

**BRITISH ASSOCIATION OF PLAY THERAPISTS LTD**

**MEETING OF BOARD OF DIRECTORS**

**Via Zoom**

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

**12.30 p.m.**

**Minutes**

**Present**

Ruth Lazarus – Chair (RL)  
Harriet Armstrong – Vice Chair (HA)  
Audrey Lee – Membership (AL)  
Judith James – Co secretary (JJ)  
Lynne Borrowdale – Comms & PR (LB)  
Jeanne McLaughlin – Board Member (JM) (Part Only)  
Jo Hill – Board Member (JH)  
Sean Girty – Lay Member (SG) (Part Only)  
Sarah Hickson – International Ambassador Chair (SH)  
Liz Hill – T & E Representative (LH)

**Attending**

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

**Apologies**

Sandhya Saldanha – Welsh Rep (SS)  
Sue Elmer – Knowledge Exchange (SE)  
Donna Benson – Chair Prof Practice (DB)  
Andrew O'Mahony – Lay Member (AO)  
Jenny Harrison (JH)

Chair welcomed and thanked everyone for being available.

**1. MINUTES:**

From 16<sup>th</sup> May – couple of spelling mistakes noted, amendments to be made but otherwise accepted.

**Pg 3** – RL to chase PSA re response to CPD question.

**Pg 5** – Complaints – LSL/DB discussed BAPT GDPR document, concluded that BAPT can issue guidance, rather than a checklist of things to consider as this would be unlikely to cover every eventuality, but guidance to members on things they need to consider for their own practice. LSL to write this with guidance from DB and also ask Barbara Mitchels to review – possibility this may incur some cost, LSL to enquire and advise further.

**Action: LSL**

**Pg 6 – Professional Practice** – Important for BAPT & Members to keep up to date with Government advice in order that members might be able to get back to face to face work, utilising the measures that government recommends.

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

## 2. FINANCE – Sean Girty

Looking at the Consolidated Monthly totals report, important to note BAPT's financial year is 1/10 – 31/09

Sean has some concerns:

- BAPT has paid out more than it has received over last 4 months –Membership fee income is spread throughout the year as some monthly & 1/4ly fees are paid, although majority of income arrives Sept/Oct/Nov each year, so this skews income v outgoings.
- Membership income from New Members is minimal, why? Possibly because recording of new Member income hasn't been completely correct as it is at times also included in Membership renewal fees. New accounting system being implemented should make this easier to account for going forward.
- Associate Membership – we have very little to offer Associates once Magazine publication finishes, we need to drive this category wherever possible – agreed to set up a small team to look at this and devise a new associate package.

Membership Renewals – Need to set out an income budget proposal based on when income will be received. Look at utilising some membership tracking software via the website? JS to look at this alongside new PC purchase that has been agreed.

**Action: JS**

However 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, that income will be pushed back by 12 months over next 3 successive 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.

BAPT Deposit account has healthy balance £70,000, and Conference is a stand-alone account which will cover costs of Conference with its associated income and should be ring fenced as such, so balance of money available is that in the Main account - £30,000, which gives a limited budget available to end of this financial year, next year will also need to be tightly controlled. We need to have funds to pay the final payment for the website update, which may need to come from the deposit account. It is likely that some areas of budget will need to be cut, and some expenses will need to be reviewed with a view to reducing – postage & printing is one area where budget can be significantly reduced as we will no longer be printing & posting the Magazine after this last edition.

SG also suggested that BAPT look at possibility of reducing office rental if the office could be relocated to JS home space? JS to look at viability & costs i.e. need to maintain an office address etc.

Online Board meetings may need to become the norm, this would reduce our travel budget significantly.

It was agreed that a finance team will review the budget for next year, and also the Business Plan in time for the Sept BoD meeting.

**Action: SG/RL/JJ/LB/JS**

It is important that we 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**

### **3. FRAUD Action Plan**

#### 1) Recover £8,485 – Lead Sean Girty

Financial Ombudsman to appeal the bank decision and also possibly a claim via Citizens advice bureau (victim re-imburement) or 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.

