

BRITISH ASSOCIATION OF PLAY THERAPISTS

MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 31st January 2025, 10.00 am.

Minutes

Present

Member	Role
Sarah Hickson	Chair (SH)
Jeanne McLaughlin	Vice Chair/ Supervisors Committee (JMc)
Paul Kilgallon	Lay Member (PK) (<i>until Item 17 1.12pm</i>)
Esther Schencks	Communications and PR Committee (ES)
Alex Machon	Membership Committee (AM) (<i>until Item 10 12.10pm</i>)
Jo Hill	Board Member (JH) (<i>Until Item 17 – 1.12pm</i>)
Julie Miller	Wales Representative (JM)
Maggie Fearn	International Ambassador (MF) (<i>until Item 19 – 1.14pm</i>)
Helen Forrester	Training & Education (HF)
Tracy Lanigan	Scotland Representative (TL)

In Attendance

Sarah Zehetmayr-McCall	PCP Chair (SZM) (<i>Until Item 8 11.25am</i>)
Sonia Murray	PCP Vice Chair (<i>Joined meeting at 12.52 for Item 13 only</i>)
Jacqui Clarke	Business Manager (JC)

Apologies

Andrew O'Mahoney	Lay Member (AOM)
Jane Jephcott	University Liaison (JJ)

Structure

Meeting Chair: SH

Minute Taker: JC

The meeting opened at 10.05am and was quorate until Item 19 – 1.14pm.

Documents Circulated Prior to meeting:

Agenda 31 January 2026, Minutes of meeting held 8th November 2025, Board Action Matrix, PCP Report, PCP Update, Information leaflet on adoption in Scotland, PCP Draft Policy, Draft Informal Complaints Process, Child Safeguarding Certificates request, Trustees Annual Report Draft, Student Exceptional Circumstances Report, ESRC Grant Request, Internet Safety Policy, Core Competencies of a Clinical Supervisor Draft, Sexual Misconduct Policy Draft, Membership Report, University Liaison Report, Communications & PR Report, Wales Representative Report, Scotland Representative Report, Supervisors Report, Training & Education Report, International Report, Finance Report Papers.

1. Welcome & apologies

The Chair welcomed members and apologies were accepted.

2. Confidentiality reminder

The Chair reminded the Board of their confidentiality requirements.

Board Meeting Future Planning – The Chair referred to the details circulated in JC's email regarding the intention to circulate paperwork further in advance. Dates for reports and agenda items from the Board will be required on the dates mentioned.

3. Declarations of Interest

None

4. Minutes of the meeting held on 8th November 2025 – Accuracy

The minutes were agreed as an accurate record.

5. Board Action Matrix

8th November 2025

Internal Review – Complete and provided to PCP team in December (JC).

PCP Team Recruitment – Two candidates interviewed by SZM, SM & JC. Lay Member position successful.

Website contractor to include Supervisors online application – Included in original scope but not originally taken forward in 2023. JC & TT to take forward.

PP JD & Advert – Complete

Exceptional circumstances document – Changes made - Complete.

Insurance – Confirmed that HF with AM and JH would take this forward.

PT awareness in Wales – JM& JC – Outstanding.

Supervisors Committee Vacancy advertisement – Complete

Token of appreciation to Subcommittee members – Incorrect. No action required.

11th October '25

Adoption Support document & review of Scotland document. On agenda

Consideration of recording of meetings using AI. PK agreed to look at further on behalf of the Board.

Develop employment actions as required for future roles. Outstanding (Finance Committee)

EMDR/IA. Agreed to keep on Matrix so not lost entirely, but currently 'on hold'.

27th September (Board Awayday)

Full business model for Project. JC will draft a BAPT project proforma for use on all/any new BAPT projects.

2026 CPD Working Group development. Outstanding.

5th July '25

JM will investigate signing the memorandum on BAPTS behalf. Re: Gender conversion therapy. JM unable to access this to take forward. Agreed to keep on Matrix but currently 'on hold'.

Position statement on above to be written by BAPT and shared on website/social media.
Temporarily on hold

AGM Items (3) –

Information to be provided on BACP organisation member benefits (SM). JC will ask SM to feedback.

PSA Registration profile raising with insurers. On hold. Suggestion that this could be driven by members with BAPT backing. JC mentioned that PTUK are currently looking at this area as part of their Coalition activities.

