

BRITISH ASSOCIATION OF PLAY THERAPISTS
MEETING OF BOARD OF DIRECTORS

Via Zoom

Saturday 8th November 2025, 10.00 am.

Minutes

Present

Member	Role
Sarah Hickson	Chair (SH)
Jeanne McLaughlin	Vice Chair/ Supervisors Committee (JMc)
Paul Kilgallon	Lay Member (PK)
Esther Schencks	Communications and PR Committee (ES)
Alex Machon	Membership Committee (AM)
Jo Hill	Board Member (JH)
Andrew O'Mahoney	Lay Member (AOM)
Julie Miller	Wales Representative (JM)
Maggie Fearn	International Ambassador (MF)
Helen Forrester	Training & Education (HF)

In Attendance

Sarah Zehetmayr-McCall	PCP Chair (SZM)
Jacqui Clarke	Business Manager (JC)

Apologies

Tracy Lanigan	Scotland Representative (TL)
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 8th November 2025, Minutes of meeting held 11th October, Board Action Matrix, PCP Report, PSA Standards Document, Portfolio Access Accessibility, Professional Practice JD, Exceptional circumstances – Supervisors/Students, Case study, Child Protection & Safeguarding Policy, Regional Report – Scotland, Comms & PR Report, Training & Education Report, Supervision Report including core competencies, BAPT Insurance Policy Document.

1. Welcome & apologies

The Chair welcomed members and apologies were accepted.

2. Confidentiality reminder

The Chair reminded the Board of their confidentiality requirements.

3. Declarations of Interest

None

4. Minutes of the meeting held on 11th October 2025 – Accuracy

The minutes were agreed as an accurate record.

5. Board Action Matrix

11th October '25

Professional Practice JD. JC completed and on agenda for approval.

Ownership of data/notes of therapy sessions undertaken by students on the university course. Guidance given to students as per BAPT notes (HF).

Board Professional Indemnity Insurance. Circulated relevant areas of the policy in Action Matrix and full details have been circulated to the Board (JC).

Internal Review for PCP Team. JC has provided regular report to PCP team & BAPT Chair.

Adoption Support document & review of document. Information for members due as part of SH newsletter. Queries on consent and parent requirements in Scotland have been forwarded to SZM.

Consideration of recording of meetings using AI. Ongoing consideration will be required on this. The Board noted the potential discriminatory nature of some AI and the environment impact.

PTW Soundbites to be provided to ES. More soundbites from Board Members and presenters required.

Costings for additional support for conference to be provided to Finance Sub-Committee. Committee have yet to meet. TT, SM & SH working up figures.

Prizes for donations to be confirmed asap. Ongoing

Employment actions. Complete

Review of Child Protection Policy & Online Research Safety Guidance for members. CP Policy on agenda. JH and a BAPT member working up Online Safety Guidance. JC explained she had raised the Online Safety guidance to the PSA during a recent meeting.

5th 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.

1st March '25

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

18th January '25

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

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)

JC explained this standing item had been added to agendas to improve recording of decisions made by the Board over email. It is also to capture any decisions taken by individual Board members, under their delegated authorities, that the Board as a whole need to be made aware of.

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

7. Professional Conduct Update (Sarah ZM)

Enquiries:

SZM explained that the team had been busy with enquiries, the majority of which were Professional Practice focussed. Details of all enquiries were provided in the written report.

Complaints:

SZM referred to her report, which the Board noted.

Adoption Support:

SZM referred the Board to her written report and explained that neither the DfE or Ofsted are providing legal advice on contracts from ASA's and the term 'contract' should be understood in the usual manner including contractual obligations, terms of reference, invoicing and payment.

PCPP Review:

SZM explained that the finalisation meeting would be taking place later in November and training options have been considered.

Recruitment of Lay & BAPT Members to PCPP:

SZM, SM and JC are interviewing two prospective members later in November.

Consultation arrangement:

It was confirmed that a consultation agreement with would be developed in due course.