**Action: SG**

#### 2) Internal Investigation – Lead Linda St Louis

Areas to investigate – negligence by an individual & organisational failures and to give recommendations. RL/SG to provide LSL with some questions that we need to address with JH.

**Action: RL/SG**

Once this stage is complete then we will be able to access whether further external investigation is needed. If not, then outcomes will be incorporated in the Response Plan.

LSL & AO to be BAPT reps, suggest that RL discuss with JH and provide her with copy of questions, and suggest she has someone to support her.

**Action: RL**

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

Financial procedures Policy – being completed but need to address limits for individuals to process: to be discussed and agreed by Finance team

Approval limits as per suggested limits in draft document – BUT ALL NEW/Unplanned/Unbudgeted expenditure must be approved by the Board, regardless of cost. Bank payments approval – up to £5,000 Treasurer, over £5,000 will need additional approval of a BoD member – agreed that would fall within Company secretary Role. JS to set up access to bank for JJ

Revised Financial Procedures policy to be completed and signed off by Finance team and then circulated to BOD for approval. Before next BoD.

#### 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

Statement from Chair of BAPT has been released. Feedback from Members was mostly positive/supportive, some questions raised re bank security but those answered appropriately. Phase 2 will be the update on what the investigation reveals.

Risk Matrix will need to be updated –

**Action: JJ/SG/JM**

**1.45 pm - Meeting break for 15 mins**

### **4. CHAIRS UPDATE**

**BLM** - RL thanks LB & the social media team for their efforts/posts/ support on this issue. Board agreed there needs to be an internal dialogue regarding how BAPT can move away from the over representation of white females in Play Therapy; how can we engage those from BAME backgrounds; how do we move towards being more representative. This will include discussions with the Uni's about recruiting more BAME students – how can we work together to achieve this? How are the Universities tackling diversity issues and managing the increase in BAME students, what can BAPT do to encourage this, things like specific targeting of Prospective Students throughout the year, at different times, filter more info down to schools, although it may

be difficult to engage school students as qualification is masters level? Provide a pathway to achieve qualification?

Suggestion that we ask members to share their experiences in their working environments and also if they can share any resources that have been useful. BAPT needs to engage with BAME as an organisation and keep this as an ongoing Board Agenda item.

LB advised that an issue had been raised by a member re the BAPT training Video. The short clip on our website and on YouTube brought up the issue of racial profiling, Lynne has removed the clip from the website, but we don't have control over the BAPT YouTube account – it is not run by BAPT (!) and we can't remove it. LB is investigating who has control.

LB also felt that the video needs to be updated – it is at least 10 years old and needs a revamp – Roehampton definitely still use it as part of their course, not sure about other? LH to check with USW, JM advised that it wasn't part of teaching at Glasgow course. JM did advise that one student had raised a lack of racial input though. Discussion about whether we would want to spend money on a new DVD/Video – consensus was probably not, there is more need to update with a modern mode, i.e. e-learning webinars/short videos from members about best practice, My Playroom pieces etc, to engage people. New website will be able to have these as part of the resources page.

On topic of Social Media, LB also advised that our Pinterest Account has been shut down due to a violation! She has been trying to find out why/what, but wants to keep on top of it in case it comes back to us as an official complaint. However it could just be as simple as one person taken offence at a comment that someone made on a post, but she has been unable to get any info so far, but will keep trying to get a response from Pinterest.

**AGM** – This would be a short Zoom Meeting, invite member to join, but all info sent out beforehand and any questions for the Board will need to be submitted beforehand to enable us to manage the time. We need to ratify Board Members/resignations. Agreed to aim to do this on 12<sup>th</sup> Sept – before the BOD Meeting, and have a shorter focused BOD straight after. JS will need Board reports by mid/late August, deadline 20/8.