Adoption Support update. Completed

9th 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. Board decisions taken outside of meetings (if any)

It was confirmed that no decisions were required to be recorded.

7. Professional Conduct Update (Sarah ZM)

a) Update

Queries - A number of Professional Practice related queries have been raised since last update. These are similar in nature and relate to PR, Consent, and Adoption Support. Due to the same issues being reported a suggestion was made for a FAQ document to be developed for the website. This was agreed as a sensible way forward which would also reduce workload for the PCP team.

Action: PCP Team to develop a FAQ document which can be regularly updated and set up on the Members area of the website.

Complaints – SZM updated the Board on the two 'live' complaints.

The Board **agreed** for refresher training on the previous (2018) policy subject to costs being provided.

The Board **agreed** the use of an Independent Assessor to join the complaints Panel subject to costs being provided.

Action: SZM to provide costs to support the above.

Adoption Support Advice and Information Sheets –

The Board **approved** the Adoption in Scotland Information document. ES to redesign and add to website.

Action: ES to redesign and add to website.

Outstanding Action: Need to seek confirmation for North Ireland advice and information (SZM).

Outstanding Action: Laura Hanks to review information for Wales. (SZM)

Consent Policy Review and update -

Action: Board agreed taking this forward subject to costs being provided.

b) PCP Policy Review

The Board **Approved** the 2026 Professional Conduct Policy. This will now be ratified at the AGM by members.

The Board **Approved** the Informal Complaints process document.

Action: Documents to be redesigned and dated with approval date (ES).

SZM advised that the 'How to Complain' document has the old BAPT address on it.

Action: JC to investigate.

8. PSA Update (Jacqui)

JC explained that BAPT were currently in their Annual Review period which will end on the 27th February 2026. During the review the PSA will audit the accuracy of the BAPT register, review the annual check documentation and review any concerns through the PSA 'Share your Experience' portal.

The Board were advised that the annual check documentation was completed and submitted on 16th January.

JC also mentioned that the membership numbers will be provided to the PSA next week (deadline 5th February) which will trigger our PSA fee.

JC advised that she had attended the Accredited Register Collaborative in early December and had joined the subgroup which were looking into the VAT issue whereby PSA registered practitioners do not qualify for exemption whilst HCPC practitioners do. The Minister for Health has agreed to explore this with Treasury.

The ARC group were also looking into improved use of charity discounts on software packages – e.g. Microsoft Charity. PK mentioned that Charity Digital may also be a useful resource.

9. Item 16 (Sexual Misconduct Policy) was discussed here (Jacqui)

JC introduced this item. The Policy had been drafted and submitted to the PSA as part of BAPT's annual review. The Board are invited to review the draft policy and make suggestions for future iterations.

JC informed the Board of some areas she had identified that needed progressing including; a position statement on how Sexual Misconduct within BAPT itself as an organisation would be considered. Also, the current draft focusses primarily on a client being a victim due to the possible inherent power in a therapeutic setting, however the Policy would benefit from some thought being given to support/guidelines for PT's themselves as victims.

The PSA have also been looking at this area over the last year and will be developing a report early in 2026 which will be useful to consider.

SZM advised that she had sent some comments prior to the meeting that could also be considered including the need for a procedure flowchart.

Action: Board members to feed back any initial comments on the draft SM policy and input into the document.

SZM left the meeting.

The Board took a break from 11.25- 11.40am

10. Item 9 was discussed here - Child Safeguarding Certificates & Training (Helen/Alex)

HF and AM introduced this item and outlined the primary queries. The complexities of the issue were noted.

In response to a query about the PSA position, JC explained that some organisations on the ARC do not request safeguarding, or proof of it, and rely on individuals and employer organisations own standards.

Action: It was agreed that this area needed to be further considered and discussed at a future meeting. AM and HF to develop a proposal.

11. Item 17 (Membership Report) was discussed at this point (Alex)

AM explained that the remaining outstanding renewals are currently due to members not submitting required documentation. TT has also contacted members who have not renewed, reminding them of their renewal status and outlining the consequences of non-renewal.

The Board considered an issue raised regarding safeguarding concerns within the family; how this should be assessed and managed and whether a formal policy was required.

Action: AM to develop a brief policy on this.

AM also requested Board views on the 'pro rata' possibility within membership. This is in response to a member who delayed renewing membership due to an injury which resulted in them not working for some of the Membership period. The member has requested the 12-month renewal period to start from when they renew, which is not current BAPT policy.

