

**MINUTES OF THE TENTH MEETING OF THE
EDUCATION WORKFORCE COUNCIL**

DATE: 14 November 2017

LOCATION: Tŷ DYSGU, The Conference Centre, Treforest

Present:

Members:

Angela Jardine	John Griffiths
Isobel Davies	Jane Setchfield
Robert Townsend	Helen O’Sullivan
Kevin Pascoe	Berni Tyler
Hugh Pattrick	James Harris

Apologies:

Paul Croke	Roberto De Benedictis
Jo Gauden	

Officers:

Hayden Llewellyn	Chief Executive
Elizabeth Brimble	Deputy Chief Executive <i>(Qualifications, Registration and Fitness to Practise)</i>
Julia Evans	Deputy Chief Executive <i>(Finance, HR and Corporate Services)</i>
Karen Evans	Policy, Planning and Communications Manager
Beverley Price	Council Secretary (minutes)

Observers:

Brenda O’Dea	Deputy Director of Teaching Council Ireland (TCI)
Emily Zepeda	Executive Assistant to the Chief Executive

1. Welcome and preliminaries

- 1.1 Angela Jardine, (*Chairperson*), welcomed members and observers to the tenth meeting of the Education Workforce Council (EWC).
- 1.2 Apologies had been received from Paul Croke, Roberto De Benedictis, Jo Gauden and colleagues at GTCNI and GTCS.
- 1.3 Members were encouraged to reserve tickets to attend the EWC’s Policy Briefing on ‘Headteachers and Leadership’ to take place on 14 December 2017. The Chairperson referred members to the Council Secretary to secure tickets if they had not already done so.
- 1.4 The Chairperson invited the Chief Executive to update members on the progress of recruiting a new Council member following former member Mark Isherwood’s resignation effective of 15

May 2017. Following the recruitment process, the interviewing panels' recommendation had been referred to the Cabinet Secretary. Members would be updated with the progress of this at the January 2018 Committee meetings.

- 1.5 Referring to the tabled paper outlining the 'EWC Members' 12 month Training Schedule', members were invited to note the upcoming briefing sessions and encouraged to contact the Council Secretary with any further suggestions.
- 1.6 Following previous requests from members, Council was provided with a timetable of forthcoming Fitness to Practise Committee hearings and asked to notify the Council Secretary should they wish to attend.

2. Declarations of Interest

- 2.1 There were no declarations of interest.

3. Chairperson's correspondence and report

- 3.1 Following the cancellation of the planned meeting between the Chief Executive, Chairperson and Cabinet Secretary in October, the Chief Executive had written a brief update on the Council's work as requested by the Cabinet Secretary. The Chairperson referred to this tabled letter as sent to the Cabinet Secretary on the 8 November 2017.
- 3.2 Members were informed that the Chairperson attended the launch of Welsh Government's 'Education in Wales: Our National Mission'.
- 3.3 The Chairperson had also attended the National Training Federation for Wales Apprenticeship awards on 20 October 2017. She commended the well organised and professional event and noted that many prominent EWC stakeholders were present. She further noted that the Council was well represented with several Council members being in attendance in their other professional capacities.
- 3.4 The Chairperson invited Brendan O'Dea (Deputy Director of TCI) to share information on the recent 'Festival of Education' event hosted by TCI in Dublin. He explained that the event had been developed over several years and attendees had the opportunity to share best practise with various speakers, activities and workshops spread over a large area. The event had acquired a significant profile and had been extremely well attended. Having attended the event with the Council's Policy and Planning Officer on 7 October 2017, the Chairperson echoed the significance of the profile obtained and the success of the event.
- 3.5 One member queried the possibility of Council hosting an event of this nature. The Chairperson noted that budgeting for a similar event could be incorporated into the Council's strategic planning but would require thorough financial planning so that the event could be held on an annual or regular basis as to emulate the success of TCI's event.

4. Draft minutes of the Council meeting of 6 July 2017

- 4.1 The Chairperson took Council through the draft minutes of 6 July 2017 page by page. Members were content to approve the minutes as an accurate record of that meeting.

