

## BRITISH ASSOCIATION OF PLAY THERAPISTS LTD

### MEETING OF BOARD OF DIRECTORS

Aston University, Birmingham

Saturday 30<sup>th</sup> September 2023, 9.00 am

#### Minutes

#### **Present**

Donna Benson – Chair (DB)  
Sarah Hickson – Vice Chair (SH)  
Ann Greenwood – Board member/ Welsh Rep (AG)  
Jo Hill – Board Member (JH)  
Alex Machon – Membership (AM)  
Sonia Murray – Chair of Portfolio Route (SM)  
Esther Schencks – Chair Comms and PR (ES)

#### **In Attendance**

Tracy Lanigan – (TL) via zoom  
Tracey Trevorrow – Office Administrator (TT)

#### **Apologies**

Sandra Boyle – Board Member (SB)  
Tracie Faa-Thompson – Chair T & E (TFT)  
Maggie Fearn - International Ambassador (MF)  
Paul Kilgallon (PK)  
Audrey Lee – Membership (AL)  
Andrew O'Mahony – Lay Member (AOM)  
Linda St Louis – Complaints/PCP Chair (LSL) – Professional Conduct

#### **Structure**

Meeting Chair: DB  
Minute Taker: TT

### **1) Welcome from the Chair and Minutes**

DB welcomed and thanked the Board members who could attend the meeting, especially given the train strikes. DB thanked TL for joining the meeting via zoom.

There were no adverse comments with regards to the July 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) Committee Reports**

#### **International Rep Report**

MF attended IC-PTAs last meeting, but SH was not able to. IC-PTA are promoting themselves in Honk Kong and waiting for Play Therapists to join. MF and SH are helping to

organise the schedule for the Social Assembly gathering on 2<sup>nd</sup> December at 10pm UK time. SH advised that the International Chartered Membership is structured on BAPT in that it is members led and have a high level of standards. Question raised around what are BAPT members getting if they join – benefits are on BAPT's website. Maggie is having a stall at the BAPT Conference and has a flyer to put in the packs. DB advised SM that the flyer needs to be agreed by the Board before it can be included. It was agreed that it would be good to work alongside IC-PTA to obtain high standards worldwide but given the UK has different standards this will be difficult – BAPT members don't really need individual membership.

**Action: SM to obtain approval of IC-PTA flyer before putting it in the Conference packs.**

## **Communications & PR**

ES didn't have much to add to the report but said she had included statistics for the website so the Board could see who was looking at it and what they were looking at. ES said she needs to arrange a meeting with the Membership and Portfolio Teams so we can move forward with Keith to sort out the CRM/database. Keith can also host the website instead of Ty. BAPT has received two quotes, no more have come forward.

DB agreed that BAPT should go ahead with Keith as we've waited long enough. A proper contract needs to be written up agreed. Challenge is that things are constantly evolving so we need an ongoing budget to keep things moving and up to date. Keith can then host and help maintain the website going forward. ES said she found a lot of plug ins on the website were out of date, but Keith would ensure they are kept up to date. The database has to be user friendly – meeting needs to be held with Keith to agree what is needed. Add CPD, Insurance documents, DBS details so these can easily be checked. Black flag for any members/ex-members who BAPT does not want on their register in the future.

ES to arrange a face-to-face meeting with Keith, AM, AL, SM and TT – if possible during half term (week commencing 22<sup>nd</sup> October) as TT will be with SM helping to put Conference packs together – AL will have to join by zoom due to her not being local or able to get to SM. It was agreed that the website and database are a priority.

**Action: ES to arrange meeting with Keith and Membership Team.**

## **Professional Conduct**

DB reminded the Board that LSL is stepping down and is not sure if she has contacted Shirley who had shown an interest in the role. Shirley would need training, handover and initial support. The Board questioned why no-one in the Team were stepping up to take over from LSL given that they receive training for the role.

