanha – Welsh Rep (SS)  
Lynne Borrowdale – Comms & PR (LB)  
Donna Benson – co-opted Chair Prof Practice (DB)  
Sue Elmer – Knowledge Exchange (SE) (Audio Only)  
Jeanne McLaughlin – Board Member (JM)  
Jo Hill – Board Member (JH)

**Attending**

Liz Hill – Training & Education (LH)  
Linds St Louis – Complaints/PCP Chair (LSL)  
Janet Steel – Admin (JS)

**Apologies**

Sean Girty (SG)  
Jenny Harrison (JH)  
Sarah Hickson – International Ambassador Chair (SH)

Chair welcomed everyone to BAPT's first 'Virtual' meeting saying it is likely that this is how the Board & Sub committees we will continue to meet for foreseeable future.

**1. MINUTES:**

From 11<sup>th</sup> January – accepted and signed.

**2. MATTERS ARISING:**

**Social Media Policy - Comms & PR** – Board asked to confirm their acceptance of this policy. To be signed off & adopted at next meeting.

Book Income – publishers advised RL that 18 copies sold. However we know that we purchased 200 copies for our Conference delegates so not sure those figures are correct. It was confirmed that the book is on the Students Book lists at the 3 Universities.

**Membership** - AL & JS to continue to look at this.

**Action: AL (JS)**

### **Knowledge Exchange**

BAPT to become a member of the 3 Course Universities libraries, so members can access useful dissertations/research undertaken by BAPT Students. SE advises this is proving to be difficult, but she is liaising with Librarians at the Universities to see what, if anything can be done.

**Action: SE**

**Adjunctive Therapies** – Unfortunately as AGM cancelled no opportunity to discuss this with members directly, however DB is still working on this and has had some varied feedback from other PSA Collaborative organisations, some of whom are reviewing their own situations and others who are not engaging, so all are at different stages of the process. However it is clear that this will need additional work and thought.

**Action: DB**

**Duty of Candour Statement** to be added to Professional Conduct Procedures (PCP). Clarification needed on where within the PCP this should sit, agreed at the beginning, as it sets out what BAPT expects from its Registered Professionals. Members. (*for Risk Matrix – what is the risk and what do BAPT do to manage the level of that risk*) . LSL to complete and send to RL/JJ/JS by end April

**Action: LSL**

**Play Therapy Week – LB:** This has been cancelled due to Covid19 situation, it was going to be specifically Education based, so with schools not as yet re-opened and uncertainty about when that might happen, this will be postponed to possibly Sept/Autumn Term instead.

**Magazine** – Spring issue is being delayed, and will also happen autumn time, the aim is to have some articles based on member's reflective experiences of working within the Covid19 restrictions and what this has meant to their practice.

**Lay Members** – specifically for Complaints Team -

This is proving to be problematical. LSL approached BACP and had a few enquiries, however these didn't go further as it became clear that the parties were expecting to be paid hourly for this, rather than receive a nominal fee as we had suggested. Suggestion that we ask PSA collaborative for any help/ideas, although this likely to be a sharing facility which would require members to volunteer for other organisations, or go back out to Members and ask them to think about people they work with? LSL to re-write the advert and forward to LB – to be uploaded to Social Media forums.

**Action: LSL & LB**

**International Ambassadors** – SS asked that some guidance is given by the Board regarding how this role should work, should there be set links with specific Sub Committees or does this work on an individual project type of way, where the team brings in any sub committees that need to be involved? SS unsure what roles/remits the Sub Committees have – these are set out on BAPT website. Where do the regional reps fit in within the Sub Committees as well? It was agreed that a Zoom meeting to discuss this should be set up – SS/RL & SH

Meeting Break for 5 mins

### **3. FINANCIAL PROCEDURES**

RL provided a precis of the situation that has arisen as a result of fraudulent request for payment and the unfortunate payment of that request amounting to £8,485 by JH. In order to deal with this a small sub-group was set up RL/SG/JJ/AM & HA, with support from JS as & when needed.

Obviously this has a wide impact and lots of implications for not only BAPT, but also our Members – as it is their fees that allow BAPT to function - but also PSA & Charity commission. We are running an internal investigation alongside the Police investigation, which needs to be objective & fair, but we also need to support JH in this as well, as a Board we there is an implicit collective responsibility here.

Whilst the internal investigation is being carried out, JH has been suspended as Treasurer. As a result any payments/expenditure must now be ratified by at least 2 Board members. JS is currently holding day to day access to accounts etc, with support from SG.

Treasurer role – process is in place with aim to get someone to take over this role, but not hugely successful as yet, SG has agreed to take on as a temporary role. We are also looking at viability of having a paid bookkeeper in place, but what this has highlighted is that as a Board there is a need to be more accountable and to work with the Business plan to budget expenditure and stick to those budgets, so that we have a better understanding of where money is being spent.