Matters Arising

4.2 Referring to paragraph 13.8, one member queried the Council's knowledge of the Teach First Programme. Liz Brimble (*Deputy Chief Executive – Qualifications, Registration and Fitness to Practise*) confirmed the Teach First Cymru's two year partnership with Central South Consortium in delivering the programme and noted that the next review would be following an evaluation of this two year period.

5. To receive notification of any issues which members wish to raise in respect of the 'for information' agenda items (18-22)

5.1 There were no issues notified.

6. Draft minutes of the Executive Committee meeting of 26 September 2017

6.1 The Chief Executive presented these minutes. He reported that there were no matters arising to draw to members' attention that were not covered later on the agenda.

6.2 No queries were raised by members.

7. Draft minutes of the Registration and Regulation Committee meeting of 26 September 2017

7.1 Jane Setchfield (*Chair of the Registration and Regulation Committee*) presented these minutes and reported that there were no matters arising to draw to members' attention that were not covered later on the agenda.

7.2 Liz Brimble updated members on the conclusion of the ALN data gathering work completed by the Council on behalf of Welsh Government. Following officers actively contacting schools between June and August 2017, Council had received an 81% response rate. The report had now been finalised and presented to Welsh Government.

7.3 No other queries were raised by members.

8. Draft minutes of the Audit and Scrutiny Committee meeting of 28 June 2017 and 27 September 2017

8.1 Council member John Griffiths presented these minutes as Chair of the Audit and Scrutiny Committee Roberto De Benedictis had sent his apologies to the meeting.

8.2 Referring to the meeting of the 27 September 2017, he noted a misspelling in paragraph 4.5 to be corrected. Furthermore, he referred members to agenda item 7 of these minutes and reiterated commendation to Julia Evans (*Deputy Chief Executive – Finance, HR and Corporate Services*) and officers for delivering a strong audit result.

8.3 No other queries were raised by members.

9. Report from the Chief Executive (EWC 32/17)

- 9.1 The Chief Executive presented the report updating Council on a range of matters not covered elsewhere on the agenda, inviting members' comments and queries.
- 9.2 As an overview to the paper, he noted that Council had further built its presence nationally and continued to be well represented on a variety of key working groups. The Chief Executive had delivered several keynote speeches and coupled with the Council's other engagement work he estimated that 20% of all registrants would have been directly communicated with through various presentations and event attendances by the end of the operational year.
- 9.3 Council continued to be represented on the Welsh Government task group in relation to supply teaching by Liz Brimble. Member would continue to be updated on the progress made from the meetings.
- 9.4 Referring to paragraph 18, the Chief Executive noted that over 100 tickets had been reserved for the Council's Policy Briefing event on 14 December 2017. The first Policy Briefing on 18 May 2017 had been highly successful and was attended by many key stakeholders. Officers were keen to continue building on its success and aimed to expand future events to include topics relating specifically to the youth work, work based learning and further education sectors.
- 9.5 In relation to paragraph 19, one member queried the decision to move the annual EWC Professionally Speaking event to October instead of May when it had been hosted for the previous two years. The Chief Executive responded that there had been an increasing number of educational and Welsh Government events taking place in May and so officers wanted to trial the alternative date to measure attendance numbers.
- 9.6 One member asked for an update on the development of the support staff professional standards. Karen Evans (*Policy, Planning and Communications Manager*) was the Council's representative on the Welsh Government stakeholder group and reported that support staff unions had noted that piloting of the standards had begun and work continued to be on track for national implementation in September 2018. She noted that she would continue to update members on the progress of this work.

10. Six Month Financial Review (EWC 33/17)

- 10.1 Julia Evans introduced this paper which reviewed the Council's financial position for the six month period ending 30 September 2017 and included a forecast outturn for the year and revised proposals for the accrual of specified reserves.
- 10.2 It was reported that the six month account accumulated a forecast surplus which was a significant improvement on the anticipated amount.
- 10.3 Members were reminded that April 2017 marked the second year of required registration for the learning support sector; the volume of registrants in this category had contributed to the Council's income. Council remained cautious with forecasting registration numbers for each of the new registrant groups as clear trends were yet to be identifiable.
- 10.4 Julia Evans noted that staffing provisions had increased and due to the increased volume of work further additions were likely in due course.