**Action: TT to ask LSL if she has contacted Shirley.**

LSL has advised DB that she will contact her directly with regards to one of the complaints. DB also advised that BAPT is notified if anyone has been struck off from other professional organisations.

We need to ask Barbara if she can write a piece on notes guidance that can be added to the Resources page on the website. Barbara's contract is currently being written up. It was also mentioned if CPD training/Webinar in February time could be arranged with Barbara. This could be offered as a download – different prices for members/non-members.

**Action: SM to contact Barbara about notes guidance and training.**

With regards to the situation involving an ex-member who resides in Hong Kong, the Board agreed that she cannot be a member, and that BAPT will not be producing a list of ex-members details. Each complaints case will be taken into consideration on its own merits.

Complaints/Whistleblowing Policy – vexatious complaints Policy/Notes – these need to be done by January for the PSA. AG has agreed to help with this. SM has a Whistleblowing Policy that she will send to Linda for her to review.

**Action: SM to contact Linda.**

LSL to clarify her last point on her report:

- Concerning complaint made against BAPT, yet to be followed.

**Action: TT to ask LSL to clarify.**

## **Training & Education**

The Newsletter can be done by the Business Manager – and CPD courses can be included. JH asked if these can be added to the website and details sent via email. ES confirmed that they are added to the website, and it depends if members looked at them. DB said that CPD costs are not governed/controlled by BAPT and costs are dependent on the type of training. JH said that downloadable access to training would help with the cost.

AG asked if members could join support groups as part of CPD. ES agreed to put something on social media to confirm that these groups are part of CPD. SM will add to the Newsletter and will ask via constant contact if these support groups are up to date. TL said that this is carried out in Scotland. ES will write an article to include in the Newsletter ways to obtain CPD and will include a link on CPD Tips to website.

**Action: ES to put Support Group CPD on social media and Newsletter article on CPD.**

**Action: SM to contact support groups for up-to-date information.**

The Board agreed that Supervision needs its own Committee. TL advised that Jeanne McLaughlin is not working at the moment. It was suggested that Helen Forrester could take this on as she is very keen.

Student Reps or a representative from the Universities need to attend Board Meetings. Student Reps need a role description. Students should also be members – BAPT needs to give the Universities the benefits and features of being a member. Student Reps need to attend the Universities to promote BAPT and expectations of the University for accreditation of the courses. T&E carry out the accreditation reviews but needs to be ratified by the Board.

EDI needs to be an agenda item at the Board Meetings and need to be a subcommittee as it is part of the PSA requirement. The support group cannot be BARC. SM advised that EDI has not been raised with her with regards to the conference.

The question was raised as to who is on the T&E sub-committee. JH advised that she helped with the CPD review but is not on the T&E committee.

## **3) Update from Chair**

### **Professional Practice / PSA**

Full accreditation 2-8 is coming up in February 2024 – although still not heard about accreditation 1. However, the annual check has been approved so assume 1 is OK. The Risk Matrix needs to be looked. DB said that she needs help but has not received the forms yet.

**Action: DB to email Dan for PSA accreditation 2-8 forms.**

EDI standard 9 also needs to be completed. SM & DB will complete and submit it. BAPT is required to have an EDI Policy – we have an equal opportunities policy. ES will put this together and share it for approval and then put it on the website.

**Action: SM & DB to complete and submit Standard 9 to PSA.  
Action: ES to share EDI Policy with Board for approval for the website.**

Joyce Samuels' husband has shown interest in becoming a Lay Member and could be an EDI Member as that is his background.

**Action: DB to email Joyce.**

## **Finance**

Reports were sent out prior to the meeting. BAPT is in a good financial position. TT to monitor the A/R Ageing list once renewals have been finalised.

## **4) Memberships and Renewals**

It was agreed that the new CRM needs to be up and running so renewals can be removed from the Board and moved to the Business Manager and Administrator. Renewals have started and are ongoing and going well.

