

**BRITISH ASSOCIATION OF PLAY THERAPISTS LTD**

**MEETING OF BOARD OF DIRECTORS**

**Via Zoom**

**Saturday 13<sup>th</sup> May 2023**

**10.00 am**

**Minutes**

**Present**

Donna Benson – Chair (DB)  
Sarah Hickson – Vice Chair (SH)  
Tracie Faa-Thompson – Chair T & E (TFT)  
Jo Hill – Board Member (JH)  
Tracy Lanigan – Scottish Rep (TL)  
Audrey Lee – Membership (AL)  
Alex Machon – Membership (AM)  
Sonia Murray – Chair of Portfolio Route (SM)  
Esther Schencks – Chair Comms and PR (ES)  
Linda St Louis – Complaints/PCP Chair (LSL) – Prof conduct matters

**In Attendance**

Tracey Trevorrow – Office Administrator (TT)

**Apologies**

Sandra Boyle – Board Member (SB)  
Maggie Fearn - International Ambassador (MF)  
Ann Greenwood – Board member/ Welsh Rep  
Paul Kilgallon (PK)  
Andrew O'Mahony – Lay Member (AOM)

**Structure**

Meeting Chair: DB  
Minute Taker: TT

**1) Minutes**

There were no adverse comments with regards to the April minutes, so they have therefore been duly approved. The outstanding minutes have been carried forward and are noted at the end of these minutes.

**2) General Update**

A discussion was had around whether the Board's contracts and documents were up to date – TT advised that she was planning on sending the Code of Conduct and Notice of Interest to all Board members for completing before the AGM. This should then be followed up each year. Subcommittee members should also complete these forms. SM has a list of subcommittee members that she will share with TT. Linda advised that some of the Panel members are members and others aren't. SM advised that in the past subcommittee members didn't get a discount at the Conference but now they seem to get the student rate – cannot find where this was agreed. DB agreed that there is a lot of things coming out of the woodwork that no one was aware of or seem to know about.

**Action: SM**

DB confirmed that BAPT does not and never has completed any DBS checks for its members. PTUK do them and their members have to pay for them. Self-employed BAPT members have to use an umbrella company to obtain one. In answer to any member queries there should be a standard email template reply. TFT confirmed that she has always had to obtain a new DBS every 3 years. Membership subcommittee – AM and AL - to meet with TT to discuss and confirm DBS status for members. Would be good to have a statement on the website to confirm/clarify BAPT's stance and good practice on DBSs. If we don't adhere to good practice then we can be in trouble with the PSA. TT to share with the Board her spreadsheet of the current status of members' DBSs.

**Action: TT**

LSL will put a draft email template together and send to SM, AM, AL and DB for review and approval.

**Action: LSL**

None of the Board had any questions regarding any of the Reports.

### **3) Update from Chair**

DB had no update to give regarding the PSA and confirmed that the Finance Committee still need a Treasurer.

Microsoft 365 – the email list has now been confirmed and the process of everyone being merged onto 365 has started. A further update will be given as and when there is one.

#### Supervision Manual

This keeps being put into the PSA update but nothing has progressed thus far. DB has a list of volunteers who have stated they will help with putting the manual together. Someone needs to take the lead on this. SM said that it would be good if we asked Simon Kerr-Edwards. Members who offered help were Helen Forrester and a couple of others. SM to email Simon to see if he would lead the working group but would need to be overseen by someone else. ES to send out a post on social media asking for members to join the group. TL to ask Jeanne if she would help to oversee the group.

**Actions: SM, ES and TL**

SM mentioned that a Portfolio Route applicant has Group Therapy and supervision – is there anything anywhere that states we can just have Group Therapy and not 1:1 Therapy. SH said there is a distinct difference between them, and we cannot replace 1:1 with Group Therapy as this dilutes this requirement. SM advised that the applicant is from Australia where they carry out and accept Group Therapy and they don't currently have enough 1:1 Therapy to apply for membership. Following a discussion, it was agreed that the 1:1 Therapy is partly what makes BAPT stand out and that our boundaries are set for the high standards we expect our members to have therefore the 1:1 Therapy requirements are to remain and Group Therapy will not replace it. TT to remove the proposal from the draft AGM agenda.

