

## BRITISH ASSOCIATION OF PLAY THERAPISTS

### MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 11<sup>th</sup> October 2025, 10.00 am.

#### Minutes

#### Present

| <b>Member</b>     | <b>Role</b>  |
|-------------------|--|
| Sarah Hickson     | Chair (SH)   |
| Jeanne McLaughlin | Vice Chair/ Supervisors Committee (JMc)                  |
| Paul Kilgallon    | Lay Member (PK)  |
| Esther Schencks   | Communications and PR Committee (ES)                     |
| Tracy Lanigan     | Scotland Representative (TL)                             |
| Alex Machon       | Membership Committee (AM)                                |
| Jo Hill           | Board Member (JH)  |
| Andrew O'Mahoney  | Lay Member (AOM) from 11am                               |
| Julie Miller      | Wales Representative (JM)                                |
| Louise Akerman    | Vice Chair Training & Education (LA) – <i>Non-Voting</i> |

#### ***In Attendance***

|                        |  |
|------------------------|--|
| Sarah Zehetmayr-McCall | PCP Chair (SZM) <i>Until Item 10</i>     |
| Sonia Murray           | PCP Vice Chair (SM) <i>Until Item 10</i> |
| Jacqui Clarke          | Business Manager (JC)                    |

#### **Apologies**

|               |                               |
|---------------|-------------------------------|
| Maggie Fearn  | International Ambassador (MF) |
| Jane Jephcott | University Liaison (JJ)       |

#### **Structure**

Meeting Chair: SH

Minute Taker: JC

The meeting opened at 10am and was quorate at all times.

#### **Documents Circulated Prior to meeting:**

*Agenda 11<sup>th</sup> October 2025, Minutes of meeting held 5<sup>th</sup> July, Board Action Matrix, Minutes of meeting held 27<sup>th</sup> September, Regional Report – Wales, Comms & PR Report, Training & Education Report, International Report, Finance & Risk Papers.*

#### **1. Welcome & apologies**

The Chair welcomed members and apologies were accepted.

The Chair advised that the agenda order would be revised due to the availability of some Board members and as there was one item on the agenda which was likely to take some time to discuss.

The Chair brought to the members attention that a number of items were strictly confidential and sensitive. It was agreed that LA – as a non-Board Member – would not attend this item. JC confirmed that she would circulate an email on confidentiality following this meeting.

**Action: JC to circulate confidentiality email to Members.**

## **2. Introduction of new Board Members**

Board Members who had been ratified in the July meeting were welcomed to the meeting – JM, HF & JJ.

LA is the Vice Chair of T&E and not a Board Member however would be invited to Board meetings when HF was unavailable.

SH thanked them for their support, and each current member introduced themselves and explained their role in BAPT.

## **3. Declarations of Interest**

None

## **4. Minutes of the meeting held on 1<sup>st</sup> March 2025 – Accuracy**

The minutes were agreed as an accurate record.

## **5. Board Action Matrix**

### 5<sup>th</sup> July '25

Item 6 – *Update on new position to be given to members on the members area of the website. Re: Adoption legal advice being undertaken. Ongoing – also to be included in Chairs Members email.*

Item 6 – *Further Board discussion to be had on the distinction required and how work in Professional Practice would be resourced. JM has drafted an advert which will be sent to JC.*

Item 8 – *JM & SM to discuss further and prepare written report of T&E which is available to the Board. Re: Reaccreditation feedback. Confirmed that Roehampton Report had been circulated to T&E Subcommittee.*

Item 9 – *JM will investigate signing the memorandum on BAPTS behalf. Re: Gender/conversion therapy. Ongoing*

*-Position statement to be written by BAPT and shared on website/social media. Ongoing*

Item 15 – *TL feedback to Scottish Conference Sub-Committee. TL will do this now that the May 2026 date has been confirmed.*

AGM Items (3) – Ongoing.