## **5) Conference**

All is going well, and a meeting was held yesterday with Aston University to finalise room requirements, meal options, etc.

## **6) International Professional Offering**

Could be two offerings – BAPT Trained International Professional and International Professional. SH will put wording together for the website including criteria, what it includes or doesn't include.

**Action: SH to put International Professional wording together for website.**

**Action: ES to add International Professional Offering to website including Benefits and Features.**

Application form for International Professional needs to include nationality, ethnicity, sexual orientation, disability, gender. Also need to include PSA EDI standard 9 wording at the bottom of the form so members know why we are asking. Standard 9 wording is:

*The organisation demonstrates its commitment to equality, diversity and inclusion and ensures that its processes are fair and free from unfair discrimination.*

- a) *BAPT's regulatory functions are underpinned by fairness and equity of access to registrants and service users.*
- b) *The register works to promote and enhance EDI by seeking to understand and act on issues affecting the roles registered and service users.*

**Action: TT to amend the application form to include copy of Degree/Qualification and EDI questions and PSA wording.**

The following paragraph needs to be included in the EDI form on the website for UK members:

- c) *The register understands the diversity of its registrants, service users and complainants and has an awareness of issues that may impact those with protected characteristics as defined by the Equality Act 2012 (UK).*

**Action: SM to send TT list of EDI questions to be added to International Professional application form.**

## 7) AOB

### Articles and EGM

Articles have been revised by the Solicitor, Philip, and ES/DB/SM have reviewed them and sent them back to Philip. The amendments need to be ratified and agreed by the members.

BAPT is currently Ltd by guarantor and a Charity. Ltd is not necessary so the proposal is to remove Ltd from the name as it is not currently being used. SM to contact Philip to see if Ltd is removed if the Board's liability changes.

**Action: SM to contact Philip regarding Board's liability if Ltd is removed from name.**

**Note: The Articles were agreed by the Board on the basis that Ltd can be removed as long as the Board's Liability is not increased – otherwise Ltd will remain.**

**Action: TT to populate table in 7.3 of the Articles.**

**Action: SM to ask Philip to review the Rules.**

**Action: SM to ask Philip if the Sub-Committees need to be voted on at the EGM.**

The Business Manager will work out the structure for Conference discounts in the future.

It was agreed that Lost/replacement membership cards should be charged at a rate of £6 per card.

Board agreed that the Membership Committee (AL/AM) are to be paid £1K each again this year due to the additional contribution they are expected to give during the membership renewal period.

List of renewals to be shared with ES once completed so she can update Facebook forum members.

**Action: TT to send ES updated members list once finalised.**

**Action: SM to send LSL Section 10 of the Rules for approval.**

EGM details need to be sent out the latest on Monday 16<sup>th</sup> October. Purpose of EGM is to agree:

- Revised Articles
- BAPT name change
- Agree revised Rules
- Vote sub-committee members for 3 years

**Action: TT to organise paperwork for EGM.**

The Board agreed to change NQT to NQPT.

**Action: ES to update website and TT to update application forms.**

## **Funding Applications (JH)**

JH asked if there was any help/guidance for members with completing funding bids. It was agreed that some guidelines would be put together and added to the Resources page on the website.

**Action: JH to send ES wording for website.**

## **Business Manager**

Board needs to agree a salary and flyer for an advert. Job Description has been done and agreed. Need to sign contract with HR Gravitass (Mark). Put advert out to members and put on Indeed. SM/DB/AM to review applications. Interview dates to be end of November. Role is 3 days per week. Board agreed a salary of 32K (pro rata for the three days) + 20% cost to cover pension, holiday pay. Pro rata salary is £19,200.

**Action: SM to email Business Manager role to members via constant contact.**

**Action: TT to put advert on Indeed.**

Board agreed to move the Accountant to Christine as discussed in previous meetings. DB to email current Accountant once agreement has been finalised with Christine.