PSA have been informed, and whilst they were sympathetic and sorry for BAPT to be in the situation, their main concern is that BAPT can continue to maintain the Register, which we can, £8,485 whilst not an insignificant amount is something that we can absorb.

A statement has been prepared to send to Members, but we have held off as it was felt that we should have some feedback from the police before issuing that.

The Charity Commission has asked for specific information from BAPT, which is being co-ordinated by SG/JJ.

Action Plan –

JS is keeping day to day eye on accounts etc and keeping info/invoices/receipts.

**Action: JS**

AO is collating info re bookkeeping and cost involved, from our own accountants and other sources. RL has asked a personal contact about bookkeeping and will forward ant forthcoming details to AO. AO to feed back to the BoD.

**Action: AO**

SG to update on police investigation and BAPT's response to Charity Commission request for info.

**Action: SG**

The critical question is was Jen acting in accordance with her responsibilities as Treasurer and also as a trustee?

Discussion about when Members and Sub Committee teams should be made aware of this. Board agreed that an update was need from SG and then release a statement from BoD to Members detailing what BAPT has done.

**Action: SG/RL**

As part of this financial overhaul, the Board need to undertake the 6 month budget review i.e. what was budgeted against what has been spent. JS has produced some monthly figures from start of our financial year on 1<sup>st</sup> October which JJ has reviewed against budget figures. There appear to be a number of areas where spending has occurred but no budget figures were set? i.e. website costs shown as £650 budget, but they will be much more than that for the overhaul of website, although those costs were due to be paid from savings so probably not budgeted for from the main account. Also development costs – what are these? Budgeted Expenditure is £67,567, so we need to ensure we have enough fees/income to support that, if not then cuts need to be made in some areas.

JJ/SG/JS to further review this and reissue updated budget forecast for remaining ½ of the year, and for 2020/21

**Action: JJ/SG/JS**

Board & Sub Committees please note that any expenditure must be approved by 2 Board members and must be submitted via JJ, SG & JS.

#### **Financial procedures Policy**

JJ has been through the Policy and written updates where appropriate in light of the current situation and investigation. JS to forward further some suggested updates having asked her Husband (43 years Banking Experience) to review the policy. Complete updated version to be sent to BoD.

**Action: JJ & JS**

Treasurers Job Description also needs to be reviewed.

#### **4. SUB COMMITTEES**

##### **Training & Education – Liz Hill**

**USW Reaccreditation** – JH & LH had been planning on visiting USW on 2/4/20 to complete this review, however lockdown has resulted in this not happening. Lots of discussion with USW about how this can be sorted out, but T&E committee believe that the correct way forward is to postpone the Reaccreditation for 1 year, i.e. extend current accreditation period to April 2021. T&E would also like to suggest that to be completely fair to all 3 universities that all 3 current accreditation periods are extended by a year: Roehampton was due to re-apply in April 2021( would move to April 2022), QMU in May 2022 (move to May 2023)

In practical terms, the Universities will all have changes to their courses that are going to be made within the next year or so in light of the Covid19 ongoing situation, so extension of current accreditation periods would allow time for this to be assessed. BAPT also needs to consider that if extension was not agreed, the small volunteer team would not be able to sustain 2 re-accreditation visits within a month in 2021.

Board accepted that there will be some financial consequences as the re-accreditation fees payable by Universities would need to be re-budgeted, but agreed that in light of the current situation, a year extension should be granted to all 3 university accreditation periods, but that

the 5 year period will be re-instated after that, so USW would be re-visited in 2025, Roehampton 2026 & QMU 2027.

Board also discussed that the Accreditation fee will need to be increased as this has not happened for a number of years and discussion should be had by T&E with the Uni's regarding this.

RL agreed to advise USW of this outcome.

**Action: RL**

**Changes to Courses resulting from Covid19 lockdown restrictions** – LH also advised the Board that the Universities have raised questions about their need to re-evaluate some teaching/supervision requirements/Personal therapy requirements in that much of this will need to happen online rather than face to face. Most 2<sup>nd</sup> year student's will already have a good relationship with their Supervisor and Personal Therapist, but this might be more of an issue for 1st year students, especially as some of them may not already have set up personal therapy.

A bigger issue for all Universities is Infant Observations & Placements as these obviously can't happen face to face at the moment, and the Universities have been working to enable Students to move this into their next academic year.

Discussion regarding online supervision and Personal Therapy, but also whether it would be possible to continue child observation if family were willing where the student already has a relationship with the family – not recommended for any new observations. LH will take back to the Universities the idea of online Infant Observation where suitable

The Universities are obviously in a better position to know the individual Students and to agree with them what their actions should be, as an organisation BAPT needs to ensure that the Uni's are doing whatever is necessary to ensure that Students are getting the training they need and that public is not exposed to lesser trained PT's, but Board has utmost confidence in the Universities and can see that they are working hard to ensure the quality of Students learning.