**Action: TT**

### **4) Professional Conduct Report**

LSL said that there were two enquiries received. One was in relation to Play Therapy intervention continuing longer than clinical advice – LSL gave some background information relating to the situation and advised that she has given feedback to the School and they should be transparent with the Play Therapist and mention they sought

the advice from BAPT to assist with an appropriate intervention to meet the needs of the child and parents.

SM said that following an assessment, one of her cases was over a long period of time and that some need 5 years due to their complexity. Psychologists don't always know what Play Therapy is or how it helps – but some people think that because it is a psychologist's report then they know best and go with what they say.

LSL will go back to the person in question and explain that following a Board meeting discussion, to follow through they need to make an official complaint as it seems that it is not just about the length of service – if the work is of concern, then that needs to be addressed.

**Action: LSL**

A discussion followed around relationships and being transparent.

SM said that BAPT needs to be clear about Play Therapy. ES advised that she just had a psychology report for a child that stated they were expecting a positive outcome in 6 weeks. A discussion followed around this and how unrealistic this is.

LSL then advised that the other query related to Law. LSL had advised that the person did not have to respond to the solicitor but must provide a report for the courts if asked for one. LSL was asked if she would read and approve a report, but LSL advised that the members' supervisor should do this, and LSL was not prepared to do this.

LSL said that Barbara is back on her feet and she will be meeting her on the 20<sup>th</sup> May to talk about the Panel Members' training – topics to potentially include expert witnesses in court; areas where we come unstuck; PC Policy/Procedures; BAPT complaints against BAPT – Whistleblowing Policy.

LSL confirmed that she wants to step down at the AGM. She plans to retire from work and move Yorkshire way but wants to continue with Play Therapy and supervision. LSL confirmed that she is committed to the training for Panel Members and getting the PC Policy ready. If someone steps up then she will continue working with them. DB said that she could continue helping with the training on a consultative basis. LSL also advised that the Panel members don't normally get together, but things are happening in the background, but LSL won't ask the Panel for help if she knows the answer. LSL said that the Board just need to think about the role, but nothing needs to be put out just yet. DB asked if LSL could put a job description together, so it is clear what the role entails – LSL agreed to do this.

**Action: LSL**

DB said that a Treasurer and replacement for LSL were urgently needed. LSL said that she can stay until Christmas but needs an exit plan and handover phase in place.

It was agreed that the Board should attend the Panel Member training.

LSL Left the meeting at 11am.

## **5) Conference**

SM advised that so far 97 members have signed up. Dee Ray's masterclass and workshop are fully booked and have been closed. Conference process has been challenging due to the pricing structures. SM has just got to draw up the contracts for the speakers – all has been agreed in principle, but now just needs to be formalised. SM said that she cannot guarantee a profit will be made partly due to the number of subcommittee members that have come forward that she was not aware of. SM

confirmed that the conference is exciting and hopefully the rest will sell – there are 80 more places to sell on the Saturday.

The Board agreed that even if the conference breaks even, it's a good event and sets us up well for next year. SM said that some members have been cheeky with questions i.e. asking to reserve places and pay nearer the time; couple have paid full member fee but have not renewed their membership this year so these need to be addressed. SM also said that some members who are on the subcommittees but not attending meetings are claiming the discount. This is where the contract comes in to play to ensure they are contributing and attending meetings regularly – those helping deserve the discount, but we need to be clear on expectations of being a subcommittee member. ES to share with SM information she has for the Social Media committee policy/contract. SH agreed that there needs to be clear expectations to obtain a discount to events.

**Action: ES**

SM said that we also need a working group party contract. DB said that this has proved more popular in the past as members can often commit for a short period of time rather than being a subcommittee member. A discussion followed about working group parties, including timescales. SM will put a draft working group party contract together which will state benefits i.e., free meal at the conference.

**Action: SM**

SM shared a document from 2009 showing the benefits of joining the Board / subcommittees.

SM said that she has updated the Conference brochure showing the sold-out masterclass and workshop.

All the Board members agreed that the revised Conference date in November is good. SM confirmed that now that Constant Contact has been set up, it will be easy to copy it for next year's Conference. SM also confirmed that the AGM can be set up as a booking event so that can be sent to members as well as E-Newsletters. Categories can also be set up on Constant Contact to target specific member groups with relevant information.

The Board thanked SM for all of her hard work and help organising the Conference and setting up Constant Contact.