- 10.5 Referring to paragraph 19, members were referred to the various areas of underspends.
- 10.6 In response to a members' query, Julia Evans explained that detailed work on preparing to move premises would start in the summer. In the interim, the Council's existing landlord had indicated that additional space was available at Eastgate House. Julia Evans noted that she would be exploring this further to report whether or not it would meet Council's needs.
- 10.7 Members were content to receive the report and approve the recommendation in relation to accruals.

11. Quarterly Review (1 July – 30 September 2017) (EWC 34/17)

- 11.1 Karen Evans introduced this paper and invited members to note the progress made against the targets and performance indicators included in the Operational Plan during the second quarter review period. The first quarter had been reported to the Executive Committee at its September meeting.
- 11.2 Due to the number of applications to register increasing four fold, officers had been unable to process applications within five working days as set out at Strategic Objective 1. Staff resources continued to be monitored to assist in this area. The Chairperson noted thanks to staff for their efficiency in processing the increased workload.
- 11.3 One member praised Council officers for their work and positive comments from other organisations commending the Council's performance. He noted that the various invitations requesting Council's attendance and engagement further validated this.
- 11.4 It was reported that there had been central administrative amendments to the social media website Twitter and members queried if this would alter the Council's communication on this platform. Karen Evans noted that the changes were beneficial as they accommodated the Council's commitment to the Welsh Language Standards.
- 11.5 Members were content to receive the report.

12. EWC Research Bursary Scheme (EWC 35/17)

- 12.1 Karen Evans presented this paper that summarised the progress to date on the development of a research bursary pilot scheme for registrants. Members were invited to note the promotional work being done to promote the scheme.
- 12.2 It was reported that officers had received a considerable number of queries.
- 12.3 Members were invited to put themselves forward to participate in the 'evaluation committee' by contacting the Council Secretary, to decide on successful applications in the week commencing 11 December 2017.
- 12.4 Council was content to receive the progress report.

13. Accreditation of Initial Teacher Education (ITE) (EWC 36/17)

- 13.1 The Chief Executive presented this progress report on Council's new statutory role to accredit programmes of Initial Teacher Education (ITE) in Wales.
- 13.2 Due to unforeseen circumstances, one of the appointed board members was forced to withdraw their position. A new board member had been recruited and it was reported that training of all of the board had now concluded.
- 13.3 The Executive Committee and Registration and Regulation Committee had both approved the draft governance documents at their respective September meetings. These documents had since been approved by Welsh Government and had been adopted for use.
- 13.4 Referring to paragraph 10, the Chief Executive reported that the partnership event that took place on 8 November had received favourable feedback.
- 13.5 Members were reminded that the ITE Board Chairperson, John Furlong would be attending the Executive Committee meeting in January 2018 and the Council meeting in March 2018 to provide Council with a full update on the progress of this work.
- 13.6 As per Annex A, all work was on track and members were content to receive the update.

14. QTS, Registration and Induction Progress Report (EWC 37/17)

- 14.1 Liz Brimble introduced this progress report which updated members on the Council's work in relation to Registration and administering the award of Qualified Teacher Status (QTS) and Induction.
- 14.2 With reference to paragraph 3, members were notified that the budgeted number of registrants had been met and currently totalled 77,676, an increase of 900 registrants since the progress report was compiled.
- 14.3 The Council had been regularly receiving over 1000 applications to register per month; these were predominantly for the learning support worker category.
- 14.4 In response to a members' query on the volume of applications that had been received, Liz Brimble noted that the school learning support worker sector had a level of transience within its workforce. She noted that the register doubling in size compared to the number of applications quadrupling.
- 14.5 Members were content to receive the progress report.

15. Fitness to Practise Progress Report (EWC 38/17)

- 15.1 Liz Brimble presented this paper which included a general update on the Council's Fitness to Practise work. Members were invited to seek clarification on any points emerging from the report.
- 15.2 It was reported that Fitness to Practise Committee hearings had been scheduled up until February 2018 with 28 referrals having been received since April 2017. Approximately 38 referrals were forecast to be considered in the next financial year.

