

EDUCATION WORKFORCE COUNCIL
CYNGOR Y GWEITHLU ADDYSG

**DRAFT MINUTES OF THE FIRST MEETING OF THE
EDUCATION WORKFORCE COUNCIL**

DATE: 22nd April 2015

LOCATION: TŶ DYSGU, The Conference Centre, Treforest

Present:

Members:

Angela Jardine (Chairperson)	Helen O’Sullivan
Paul Croke	Kevin Pascoe
Isobel Davies	Hugh Pattrick
Roberto De Benedictis	Jane Setchfield
John Griffiths	Robert Townsend
Mark Isherwood	Berni Tyler
Joanne Gauden	

Apologies:

James Harris

Officers:

Hayden Llewellyn	Chief Executive
Elizabeth Brimble	Acting Deputy Chief Executive <i>(Qualifications, Registration and Fitness to Practise)</i>
Julia Evans	Deputy Chief Executive <i>(Finance, Personnel and Corporate Services)</i>
Karen Evans	Policy and Planning Manager
Amy Pope	Council Secretary [minutes]
Jessica Williams	Executive Assistant to Chief Executive

1. Welcome and Preliminaries

- 1.1 Angela Jardine, *(Chairperson)*, welcomed members to the inaugural meeting of the Education Workforce Council (EWC).
- 1.2 Apologies had been received from Council member James Harris, and from colleagues at TCI, GTCNI and GTCS.

2. Declarations of Interest

- 2.1 There were no declarations of interest.

3. Chairperson's correspondence

- 3.1 The Chairperson referred members to her letter to the Minister setting out the Pay Arrangements Scheme Framework for the Chief Executive, as required by the Education (Wales) Act, and his response of 10th March 2015. Members were content to note the correspondence and there were no queries.

4. Draft minutes of the GTCW Council meeting of 3rd February 2015

- 4.1 The Chairperson informed members that the minutes had been ratified by GTCW members via email, following the final meeting in February.

Matters arising:

- 4.2 Minute 7.2 – Draft 10-year Plan for Early Years, Childcare and Play Workforce in Wales. The Chairperson reported that Chief Executive had been invited to sit on the Welsh Government Early Years Reference group. It had been agreed that the Chairperson would represent EWC at the meetings of the group and report back to Council.

- 4.3 No queries were raised by members.

5. To receive notification of any issues which members wish to raise in respect of the 'For Information' Agenda items (17-19)

- 5.1 One member commended the work of the EWC staff as set out in the Quarterly Review (agenda item 19). With reference to the consultation on Teacher Assessment (agenda item 17), he informed Council that the FE sector had highlighted additional areas and was looking forward to the Welsh Government response.

- 5.2 There were no further issues notified.

6. Minutes of the GTCW Audit & Scrutiny Committee meeting 19th March 2015

- 6.1 The Chairperson reported that the minutes had been ratified by GTCW Audit & Scrutiny Committee members via email, following the final meeting in March. She informed members that she had attended the meeting and was pleased to note that GTCW had been given full assurance for all audit reviews completed during 2014-15.

- 6.2 No queries were raised by members.

7. EWC Member Governance

(EWC 01/15)

- 7.1 Hayden Llewellyn (*Chief Executive*) introduced this paper and the accompanying draft corporate governance documents. He explained that the Standing Orders, Code of Conduct & Best Practice for Council Members, System for Election of Chairperson and System for Nominating Members to External Working Groups were existing documents which had been subject to regular review under GTCW. They had undergone minor changes to bring them up-to-date for the EWC, and were presented to Council for approval.
- 7.2 One member, who had previously been a member of GTCW, offered reassurance to new members that the documents were fit for purpose and the corporate governance structure they supported had always worked well in practice.
- 7.3 The Chief Executive introduced the final document which set out the new Members' Review Process. He explained that the process had been developed to meet the expectations of Welsh Government and audit recommendations, and was common practice within similar professional bodies. Members were invited to comment or raise any queries.
- 7.4 In response to members' queries, the Chief Executive confirmed that inclusion of third party feedback was consistent with other schemes. It would only be sought from individuals internal to the EWC such as senior officers, or Committee Chairs. Members would be made aware that formal or informal feedback from third parties was being sought, and they would have full sight of the feedback and opportunity to discuss it with the Chairperson. He confirmed that all documentation relating to the Members' Review Process would be held centrally and securely in the office in line with data protection requirements.
- 7.5 The Chairperson reassured members that she was content with the addition to her role and was satisfied it would not be onerous in terms of time. She added that she had undertaken a 'light touch' review of Council Members in order to extend terms of office towards the end of GTCW.
- 7.6 One member, who had previously been a member of GTCW, explained that Council and Committees had always undertaken a robust annual self-evaluation, and said that the Members' Review Process was a natural extension of this.
- 7.7 No further issues were raised and Council was content to approve the five corporate governance documents.