The Board discussed whether some type of threshold test was required and noted that BAPT currently had pro-rata agreements in place for Members on maternity/shared parental leave. It was mentioned that allowing individuals to have different membership 'start' dates would be logistically complicated.

JC suggested that members should be reminded that membership brings several benefits, many of which can still be enjoyed even if not currently working e.g. being on the register and receiving discounts, information and advice. In other membership organisations such as the RCN, membership can be at a reduced cost during times of non-service but is not stopped entirely.

Action: AM to review available options and discuss further at a future Board meeting. Member to be contacted.

AM left the meeting.

12. Item 11 (Student Exceptional Circumstances) was discussed here (Helen)

The Board considered four exceptional circumstances requests in line with the BAPT Policy of in-person student supervision. A discussion was had regarding the need to closely involve Course supervisors and Universities to ensure students are adequately supported and the full duty of care is provided.

Record of decisions made are as follows;

ER001– Yes

ER002 – No, follow up action required

ER003 – No, follow up action required

ER004 – No, follow up action required

Action: T&E Chair to liaise with course supervisors and feedback responses.

13. Item 10 Trustees Annual Report was discussed here (Jacqui)

JC explained that this report is provided annually to the Charity Commission and Companies House and provides an overview of the charity's activities, achievements and financial performance over the past year (October 2024 – Sept 2025).

The figures to accompany the report will be provided by the accountants prior to submission.

The Board **approved** the Trustees Annual Report.

14. Item 12 IC-PTA Renewal Fee was discussed here (Jacqui)

JC advised that the annual IC-PTA fees were now due. The Board discussed that the benefit to members should also be clearly outlined.

The Board **approved** the payment of IC-PTA fees.

Action: MF to provide a document which can be provided to Members outlining how BAPT's involvement in the IC-PTA may provide individual or strategic benefit.

15. Item 23 International Report was discussed here (Maggie)

The Board noted the content of the written report.

16. Item 13 Grant proposal was discussed here (Sonia)

SM was invited to join the meeting for this item. It is noted that the detail of the trial is confidential and not minuted here.

At this stage BAPT is being asked to provide a letter confirming willingness to be named as a supporting partner. The grant submission deadline is 30th March 2026.

The Board discussed the proposal in detail. Several queries were raised which SM agreed to feedback.

Action: SM to discuss the queries made by the Board with the proposer.

SM left the meeting.

PK & JH left the meeting.

17. Item 14 was discussed here (Internet Safety Policy) Jeanne

The Board **approved** the Internet Safety Policy

Action: Policy to be dated with Board approval date, designed and added to website as appropriate. (ES)

18. Item 15 was discussed here (Core Competencies of a Clinical Supervisor) Jeanne

The Board **approved** the Core Competencies of a Clinical Supervisor document.

Action: Policy to be dated with Board approval date, designed and added to website as appropriate. (ES)

MF left the meeting

Item 18 University Liaison Report was deferred due to absence of Board Member.

19. Communications & PR Report

The Board noted the written report.

20. Regional Reports (Julie)

The Board noted the report from Wales Representative.

Regional Rep (Tracy)

The Board noted the report from the Scotland Representative in particular noting the interest of members of the Scotland conference group in putting on a CPD or smaller conference event in Scotland rather than hosting the annual BAPT conference. The smaller numbers of attendees at Aston conference from Scotland was acknowledged with reasons cited as travel time, transport reliability and cost.

21. Supervisors Committee Update (Jeanne)

The Board noted the report from the Supervisor Committee Chair.

22. Training & Education Committee Update (Helen)

The Board noted the report from the T&E Committee Chair.

23. Discussed earlier on the agenda

24. Conference 2025 Feedback (Sarah)

SH gave brief feedback on the November conference.

25. Finance Report (Jacqui)

JC introduced the Board to the three finance documents circulated.

The Board noted the report.

26. CPD Event 2026 Update (Sarah)

SH informed the Board that some members of the Conference Committee had met earlier in the morning to discuss the May CPD event.

27. AOB

Children & Young People Coalition Lunch & Learn Seminar (Jacqui) – Deferred due to time.

Commission on the Future of Counselling & Psychotherapy – call for evidence (Jacqui) – Deferred due to time.

There being no other business the meeting closed at 13.45.

Signed: Ratified by the Board

Chair of the Meeting: Sarah Hickson

Date: 21 March 2026