**Action: SM to finalise agreement with new Accountant.**

**Action: DB to email current Accountant to advise no longer using them.**

## **Pay Scales (AG)**

AG shared pay scale information prior to the meeting for employed and self-employed play therapists. She also shared a spreadsheet for members to use as a tool to work out how much they should charge for their services. SM asked where the salary information at the top of the spreadsheet was obtained from. AG confirmed that the NHS agenda for change shows BAPT Play Therapists are Level 7.

A discussion followed around private and NHS roles and fees. It was agreed that the tool was good but BAPT had to be careful as true salaries may not be truly reflected and could cause some issues. We need to state that this is for guidance only and each circumstance has its own considerations.

**Action: AG/ES to come up with wording for the website and look at the current pay scale web page.**

## **Leaflets**

New leaflets have been reviewed by ES/JH/SM.

It was agreed that they are not diverse in some characteristics i.e. Indian, Asian, Chinese, Red heads. The writing is too small. Not to use two columns. If possible less writing in the children's leaflet. Consistency is required in the Titles/Headings (capitals and non-capitals). Need to use the PSA logo.

Revised photo's/pictures will be searched for.

**Action: JH to send ES/SM photo's that she has.**

AG asked if the Children's leaflet could be available in Welsh. SM said there would not be enough time for the Conference for them to be printed as they need to be done in the next

week or so. AG will organise the Welsh version to be available as a download for the website.

**Action: AG to arrange the translation of the Children's leaflet to Welsh once it has been finalised.**

## **Business Plan**

- TT to check Charities Commission to ensure Maggie Fearn has been added.

**Action: TT to check BAPTs Charities Commission information.**

- Finance Committee to set a Budget – meeting needs to be arranged for after the Conference.

**Action: TT to arrange Finance meeting.**

- Treasurer role advert can be added to the Volunteer website – cost approved by the Finance Team members present (SM/DB/SH).

**Action: TT to advertise Treasurer role.**

- Review Policies

**Action: ES/JH to review policies.**

- Procedures and Processes need to be put together so going forward other members can take on ownership i.e. Conference
- Raise funds for scholarships / research
- Marketing Plan and PSA Marketing Strategy / Social Media / Newsletter / Website.
- Enhance communications between Sub-Committees and Board – Board to write the agenda for sub committees and they report back to the Board on their progress.
- Portfolio Route Procedure Review

**Action: SM to review Portfolio Route.**

- Questionnaire on why members have not renewed their membership

**Action: AL/AM to put questionnaire together and send out to non-renewals.**

- Newsletter – Board agreed it should be quarterly. Each Board Member takes their turn to write an article. SM to allocate each Board Member a month for their article submission.

**Action: SM to put Board Member Newsletter Article submission list together and distribute.**

- Develop the Journal for Play Therapists – Lisa Gordon Clark and Laura Hanks are looking at online options to increase availability and access to the Journal.
- Develop Training / Courses – options for online courses whereby you obtain a CPD certificate once completed. Look at what is on offer. CPD should be part of budget for costs. Database is first priority and then CPD online.
- Training & Education – need to look at the structure.

**Action: SH/DB to discuss T&E further to see how to approach it.**

Supervision needs to be a separate entity. Helen Forrester, Simon Kerr-Edwards SM and DB to look at Supervision.

**Action: SM/DB to arrange meeting with Helen Forrester and Simon Kerr-Edwards.**

JH asked if we could offer online Safeguard training – it was agreed that this could be done by a Board member.

NQPT supervision to be clarified by Wednesday 4<sup>th</sup> October as there is some confusion on the requirements.

There being no further business the Meeting ended at 5pm

### **8) Dates for next Board Meetings**

10<sup>th</sup>/11<sup>th</sup> November – Conference, Aston University  
13<sup>th</sup> January 2024

**Signed:**

A handwritten signature in black ink, appearing to read 'Donna Benson', enclosed within a hand-drawn oval.

**Name of Chair:** Donna Benson

**Date:** 20/01/2024