8. EWC Strategic & Operational Documents (EWC 02/15)

- 8.1 The Chief Executive introduced this paper and the accompanying draft strategic and operational documents: the Strategic Plan, Operational Plan, Strategic Equality Plan and Objectives, Welsh Language Scheme and Communications Strategy. He informed members that all the documents (excluding the Communications Strategy) had been approved by the GTCW and were recommended to the EWC for adoption. Members were invited to discuss the documents and take a pragmatic approach to adopting them, given that the 2015-16 operational and financial year was already underway.
- 8.2 In response to a member query with reference to the Communications Strategy, the Chief Executive explained that officers were keen to get the terminology right. For example, those working in FE considered themselves to be 'lecturers', but the legislation described them as 'teachers' and therefore the document referred to 'initial teacher training'. He added that the terminology would change as new registrant groups were phased in.
- 8.3 Council discussed the challenges involved in communicating with the wider education workforce, in particular the learning support staff in schools and FE that would be registered from 1 April 2016. The Chief Executive explained that from September 2014 (when Welsh Government had given GTCW the 'green light' to communicate), the focus had been on the reconfiguration and the registration of FE teachers. Now that the FE group had been successfully registered without any issues, the focus would shift to support staff. He reported that activities would build on work done over the previous two years to engage with support staff unions and provide information via the Council website. Officers were currently arranging attendance at 44 local authority headteacher meetings, and had received a clear commitment from ADEW to spread information about the changes. Meetings had also been scheduled with HR staff from local authorities and private supply agencies to discuss the practicalities of registration.
- 8.4 One member expressed concern that there was confused understanding at local level within the education workforce in terms of fees and eligibility for registration. She put forward her view that Council members had a responsibility as ambassadors of EWC to disseminate correct information wherever possible in order to dispel confusion. The Chairperson added that Council members could maximise their contacts with schools, FE institutions and other stakeholder groups to share information.
- 8.5 In response to a query about the information available on the EWC website, the Chief Executive confirmed that there was a FAQ page would be regularly refreshed with information relating to support staff. Unions were being kept fully briefed and had given officers a commitment to continue working with EWC to ensure support staff were fully informed. A briefing note for support

staff was also available on the EWC website and would be disseminated widely.

- 8.6 Members noted that the process of registering support staff was significantly more challenging than FE teachers due to the numbers involved. The Chief Executive confirmed that officers had 12 months in which to put arrangements in place, and members would receive progress updates at Council and Committee meetings. The Chairperson expressed her confidence that EWC would successfully reach support staff and employers to ensure a smooth transition.
- 8.7 One member thanked EWC officers for their work in ensuring a smooth registration process for FE teachers, and for their continuing work communicating with future registrant groups.
- 8.8 No other further issues were raised and Council was content to approve the five strategic and operational documents.

9. EWC Risk Management Strategy & Risk Register (EWC 03/15)

- 9.1 Julia Evans (*Deputy Chief Executive- Finance, Personnel & Corporate Services*) introduced this paper and the accompanying draft Risk Management policy (Annex A) and draft Risk Register (Annex B).
- 9.2 Members were informed that the Risk Management policy outlined the EWC approach to risk and was based on best practice. It had been presented to GTCW Council in February, reviewed by GTCW Audit & Scrutiny Committee in March and was presented to EWC with a recommendation for adoption. There were no queries raised and members were content to endorse the EWC Risk Management policy.
- 9.3 Julia Evans referred members to the Risk Register and explained that it summarised risks identified following a fundamental review by the Chief Executive, who added that it was significantly different from the GTCW Risk Register in that it was more strategic and high level. The Chairperson reported that the GTCW Audit & Scrutiny Committee had been content to approve it for recommendation to the EWC as it offered a great degree of assurance and was easy to understand.
- 9.4 Council was content to approve the Risk Register and confirmed that the residual assessment of risk adequately represented its appetite for risk.
- 9.5 In response to a member's query, Julia Evans confirmed that the Risk Register was a working document. All risks were currently classified as open and would be under constant review by senior officers as it was the first year of

EWC. The Risk Register would be reviewed regularly by the Audit & Scrutiny Committee and would be presented annually to Council for endorsement.