- 15.3 Since the last Council meeting, two applications for registration had been refused following suitability committee meetings; both applicants had applied to work in the learning support sector.
- 15.4 Following a full recruitment exercise, 6 new panel members had been appointed from the Council's newest registrant groups. The Council had not received any applications from registrants in the qualified youth support worker category but 4 work based learners and 2 qualified youth workers had been recruited. Officers were currently scheduling their induction training. It was noted that the Council would be conducting further recruitment to ensure there was a sufficient resource of members to manage the increasing volume of cases.
- 15.5 The Chief Executive noted that two new staff members had been recruited to the team and this was an area regularly being reviewed by senior management. Officers ensured they remained reactive to the resources required to manage the increased volume of casework.
- 15.6 Members were content to receive the progress report.

16. Professional Learning Passport and the Learning Exchange (EWC 39/17)

- 16.1 Liz Brimble presented this paper which updated members on the development of the Professional Learning Passport (PLP) and the Learning Exchange on behalf of Welsh Government.
- 16.2 She reported increased usage number with over 10,000 users having created their Professional Learning Passport and over 27,637 hits on the Council's dedicated webpage.
- 16.3 Referring to paragraph 4, it was noted that officers continued to work with its developer, Welsh Government and other stakeholders to further develop of the Professional Learning Passport.
- 16.4 The Council's Professional Development team had conducted over 50 support and information sessions with a further 40 scheduled to be completed before the end of the financial year. Council remained proactive with their engagement and communications strategy to target as many registrants as possible. This included workshops as part of the regional consortia's annual programme of CPD and sessions incorporated into the National Training Federation Wales (NTfW) CPD courses.
- 16.5 Upon request, officers conducted a demonstration of the Professional Learning Passport to representatives from teaching and further education unions. It was reported that the Council had received positive feedback following the meeting on 6 November 2017.
- 16.6 As mentioned at paragraph 15, Council was reminded that the Welsh Government's grant support funding was committed until March 2019. Members would continue to be updated as Welsh Government's intentions for the future of the project became clearer.
- 16.7 Members were content to receive the update.

17. Protocol on Overseas Travel Outside of Europe (EWC 40/17)

- 17.1 The Chairperson introduced the proposed protocol on overseas travel outside of Europe and invited members to note the Chief Executive's attendance at the forthcoming IFTRA

(International Forum of Teacher Regulatory Authorities) conference on 5 and 6 April 2018 hosted by the Education Council of Aotearoa in New Zealand.

- 17.2 She noted that the former GTCW (General Teaching Council Wales) had approved an overseas travel policy in 2006. Since its reconfiguration to the EWC in 2015, Council had not had a specific policy in place as international invitations had been minimal.
- 17.3 Referring to the Chief Executive’s attendance at the forthcoming IFTRA conference, officers had identified that a formal protocol was required to report such attendance to Council officially.
- 17.4 Members were reminded that the last IFTRA conference was held in Dublin in 2016. The EWC, formally as the GTCW, was an inaugural member of the forum since its inception in 2005. She noted that the IFTRA conferences were of particular high regard as a world first in discussing professional standards and regulation on a global scale.
- 17.5 Referring to the annexed protocol, one member suggested that Julia Evans, as Deputy Chief Executive responsible for finance, be included in the decision making process when considering attendance to an international event outside of Europe. Council agreed and the amendment was made.
- 17.6 Another member suggested further detail to be added to paragraph 3 of the protocol to ensure the welfare of the Council’s representative attending the event. Suggestions to include appropriate travel insurance, inoculations and adequate recovery time from travelling were proposed. Council agreed and the amendment was noted.
- 17.7 It was agreed that the Council Secretary would make the aforementioned amendments and produce the finalised version to the Chairperson to agree.

18-22. Information items

Members received “for information” papers, reports on:

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|) Quarterly Review (1 April– 30 June 2017) | (EWC 41/17) |
|) Funding of Induction, EPD & MEP progress report | (EWC 42/17) |
|) Progress Report on Equality Objectives 2017-18 | (EWC 43/17) |
|) Annual Report and Accounts 2016-17 | (EWC 44/17) |
|) EWC Responses to external consultations | (EWC 45/17) |

The Council then moved into private session.