Board agreed unanimously to support the Universities with the changes they have proposed for their current cohorts in these exceptional circumstances. T&E to feedback to Universities.

**Action: T&E**

**CPD Logs** – CPD logs are requested from a random 5% of Members, however as a result of Covid19 limitations the requests have as yet not been issued. However with current lockdown situation Members will be struggling to ensure they can obtain necessary amounts of CPD, especially as many will have relied upon BAPT Conference for a large proportion of that. Online CPD is available, but many courses are still being set up so, which will limit BAPT Members ability to meet the targets set, and T&E team cannot review all of the courses that Members may take, which will have risk management issues potentially.

RL agreed to contact PSA to see if they have any advice.

**Action: RL**

**CPD Course Accreditation** – BAPT offers annual accreditation of a few CPD Courses, but the lockdown has resulted in many of these courses either be cancelled or re-scheduled for later this year or next year.

T&E are recommending and requesting that Board agrees to extend the current accreditations for 1 year. Again there will be some financial implications to this, but in current exceptional circumstances Board agreed to the extension for courses that are currently accredited.

**Action: T&E**

### **Professional Practice – Donna Benson**

DB & LB have written & issued some BAPT guidance to members regarding working with Covid19 restrictions, however there is a need for a more detailed Policy to be written. DB has pulled together a small team – herself and members Diane Doyle, Sharon Pearce and Sarah Friggieri who have agreed to help pull this together.

**Action: DB & Team**

Board agreed that this will need to cover various different aspects, and will need to ensure Members are aware that they must take responsibility to keep up to date on Government requirements. Areas discussed were Treatment/Therapy Plans, Holding plans where therapy cannot continue, looking at how to manage a Therapeutic break, rather than an ending, needing to stay in contact with the Child whilst considering that this must all be child led and if appropriate can be online, but also continuing to work with the families involved, not just the child.

Other areas to consider are cases where schools don't re-open until September when there will be children who have moved on to new schools, how can this be managed. Also support for families who were due to start therapy but who have been unable to start, is it possible to begin that process without face to face contact – via video? Suggestion was that in that scenario therapy shouldn't start until face to face contact can be made, but that should depend on the child and whether this type of contact would benefit the child.?

Remote Therapy sessions - However this may give rise to considering work via video and there may be situations where therapy in that format would greatly benefit the child so must be considered. This also raises the need to consider privacy for child using video in their home setting, as this may be an issue, ensuring that the child can speak without hindrance, i.e. importance of one to one contact being maintained.

So 3 areas regarding the therapeutic relationship:

- a) Keeping an established relationship going
- b) starting a new therapeutic relationship online
- c) ending a therapeutic relationship remotely

DB also want to include information regarding Insurers standing on this, and to ensure that Members check directly with their own cover, not just for tele therapy/video therapy, but also outdoor therapy, telephone work etc. Need to highlight the importance of each individual checking their own cover to establish that they are covered and have the freedom to act

accordingly, not all policies are the same, even from the same Insurer, can't assume that because your colleague with same insurer is covered that you are.

DB will check with Insurers and pull together some key questions that members need to be asking.

There were no updates at this time from any other Sub Committees.

## 5. AGM/CONFERENCE

Conference was cancelled as a result of Government lockdown recommendations, we were able to postpone date with the venue so fees will carry over to re-arranged event –Board agreed that refunds can be made where necessary, and once new date set for anyone who would be unable to attend.

Revised date to be agreed once we have a better idea of when large group gatherings will be allowed again– we have until March 2021 to hold the event before incurring charges at Aston Conference Centre.

AGM was also adjourned – We do need to have an AGM, agreed to look at possibility of holding AGM by Zoom, JS/RL to investigate further.

**Action: JS/RL**

## 6. A.O.B

Website – LB advised nothing very much to report, infrastructure is all there but individual sub committees need to provide info on what they want to be made available on each public page and members page..

**Action: sub Committees**

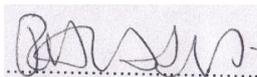
Finance/Fraud Sub Group - next update meeting to be arranged

**Action: RL & Team**

Board also agreed to set an additional BoD meeting for May – JS to send a couple of dates to Trustees.

**Action: JS**

Signed.....



**(Chair)**

Date...16/05/20.....

Dates for meetings - updated:

May - TBA

6<sup>th</sup> June

18<sup>th</sup> July

12<sup>th</sup> September

7<sup>th</sup> or 14<sup>th</sup> November (to be agreed)