10. QTS, Registration & Induction Progress Report (EWC 04/15)

- 10.1 Liz Brimble (*Acting Deputy Chief Executive -Qualifications, Registration and Fitness to Practise*) introduced this paper and highlighted the following points, inviting members to clarify any matters in relation to Registration, Qualified Teacher Status (QTS) and Induction.
- 10.2 It was reported that a total of 17,000 school teacher renewal payments had been processed to date, and all renewal schedules had been received from local authorities. The de-registration of teachers who had chosen not to retain their registration would take place on 5th May. In response to a member's query, Liz Brimble confirmed that these individuals would have received three communications from Council officers prior to de-registration and would have a two-week 'grace' period in which to reapply, noting they would be subject to an administrative fee for late payment.
- 10.3 In terms of FE teachers, the deadline for FE colleges to remit registration fees was 14th May. Officers were not anticipating any problems in this regard as they had received a number of queries from HR staff keen to get the process right.
- 10.4 One member queried how FE colleges determined who needed to be registered with EWC, and Liz Brimble confirmed it depended on the employment contract. The Chief Executive explained that officers had worked closely with Colleges Wales, UCU and other unions to develop the guidance and it was clear. HR staff were contacting EWC with queries and were adhering to the guidance.
- 10.5 Liz Brimble confirmed that officers had scheduled meetings with local authority HR/payroll managers on 2nd July, and with private supply agencies on 7th July to discuss arrangements for the registration of support staff.
- 10.6 Finally, members were informed that the annual programme of work in relation to QTS and Induction was progressing well and without issues.
- 10.7 There were no further comments and members were content to receive the report for information and note the Council's progress with regard to QTS, Registration and Induction.

11. Funding of Induction, EPD & MEP Progress Report (EWC 05/15)

- 11.1 Liz Brimble presented this paper updating members on the Council's work in administering funding, tracking and recording arrangements for teacher Induction, the Masters in Educational Practice (MEP) and Early Professional Development (EPD) on behalf of the Welsh Government.
- 11.2 Members were referred to Annex A which set out payments made to date in relation to Induction, EPD & MEP and informed that the deadline for Induction claims for the spring term was the end of April.
- 11.3 With reference to paragraph 9, it was reported that the Induction programme would change from September 2015. Officers were awaiting further information from Welsh Government, and hoped to establish the effect it would have on EWC when they met with officials at the end of May.
- 11.4 Liz Brimble referred members to Annex B and reported that the final cohort had commenced the MEP in January. She explained that EWC had been asked to conduct a survey of newly qualified teachers (NQTs) who had not undertaken the MEP; the results of this would feed into an evaluation of the programme which would be ready for dissemination in 2017.
- 11.5 One member queried whether Welsh Government planned to introduce similar programmes for registrant groups other than teachers. The Chief Executive reported his understanding that the new Masters programme would be available to FE teachers, and the Professional Learning Passport (see agenda item 14) would be used by support staff as well as FE teachers and school teachers. He was not aware of any intention to develop an induction programme for other registrant groups; however there was a reference to induction in the Council's remit as set out in legislation.
- 11.6 The Chairperson informed Council that she and officers were pressing Welsh Government to include the wider education workforce in their policy development in order to professionalise the whole sector, and urged members to do the same through their various organisations.
- 11.7 One member pointed out that there was a difference between the regulation of school teachers and FE teachers and support staff because of the differences in training support and qualifications. The Chief Executive informed Council that the first formal EWC advice to Welsh Government could be on the issue of qualifications. The Welsh Government intend for information gathered from the EWC register to develop qualification criteria for the different registrant groups.
- 11.8 Members commented that this would be timely advice as the FE sector was currently reviewing the Coleg Cymru MA and PGCert and piloting the 'Leading

Wales' programme for leaders; the Chief Executive welcomed further input on future outcomes in these areas.

- 11.9 No further matters were raised and members were content to note the further progress with the Council's responsibilities in administering funding, tracking and recording arrangements for Induction, MEP and EPD on behalf of the Welsh Government.