8. PSA Update (Jacqui)

The Board were reminded that JC had been asked to support on this area as the BAPT Lead Member for the PSA had stood down in October.

JC gave a detailed report explaining that the PSA would be making significant changes to the PSA standards in 2026. This would not affect BAPT's upcoming PSA Annual Review as the new standards would likely come into effect in July 2026 but would need to be carefully considered for the 2026/7 review.

The full PSA standards document was circulated with the Board papers however JC took the Board through many of the main points.

9. Portfolio Route Accessibility (Maggie)

MF explained that she had met with SM and Lisa Gordon Clark (LSC) to discuss how to make the Portfolio route more accessible to applicants and reviewers. She explained that they were devising a short video to explain the application process and enhancing the proforma used.

A recommendation has been made to also create an online application form. Esther agreed to check whether this was included in the current website contract or if it needed to be quoted for. The Board **APPROVED** the recommendation.

Action: ES to check website contract

Portfolio Panel to take forward actions (video, proforma review & development of online form).

10. Professional Practice JD (Jacqui)

JC introduced the Professional Practice Subcommittee Job Description noting there are lots of significant areas covered within it. The advert explains that members do not have to be knowledgeable about each field as it was felt that would be very daunting.

The Board **approved** the Job Description and agreed for it to be advertised.

Action: JD and Advert to be placed on Website.

11. Conference (Sarah)

The final arrangements for the upcoming conference were agreed.

12. Exceptional circumstances to in-person supervision (Helen)

HF introduced and explained the necessity of the report. The Board **approved** the recommended way forward.

Action: Logo to be updated on document and taken forward by T&E team.

13. Profiling Play Therapy (Jacqui)

JC introduced the item. The Board **approved** the use of the profile.

14. Registered provider to private insurance companies (Jeanne)

The Board held a discussion considering the various 'big' insurance providers and whether they allowed for Play Therapy to be covered as a therapeutic activity. It was noted that there were some discrepancies between companies as well as which registered authority providers were required to be part of.

Action: The Board agreed more work on this area was definitely worth pursuing as would be advantageous to both members and beneficiaries.

15. Dates for 2026 Board meetings (Sarah)

SH & JMC suggested the following dates for the 2026 Board meetings:

31/Jan 21/March 25/April 11/July 5/Sept 17/Oct (Away weekend), 28/Nov

These were **approved** by the Board.

16. Child Protection Policy

The Board **Approved** the circulated policy. This will be date stamped and added to the website.

17. Regional Reports – Wales

JM explained her work to solidify how Play Therapy fits within the NEST framework. This new framework will cover all mental health provision across Wales.

Action: JM & JC to discuss how to take this forward.

Scotland

The Board were referred to TL's written report.

18. Communications & PR

The Board noted ES report making particular reference to the new themed weeks the team would be adopting in 2026. These will provide a particular focus and was deemed to be an engaging and inspiring idea.

19. Training & Education (Helen)

HF explained that the team were working to ensure that members were comfortable using the new online CPD logs and would be implementing live online webinars, recorded on demand screenshare webinars and possibly drop in Q&A events.

PK is working on a training directory which will link to core competencies, and which will be useful to members ongoing development.

HF confirmed that Sandra Boyle had resigned from T&E. SB was thanked by the Board for all her support and commitment over the years.

20. Membership Update (Alex)

Members of the Board had a discussion on CPD logs, and the stipulated numbers of hours required.

21. Student Liaison Update (Jane)

Deferred.

22. Supervisors Committee Update (Jeanne)

JMc confirmed that Tricia Hughes has stepped down from the committee. Tricia was thanked by the Board for all her time and expertise.

JMc will advertise for this vacancy. The next meeting is due in January.

Action: Supervisors Committee Vacancy to be advertised

23. AOB

SH informed the Board that she had attended QMU with JMc and met with 1st, 2nd and 3rd year students. BAPT committed to continue student visits on an annual basis.

There being no other business the meeting closed at 13.30.

Signed: Ratified by the Board

Chair of the Meeting: Sarah Hickson

Date: 31 January 2025