SM said that she wants the BAPT leaflets printed for the Conference packs. She asked for any details of anyone who wants/would like a stall to be sent to her. It would be good to have a BAPT stall to talk about and promote BAPT – would like to have a "What is BAPT" leaflet. ES said that she copied BAPT information into the Conference leaflet but SM said she wants a separate leaflet promoting BAPT. BAPT had a Play Therapy booklet before and it included what is BAPT and the subcommittees – but want a separate leaflet so people understand exactly what BAPT is about – it can be given out to other professionals for their understanding. SM said we need a working party to review the wording in the current leaflets to ensure it is up to date and correct. There is an illustrator in place, we now need the wording to be correct. The leaflets need to be ready by the end of September to ensure they are delivered in plenty of time to be included in the Conference packs. It was agreed that the leaflets are part of BAPT's unique selling point. SM asked who could commit to the reviewing of the wording and she was happy to collate the reviews. The review group members were agreed as: JH, ES, SM, TFT, Lisa Gordon Clark (LGC) and LSL for conduct. SM to send the following leaflets for review: child, parent, schools, and BAPT. The group agreed to bring an update on the leaflets to the Board meeting in July.

**Action: SM and Review Group (JH, ES, TFT, LGC, LSL)**

SM said that she also wants to promote BAPT and what it is all about at the beginning of the Conference.

TT and Caroline (SMs office manager who is helping with the Conference) to host the reception desk. On the Friday there will be tea and coffee on arrival and halfway through the workshop and then dinner in the evening. On the Saturday, reception desk will be hosted from 8am – SM would like to allocate people to meeting and greeting members. Pastries, tea and coffee available on arrival, snacks halfway through the morning and lunch.

SM asked the Board to ask people for donations/gifts for the raffle. SM has asked Aston for an overnight stay for two people. SH said that there was a felt company in Australia – she has seen a similar company in Oxford who we could approach to attend/donate – SH to send SM a link to their details.

**Action: SH**

Book suggestions were Jessica Kingsley, Routledge – SM will ask Hint & House who attended before. TL and SM said they will donate a book each. DB will ask her husband to donate some Esher Lauder products. All donations will be greatly appreciated.

## 6) AGM

AGM agenda was sent to the Board prior to the meeting for review.

### International Membership

SM sent out a proposal to the Board prior to the meeting and shared it during the meeting. SM advised that she'd had a conversation with Judith James about the International Membership and clarified to Judith that originally there was an overseas and portfolio route, but these were merged, and this is different to the discussion around the International Membership being considered. The International Members cannot be on the register. SH advised that the overseas members she knows knew they were not covered/protected by BAPT's complaint process but are proud to be associated with BAPT – a discussion followed around SM's proposal. It was agreed that international members were not necessarily BAPT trained. A discussion followed around the Members section of the website. ES confirmed that the Members section included: Support Group information; CPD logs; Supervision; PSA Toolkit; Resources (leaflets). If there is nothing relevant to international members then they shouldn't have access to the Member page. International Members can be part of the international subcommittee.

SM highlighted that it had come to light that some supervisors were not members of BAPT. The Board thought and feel that supervisors should be within a BAPT membership category. PTUK supervisors have to do their training to become a supervisor. A discussion followed around supervisor criteria and requirements. JH said that she looked into becoming a supervisor but she had to supervise and charge for the supervision before being an approved supervisor and was not comfortable about it. SM said that the current criteria for supervisors needs to be reviewed. SH said that the level of experience should count and being a BAPT member. Should training be provided? AL said that the 4 odd supervisors were approved supervisors in the past – historically approved non-BAPT members. It was agreed that a supervision working party was needed to get together to sort this out. The agreed working party: DB, AL, AM, TFT, SH, TT and Jeanne. It was agreed that retired members can be supervisors.

**Action: Supervision Working Party: DB, AL, AM, TFT, SH, TT and Jeanne**

International Membership – following the above discussions SM to put a revised offering together and share with the Board for approval to put forward for ratification at the AGM.

**Action: SM**

### Communications

SM advised that the AGM documents can be sent out via Constant Contact. Documents to be sent include the Agenda, Reports, and member documents i.e. proxy form, board proposal form. TT to email Board for Reports – need to be submitted within two weeks' time.

**Action: TT**

The Board agreed that we would advertise a free workshop for 9.30am followed by the AGM at 10.30am. It would then be decided on whether to offer the workshop or not depending on interest – if not enough members sign up then it would not go ahead.

TT to liaise with Esther to get the AGM onto the website. ES to remove the AGM/Board meeting information from the current website.