**Action: JJ/RL/JS**

**Conference** – Following lots of quick work, we have a Virtual Conference on 31<sup>st</sup> July 1<sup>st</sup> August. We are holding 19/20 March 2021 with Aston as it would be good to have a blended Conference next year, for those who can meet together but also include those who choose not to attend in person.

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, for a fee. JS to review with Carol Platteuw.

**Action: JS**

**Board Resignations/Vacancies:** RL confirmed Jenny Harrison has resigned from the Board, along with SS and also AL, who has resigned as chair of Membership but will stay on the review Membership Applications – she will use applications@bapt email address. Vacancies also still Chair & Vice Chair of T&E.

## **10. Complaints – Linda St Louis**

Lay Members for Complaints team: LSL has received interest from 3 parties - 1) is a social worker who has sent in an application - is also an adoptive Parent so has lot of relevant experience 2) Miriam Clancy, who runs PT course in Ireland – she trained via York Course, but is not a BAPT Member so can be accepted as a candidate 3) a special needs teacher who has completed some Animal assisted PT training. Candidate 1 has confirmed interview date, but LSL intends to invite both others to interviews on same day if possible. JS to add LSL to Zoom account for these interviews - to utilise the extended meeting time we have.

**Action: JS**

No Complaints have been received.

SS joined the meeting briefly to say goodbye, she has resigned as she has some new opportunities upcoming and new project that is going to take up a lot of her time. Board thanked Sandhya for her time on the Board and her efforts in pulling together the Wales group, she advised she will host upcoming Wales Zoom meeting and ask for volunteer to take over as Wales Rep. Board wished Sandhya good luck with her upcoming ventures.

#### **5. Professional Practice – Donna Benson**

DB had intended on attending today, but has internet issues and therefore cannot. RL advised that DB had attended (virtually) last meeting of the PSA collaborative group and hopefully will be able to attend the upcoming meeting as well, and will be able to feedback on that at next BoD.

#### **6. Communication & PR – Lynne Borrowdale**

Facebook Currently Very busy with messages about Portfolio Route & Conference.  
Instagram now has 2,000. Team volunteers are OK, but a bit sporadic. LB has taken on the Linked-In account as volunteers have withdrawn – we need to keep this page as it is a link for other professionals and for jobs/courses etc. We could also advertise this as a good benefit to Associates – Tim Woodhouse is a high profile user within PT world – LB to ask Tim if he would take on responsibility.

#### **Instagram demographics:**

93% are Women  
44% in UK  
18% USA  
+ lots of smaller % in other countries  
40% are London

Ages:

25-34 - 45%  
35-44 – 35%

LB has undertaken some Social media marketing training for her own business but this will also be v useful for BAPT.

**LEGO** – Back in touch – they are happy to talk to a number of therapists about different aspects of PT work – Sonia Murray & Tracy Faa Thompson have agreed to be part of that. RL agreed to give a BAPT Perspective.

**Website** – LB still needing updates from Sub Comms on what they want to see on their pages.

Journal – Lisa GC to update that page

Universities need to be asked what they want to be listed, and to highlight uniqueness of each location.

Portfolio Route – Jeanne will write a short piece about the portfolio – whys & how's etc

Need to chase up Research & Complaints and also T&E re CPD & Supervisors.

#### **7. T&E – Liz Hill**

University Updates:

Glasgow & USW have updated their courses and are working towards the new academic year starting August/Sept, they will adopt a blended learning model using both online and small group face to face teaching for at least the first term.

Roehampton - Child Obs for 1<sup>st</sup> Year Students - request to BAPT that for a 'few particular students' who have not completed the required hours (30), and Roehampton say do not have opportunity to complete now, can BAPT agreed to reduce requirement to 15 hours? **NB – The 30 hours stated was an error - The number of Infant Observation hours was already approved to be reduced to 20 Hours for these students back in May 2020**

Board reluctant to reduce hours further - questioned whether these 'few' students could join the new incoming cohort of 1<sup>st</sup> year students for infant observations i.e. join the new 1<sup>st</sup> years observation groups for as many as they need to make up hours for example 5 of the 15 rather than having to do all sessions again? The University would need to make allowances for this to happen - LH to take this back to Roehampton