### 1<sup>st</sup> March '25

Item 10 - *EMDR*. T&E Subcommittee will feedback to Board once there is some progress in this area.

18<sup>th</sup> January '25

Item 7 – *Threshold Test for Extenuating student circumstances*. Being developed by T&E Subcommittee.

9<sup>th</sup> November '24

Item 7 – Develop Student area on main BAPT website. This had not progressed as needs someone to lead on this. Could JJ support this with Course Directors?

## **6. Minutes of the meeting held 27<sup>th</sup> September 2025 – Accuracy**

The minutes were agreed as an accurate record.

## **7. Awayday Feedback (Chair)**

The Chair thanked everyone who had been able to attend the Awayday in September, and the Board agreed it had been an excellent event with some good outcomes progressed.

JC and SH were thanked for arranging the event. The Board agreed that it should be an annual event.

JC will continue to develop the BAPT Brochure; and update the Business Plan.

## **8. PSA Update (Chair)**

The Chair informed the Board that the BAPT Lead Member for the PSA had stood down from the position. It was confirmed that JC would support on this area going forward.

SZM & SM left the meeting. Items 13, 14, and 11 were discussed – in that order.

## **9. Training & Education Update (originally Item 13)**

LA introduced the T&E Report which were discussed by the Board on accreditation, revalidations, course development and student exceptional circumstances.

It was noted that BAPT Members have raised the following question;

**Is there a way BAPT can support members to be eligible to train in EMDR?**

It was noted that PK had been working tirelessly to progress this for BAPT members.

In addition, there has been a Board discussion on who owns data for students on University courses; who it should be held by and how long for?

## **10. Membership Update (originally Item 14)**

AM updated that annual membership was in progress and this was the first year fully online. Systems are working well although there remain the usual issues of some members not always uploading necessary paperwork initially.

The members have adhered well to the increased supervision requirement, but this area will require ongoing close monitoring.

AM also confirmed that Board clarification would be required on supervision hours requirements for supervisors.

**Action:** Board to consider and develop a statement on supervision hours for supervisors.

AM, and the rest of the Board, expressed deep gratitude to TT noting the exceptional work she does in this area each year at such a demanding time.

## **11. Regional Reports (originally item 11)**

### **- Wales Rep**

JM explained that as part of BAPT's priority to work with and lobby Members of Parliament, work should be progressed in advance of the SENED elections in Wales in May.

The Board agreed this was a timely area to concentrate on and thanked JM for moving forward with this.

**Action:** JM and JC to look at opportunities to develop profile raising activities in Wales.

JM also updated the Board on the NEST Assessment Tool and her work to develop focus groups with Play Therapists in each region: to understand regional differences, challenges and views on expanding an evidence base for Play Therapy in Wales.

*SZM and SM rejoined the meeting.*

*LA left the meeting.*

## **12. Professional Conduct Update (Sarah ZM)**

### **a) Clinical Organisation Overview**

SZM gave a thorough verbal update to the Board on the current legal advice provided by Rusell Cooke solicitors. The Board were requested to ensure that they had read the written report provided as the information and legal advice was complex.

The Board noted the confidential nature of the report and all agreed with the requirement to ensure they were not circulated. Following discussion the Board agreed a number of confidential actions.

### **b) PCP Policy Review**

SZM confirmed that the new Policy was nearly ready and was a good and thorough document which had been reviewed by SZM, SM & LSL. SZM explained that additional hours had been carried out by Field Fisher solicitors which had increased costs.

The Board **approved** these revised costs noting that more additional costs were likely due to two outstanding points. It is also the recommendation of the PCP team to have Field Fisher deliver the training for Panel members which would have to be quoted for.

SM left the meeting.

### c) **Other PCP items (AOB)**

SZM updated that although Ofsted had provided an update it contained no new information following the meeting that had been held. The PCP team recommend that Ofsted are contacted again to ask what action has been taken forward.