12. Fitness to Practise Progress Report (EWC 06/15)

- 12.1 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.
- 12.2 Members were referred to the Fitness to Practise casework numbers set out in Annex A and informed that the first Investigating Committee of 2015-16 was scheduled for June. The current estimate of hearings/meetings for 2015-16 was 20 to date. These included two Suitability hearings scheduled for May.
- 12.3 One member expressed a concern about suitability being a barrier to the profession. Liz Brimble confirmed to Council that, of all the suitability cases that had been heard over the years, only 12 or 13 individuals had been deemed unsuitable, and these had involved serious criminal or other matters.
- 12.4 Members queried whether the number of hearings was likely to increase with the additional registrant groups. The Chief Executive explained that hearing numbers would rise due to the additional number of registrants.
- 12.5 One member expressed concern that, as the additional registrant groups were less unionised than school teachers, there would be more individuals attending hearings without representation. Liz Brimble reassured Council that officers and the EWC's legal advisers would continue to ensure that unrepresented individuals received guidance and support and that a fair hearing was held.
- 12.6 With reference to paragraph 23, Liz Brimble reported that the tender for Presenting Officer services had closed and the contract had been awarded to Kingsley Napley LLP, a large firm with rich experience in regulatory work having undertaken work for NCTL, GDC and GOC amongst others.
- 12.7 Liz Brimble reported that induction training for new panel members was scheduled for 30th April; members who could not attend would be given one-to-one training. The Chief Executive confirmed that the newly appointed FE members added to an ample pool of panel members, and EWC would be recruiting support staff members in a year's time.

- 12.8 Council discussed the venues used for Fitness to Practise hearings and was informed that they must meet certain requirements including privacy and adequate space. Hotel rates were reviewed regularly by the Fitness to Practise team. The Chief Executive explained that EWC was not in a financial position to purchase a building, but it hoped to rent further space in Eastgate House and bring the South Wales hearings 'in-house' to save money over the long-term. North Wales hearings would continue to take place in Flintshire.
- 12.9 Members were invited to attend a hearing as part of their induction training; the Council Secretary would circulate a list of scheduled dates. One member put forward her view that the Fitness to Practise work could generate negative feelings amongst the workforce, and encouraged other members to attend so that they could experience the process and appreciate the level of scrutiny that was involved. Liz Brimble added that only three High Court appeals had been made which was testament to the robustness of its processes.
- 12.10 The Chief Executive explained that, after staffing, Fitness to Practise was the largest area of expense for EWC. He warned that work was demand-led and if the number of cases increased dramatically it would have financial implications for the Council as the budget was already very tight.
- 12.11 There were no further queries and members were content to note the update report on the Council's Fitness to Practise work.

13. Draft Response to Welsh Government Consultation on the Registration of School Learning Support Workers with the EWC (EWC 07/15)

- 13.1 The Chief Executive introduced this paper and the draft response to the Welsh Government Consultation on the Registration of School Learning Support Workers with the EWC. He explained that the definition of FE support staff had been set out in primary legislation, but this had not been the case for school support staff. Members were invited to identify persons to add to the list of those who will and will not need to register with EWC (questions 2 and 3) to help shape the Council's response.
- 13.2 The Chairperson explained that a common sense approach was taken to FE, and likewise a list of school support staff should include any individual whose work involves teaching or learning. Members suggested sports and music coaches, and the Chief Executive agreed that these would usually need to be registered. One member suggested science and IT technicians who might take on supervisory roles during practical sessions. Others suggested inclusion officers, Welsh in Education officers and challenge advisers as roles that might involve teaching. Officer agreed to incorporate these roles into the draft consultation response.

- 13.3 One member warned about focusing too narrowly on job titles, when it was the job description that was more relevant. The Chief Executive agreed and added that Welsh Government had not produced an exhaustive list of job titles, but instead given examples of different roles. As in the case of FE, individuals that only occasionally had teaching or learning responsibilities may not need to register if their substantive job involved other activities.
- 13.4 One member pointed out that there were many multi-faceted roles within school support staff, and queried whether individuals would be asked to register their main role depending on working hours. The Chief Executive agreed that this was sometimes the case and a common sense approach to registration was needed.
- 13.5 The Chief Executive confirmed that the draft response would be revised in light of Council discussion and final drafts would go to the Executive and Registration & Regulation Committees in June for approval, prior to the 1st July deadline. Once the definition of school support staff had been decided by Welsh Government, EWC officers would begin to develop guidance in preparation for their registration in April 2016.