In principle BAPT does not have an issue with these students moving into their 2<sup>nd</sup> year, but they will be required to make up infant observation hours to the required 20 hours before completion of the course as this is such an integral part of the course. The decision to pass their 1<sup>st</sup> year lies solely with the University, so the course leaders need to decide if these students have passed the year with the exception of the child obs. if they do, then they should be able to move on to 2<sup>nd</sup> year, but will need to make up the hours. The decision to pass Students must remain with the University, it is NOT BAPT's role to pass or fail Students.

Board feels that we have already agreed reductions in other areas, but cannot reduce the requirements any further than has already been agreed with the Universities for this year, but understands completely that the situation has been a difficult time for the Universities and will continue to be for at least the rest of this calendar year.

JJ James will draft a generic statement so that this can be sent to Roehampton but also shared with the other Universities. Liz Hill to go back to the Universities

**Action: JJ & LH**

### **3.15 pm - Meeting break for 15 mins**

#### **8. Membership – Audrey Lee**

We need to consider whether to extend the reduced NQT fee for those who Qualified in 2019 for a further 6 months, for those who may not be working currently working and will not have completed enough supervision hours for their NQT year. Board questioned that if a 2<sup>nd</sup> Lockdown occurred then we might find ourselves in a difficult position with this. The potential loss of income could be £2000, but Board felt that we need to extend assistance in order to be able to retain those members going forward. Board agreed a 12 month extension for current NQT's at reduced fee of £110. LH/JS to liaise to determine how this is disseminated.

There may well be a number of Non NQT Members who may also not be working, but they will need to maintain their registration. We offer monthly fee payment option to help spread the cost. We may need to consider particular cases on individual circumstances.

#### **9. Scotland – Jeanne McLaughlin**

JB asked for clarification on what title we are going to Trademark?

BAPT Registered Play Therapist  
BAPT Play Therapist  
BAPT approved Training/Accredited Training

JB will make applications. The cost is £100 to submit application and £100 to register the trademark. There is a 2 month period runs for others to object, but once approved the cost is £50 per title for 10 years. These were approved by BoD

**Action: JM**

IS BAPT Logo Trademarked? LB to provide JB with updated logo that she uses for social media.

The questionnaire re remote working has been completed and will be shared.

**Action: JM**

#### **12. Knowledge Exchange – Sue Elmer**

Nothing reported

### **13. International Ambassadors – Sarah Hickson**

This will be re-named International Links and will look at sharing online courses/webinars from overseas locations and vice versa – example would be Deacon Uni in Australia to include topics for Students/Newley Qualified PT's and Supervisors.

SS also has good links with Canadian Association to share some similar resources.

LB suggested we could consider a Legacy Project (Perhaps to link with with SE) – to utilise knowledge of people like Virginia Ryan/Lisa GC etc,by having videos/ interviews that we can have on the website

### **14. Policies & Procedures**

Financial Procedure – Almost completed – to be agreed by Finance team and then sent to Board.  
Treasurer and Membership Secretary roles to be reviewed – JJ to check

**Action: JJ**

### **15. A.O.B**

**Emails** – JH is now [Boardmember@bapt.uk.com](mailto:Boardmember@bapt.uk.com)

Board Dates: following agreed:

12<sup>th</sup> September 2020 AGM/Board  
7<sup>th</sup> November 2020  
16<sup>th</sup> January 2021  
19/20 March 2021 AGM/Conference  
24<sup>th</sup> April 2021  
26<sup>th</sup> June 2021

Meeting closed at 16.50pm

**Signed.....**  
**(Chair)**

**Date.....**

Dates for meetings –:

12<sup>th</sup> September 2020 AGM/Board  
7<sup>th</sup> November 2020  
16<sup>th</sup> January 2021  
19/20 March 2021 AGM/Conference  
24<sup>th</sup> April 2021  
26<sup>th</sup> June 2021