The Board were advised that the Adoption Information Sheet and review was now with members in regions to consider.

**Action:** Ofsted to be contacted regarding agreed actions.

Adoption Support remains an issue of Professional Practice (as opposed to Complaints) and may need prioritising outside of PCP team due to additional demands on time.

SZM also informed the Board of an unfortunate confidentiality issue which had taken place at the September PSA ARC (Accredited Register Collaborative) meeting when a member had inadvertently used AI software to take minutes of the meeting. The Board noted SZM update and agreed that the use of AI during meetings was something that BAPT needs to consider thoroughly as well.

*AM left the meeting.*

The Chair expressed thanks to the PCP team who have been dealing with the hardest BAPT issues. The Board noted the stress and emotional impact of dealing with these issues and reminded the team to actively prioritise their wellbeing and reach out where necessary.

SZM left the meeting.

### **13. Staffing**

The Chair explained that the Finance Sub-Committee have been considering options for employment of a staff member. The Committee were now in a position to recommend the employment terms.

The Board **agreed** the employment terms set out and **approved** the overall additional costs to BAPT.

The Chair also recommended that the Board consider the employment, or contracting, of another member of staff.

The Board **agreed** for the Finance Sub-Committee to progress on the role for another member of staff and to look at a Job Description and Salary details.

**Action:** Finance Subcommittee to progress with employment of staff member.

**Action:** Finance Subcommittee to progress options to recruit a further member of staff.

### **14. Communication & PR Report**

ES drew the Boards attention to her written report. The Board **agreed** to;

- Provide additional Conference quotes to ES for PTW
- Approve the statement provided for the Career Scales area on the website

- Review the website review document completed by JC and come back with any comments or concerns by the end of the week. Work will progress on items after this time.

The Board also noted the Awayday posts that had been made celebrating the achievements on the weekend.

**Actions:** Board to provide quotes for PTW

Career Scale statement on website to be updated.

Progress work on website, as per website review document, following comments from Members.

### **15. International Update**

The Board referred to MFs written report which explained that she was leading on the monthly ICPTA meeting newsletter, which further develops BAPT on an international platform. It was noted that the Annual Social Assembly would be taking place in November with a keynote by a BAPT Member.

The November BAPT conference was mentioned alongside conferences in Taiwan, Ireland and the USA. In addition, International PT week would take place on the 2-7 February 2026.

### **16. Conference Update**

SH advised the Board that complimentary places had been offered as previously agreed.

The finance sub-committee had agreed that a member of external company well known to BAPT would be asked to support with organisation of conference this year and costings would be provided to the committee to consider and agree.

The Board were encouraged to offer any prizes for raffle.

**Action:** Finance Subcommittee to review Conference support expenditure

### **17. Finance & Risk**

The Board noted the papers and update.

The Board considered the work that had taken place at the Awayday on risk and ensuring BAPT was recognising and responding appropriately. The pace of risk and the areas BAPT needs to consider for both its members and as an organisation, in its own right, were noted.

### **18. AOB**

#### **Supervision Update**

JC apologised that this had been missed off the agenda in error.

JM gave a verbal update which explained that one more member was required for the subcommittee and an advert had gone out for this.

That the Child Protection Policy had been updated with JH and that online safety guidance was required. This latter guidance would support PT's who must research things & terms that children are using which in themselves could be traumatic or raise online issues.

### **USW Update**

SH mentioned that the meeting at USW had gone very well and thanked MF for her support. The Deane of the University had been invited to conference.

SH confirmed she was due to visit QMU shortly with JM.

### **Companies House verification of identity**

JC explained the new requirements and confirmed she would circulate email details as this would be required by all Directors of BAPT.

The meeting ended at 13.23

There being no other business the meeting closed at.

**Signed:** Ratified by the Board

**Chair of the Meeting:** Sarah Hickson

**Date:** 8 November 2025