**Action: TT and ES**

### Website Update

DB thanked ES for all her support and hard work with the website which has proved to be a nightmare. ES has obtained:

- a breakdown from the web designer of the works to date.
- There are questions around where authority was obtained to going to a third party for some of the works.
- Web designer was also clearly advised that there was a need for Board approval on some items, but she had gone ahead with the works without that authority

A decision has been made to cut ties with the web designer and quotes have been obtained from Keith from Willow View website. TL will send ES details of someone she has seen who offers website design. SM confirmed that it was not just website design, but CRM integration as well.

**Action: TL**

ES and her husband are looking at updating the current website:

- Plan to update existing website
- Add a theme – make it more modern
- Use work done so far for the new website
- Remove all out-of-date information and review extra pages added over the years
- ES now has full admin access – there is a risk that the plugins on the current website are out of date and could crash the current website. ES has emailed Ty for additional access so it won't crash
- ES is happy to update current website until something else is in place

SM asked if the current site crashes would all the information be lost. Tao (ES's husband) reassured the Board that we wouldn't lose any information, but it might take the website down but would be recoverable.

The Board agreed for ES and Tao to go ahead with updating the current website.

**Action: ES**

ES said her priorities are:

- Delete out of date information
- Make it more user friendly
- Add headers for google to know what the website is all about

JH said that her main concern is that the pay scale is out of date by about 10 years, so it looks like we're overcharging. Ann sent pay scale document – working group are looking at this.

DB asked ES what she needs from the Board for the website. ES advised that she needs the information Judith sent for the CRM. ES needs to discuss with the membership team details required for online applications that she needs to give to Keith.

AM, AL and SM to think about what is needed on the website.

**Action: AM, AL and SM**

DB, ES and SH to meet with the web designer – it appears that there is no contract in place with them.

**Action: DB, ES and SH**

### Business Plan

Board need review the old one – all to go through it and anything pertinent completed by subcommittees please email DB.

AM, TFT and SH left the meeting at 1.05pm

TT to add the 16<sup>th</sup> September to the Agenda for future Board meeting dates.

**Action: TT**

TT to send email to Board offering 14/15<sup>th</sup> or 21<sup>st</sup>/22<sup>nd</sup> July for meeting at Aston University.

**Action: TT**

SM and DB to look at the current Business Plan. SM has previous plans. Business Angels helped with the 2009 Business Plan and shadowed the business subcommittee. The current Business Plan is based around maintaining BAPT but should be about progressing BAPT – develop website, appoint Business Manager, better systems. JH said we need to focus on membership benefits. AL said it needs to be all inclusive. DB said it's about communication and contact with members. Newsletter to be sent more regularly. Social media has been addressed but communication with all members is vital. JH suggested contacting business courses at local universities to see if they can help – could be a lay member. SM said that we can do this but once the Business Plan has been put in place so they can shadow the company to keep it on the right tracks – the person would need to be a minimum 3<sup>rd</sup> year student or Masters student. SM shared a Policies and Procedures document put together in 2009 that states these should be reviewed every three years – but some areas have been lost which is why we need a Business Manager in place to focus on it. TT to look at Policies & Procedures list that have been ratified.

**Action: TT**

## **7) Journal Name Change**

The Board agreed that the Journal name was to remain as it is.

**8) AOB**

- Membership Fee Increase - The Board agreed to hold the membership fee for this coming year but advise members at the AGM that there will most probably be a small increase in 2024.
- For membership benefits – look at inhouse training i.e. safeguarding
- Board agreed to change wording to “Autism Acceptance”
- DB is in contact with another possible Lay Member
- AGM re-election proposals and seconded names:
  - Donna – Proposed: Jo; Seconded: Tracy FT
  - Jo – Proposed: Donna; Seconded: Sonia
  - Sarah – Proposed: Esther; Seconded: Audrey
  - Andrew – Proposed: Donna; Seconded: Jo
  - Ann – Proposed: Jo; Seconded: Audrey
  - Tracy – Proposed: Tracy FT Seconded: Sonia

There being no further business the Meeting ended at 1.40pm

**9) Dates for next Board Meetings**

24<sup>th</sup> June – AGM

July – date to be confirmed

16<sup>th</sup> September

10<sup>th</sup>/11<sup>th</sup> November

13<sup>th</sup> January 2024



Signed.....  
(Chair – Donna Benson)

Date: 22/07/2023