14. Professional Learning Passport (EWC 08/15)

- 14.1 The Chief Executive introduced this paper which provided a progress report on the establishment of a Professional Learning Passport for registered practitioners in Wales on behalf of the Welsh Government. He explained that this was an exciting new development for EWC, as the Passport was a significant Ministerial priority under the government's New Deal for the education profession.
- 14.2 Members were informed that the EWC Professional Development & Funding team currently tracked teachers through the early stages of their careers and this included the completion of an Induction profile. In September 2014, an online profile was introduced which was linked to the Register and usage of this was very high (93% of NQTs). Welsh Government wanted EWC to extend this by introducing basic online portfolios (or Professional Learning Passports) for all practitioners in September 2015 to capture their CPD. This would undergo further development involving a detailed project plan, which would result in the introduction of an enhanced Passport from September 2016.
- 14.3 The Chief Executive reported that this work was grant-funded for 2015-16 with £50,000 from the Welsh Government for staffing, marketing and user engagement. He explained that the Passport would require significant engagement with practitioners and the funding would be used in part to establish focus groups for all registrant groups to ensure that the

specification is developed in line with the requirements of the profession. Officers would also work closely with trade unions in this respect.

- 14.4 Council discussed the willingness of practitioners to engage with the Passport. The Chief Executive explained that NQTs had no option but to use the online portfolio in order to complete their Induction period; however, officers anticipated that practitioners who had been in the profession for many years may be more reluctant to use it. One member proposed that employers should be urged to allow practitioners access IT to encourage usage. It was reported that officers were recommending a holistic approach to Welsh Government i.e. the Passport could be used to integrate a number of initiatives under the New Deal; it was hoped that practitioners would be more willing to use the system if it met multiple needs.
- 14.5 In response to a member's query, the Chief Executive confirmed that officers were researching similar products in order to develop the Passport, adding that GTCS had recently launched a similar online portfolio and officers were keen to learn from their colleagues in Scotland. The Chairperson informed Council that GTCW had been involved in a European project for online portfolios, and officers intended to fully utilise their experience in this area.
- 14.6 With regards to access, the Chief Executive confirmed that the portfolio would be personal to the individual and confidential; it would be linked to the EWC Register so it would be secure. He added that the enhanced Passport would include an option for the individual to share their portfolio with others should they choose.
- 14.7 One member commented that, in addition to funding, the Welsh Government needed to ensure practitioners had the time to undertake and record CPD.
- 14.8 There were no further comments. The Chief Executive confirmed that progress on the EWC work towards the Professional Learning Passport would be reported regularly to Council and the Executive Committee.

**15. Teaching Tomorrow's Teachers – options for the Future of ITT in Wales
(EWC 09/15)**

- 15.1 The Chief Executive introduced this paper and the accompanying report by Professor John Furlong which recommended options for the future of Initial Teacher Training in Wales (at Annex A). Members were informed that one proposal coming out of the report directly related to Council, namely that Welsh Government should establish a 'Teacher Accreditation Board' within the EWC.

- 15.2 The Chief Executive reported that the accreditation of training was familiar ground for professional bodies, and it fell under the remit of other GTCs. In Wales, teacher training accreditation was undertaken by the Higher Education Funding Council for Wales (HEFCW), which had been given the work prior to the existence of GTCW; the GTCW had raised this with Welsh Government many times over the years.
- 15.3 Members were informed that the report would be discussed by the National Assembly during a plenary debate on 16th June. It was noted that the recommendation that related to EWC, unlike some other recommendations, did not require substantial funding. Officers would have a discussion with Welsh Government officials after the 16th June to establish whether EWC would be formally required to carry out accreditation of training.
- 15.4 One member stated that the word ‘endorse’ was used in FE, rather than accreditation, and the wording might need to be considered if EWC was asked to carry out this work.
- 15.5 Members were content to note the paper and there were no further comments.

16. Any other business (EWC 10/15)

- 16.1 No other business was raised.

17-19. For Information Items

Members received in “For Information” papers, reports on:

- GTCW Response to Welsh Government Consultation on ‘Teacher Assessment: Strengthening Arrangements to Improve Reliability, Consistency and Confidence’
(EWC 10/15)
- GTCW Submission to the Independent Review of Higher Education Funding and Student Finance Arrangements in Wales (Diamond Review)
(EWC 11/15)
- Quarterly Review (January –March 2015)
(EWC 12/15)

The Council then moved into private session.