

EDUCATION WORKFORCE COUNCIL  
CYNGOR Y GWEITHLU ADDYSG

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

**DATE: 8<sup>th</sup> July 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
James Harris	Berni Tyler
Mark Isherwood	

**Apologies:**

Jo Gauden

**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]

**1. Welcome and Preliminaries**

1.1 Angela Jardine, (*Chairperson*), welcomed members to the second meeting of the Education Workforce Council (EWC).

1.2 Apologies had been received from colleagues at TCI, GTCNI and GTCS.

**2. Declarations of Interest**

2.1 There were no declarations of interest.

### **3. Chairperson's Correspondence and Report**

- 3.1 The Chairperson informed members that she had had no correspondence with the Minister since the last Council meeting. She reported that she and Hayden Llewellyn (*Chief Executive*) were scheduled to meet the Minister and Julie James, Deputy Minister for Skills and Technology, on 29<sup>th</sup> September 2015. Members were reminded that the Minister was planning to attend the next meeting of Council on 17<sup>th</sup> November 2015.

### **4. Draft minutes of the Council meeting of 22<sup>nd</sup> April 2015**

- 4.1 The Chairperson took Council through the draft minutes of 22<sup>nd</sup> April 2015 page by page. Members were content to approve the minutes as a correct record of that meeting.

#### Matters arising:

- 4.2 Minute 11.8 – FE sector review. One member updated Council that the review of the FE sector MA and PGCert was complete and recommendations were currently with the Coleg Cymraeg board. These included a recommendation to carry out a holistic overview of management training across the FE sector in partnership with EWC. The Chief Executive confirmed that he would discuss this with the Chief Executive of Coleg Cymraeg at their meeting scheduled for 4<sup>th</sup> August 2015.

- 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 There were no issues notified.

### **6. Draft Minutes of the Executive Committee meeting of 4<sup>th</sup> June 2015**

- 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 & Regulation Committee meeting of 4<sup>th</sup> June 2015**

- 7.1 Jane Setchfield (Chair of Registration & Regulation Committee) presented these minutes. She reported that there were no matters arising to draw to members' attention that were not covered later on the agenda.
- 7.2 No queries were raised by members.
- 7.3 The Chief Executive informed Council that Jane Setchfield had accepted the invitation to Chair the Registration & Regulation Committee for a two-year period, proposing that another member should have the opportunity to Chair from 2017 onwards.

**8. Draft Minutes of the Audit & Scrutiny Committee meeting of 24<sup>th</sup> June 2015**

- 8.1 Roberto De Benedictis (Chair of Audit & Scrutiny Committee) presented these minutes which had been sent out under separate cover. He reported that there were no matters arising to draw to members' attention that were not covered later on the agenda.
- 8.2 No queries were raised by members.
- 8.3 The Chairperson informed Council that this had been the first meeting attended by the EWC Audit & Scrutiny Lay Member, Andrew Bellamy, who had previous experience working in this capacity for organisations including the Care Council for Wales and Estyn.

**9. Report from the Chief Executive (EWC 13/15)**

- 9.1 The Chairperson introduced this new standing agenda item, explaining that similar reports were made to other teaching councils and organisations. The role of EWC was developing at such a pace that officers were becoming aware of proposed changes and new governance information on a regular basis. This report was intended to update Council on a range of matters not covered elsewhere on the agenda and would enable members to sense the direction of change.
- 9.2 The Chief Executive reported that the Minister had made a presentation to the Cabinet Office on 6<sup>th</sup> July 2015 on the future role of the EWC, and there would be a public note of the meeting available within a fortnight. The Minister had indicated four additional areas of work, namely: the Professional Learning Passport, a potential role in the accreditation of initial teacher training (ITT), ownership of professional standards for each registrant group and involvement in a professional learning exchange. If the Cabinet

Office was content with the proposals, the Welsh Government would need to consult before making amendments to legislation. The tabled extracts were further indication that future roles for EWC were forthcoming and would be discussed and consulted on.

- 9.3 The Chief Executive explained that officers had no details about the professional learning exchange, but Welsh Government officials had indicated it would involve the accreditation of CPD and the centralisation of information on an IT platform. He put forward his view that it would likely be the last of the four areas of work to possibly come to EWC. One member commented that it would be an excellent opportunity for EWC as a professional body to have responsibility for overseeing quality of CPD and ensuring it was appropriate, meaningful and accessible for the education workforce.
- 9.4 With reference to paragraphs 8 – 10 and Annex A, the Chief Executive reported that the Minister had made a statement on 23<sup>rd</sup> June 2015 broadly accepting the two recommendations of the Furlong Review of Initial Teacher Training which impacted upon the work of the EWC. Officers had attended an informal meeting with Professor Furlong and Welsh Government officials on 6<sup>th</sup> July 2015 for preliminary discussions about the work entailed in developing the necessary criteria. The first formal meeting of a group established by Professor Furlong to develop new criteria for the accreditation of ITT programmes in Wales would take place in September 2015.
- 9.5 One member commented that the work outlined by the Minister would require significant resources. The Chief Executive confirmed that he and the Chairperson had made clear to Welsh Government officials that any new work undertaken by EWC must be fully funded, either through grant-funding or, in time, through an increase to the Registration fee.
- 9.6 Another member acknowledged the concern about funding, but welcomed the new areas of work which he felt were core functions of any professional body. The Chairperson agreed and stated that Council had long aspired to have responsibility for these additional areas of work. She assured members that officers were positive and accommodating in discussions with Welsh Government officials, while ensuring the Council's financial situation was made clear.
- 9.7 With reference to paragraph 22, the Chief Executive informed members of upcoming staffing changes, including recruitment to the post of Welsh Language & Communications Officer and Deputy Chief Executive (*Qualifications, Registration and Fitness to Practise*). Appointments would be reported to Council at its meeting in November.

**10. Draft GTCW Annual Report & Annual Accounts 2014-15 (EWC 14/15)**

- 10.1 The Chief Executive introduced this paper, informing members that the draft GTCW Annual Report and Annual Accounts for 2014-15 had been presented to the Executive and Audit & Scrutiny Committee in June, respectively. No substantive changes had been made by the Committees, and the drafts were now presented to Council for approval.
- 10.2 Julia Evans (*Deputy Chief Executive – Finance, HR & Corporate Services*) updated Council on the end of year financial position. Members were informed that despite a planned deficit budget for the three years to 2013-14, the 2014-15 end of year accounts reported a surplus of £14,000. This improvement was largely due to the cost-savings drive initiated in September 2014 and changes in personnel. Council members commended EWC staff for the savings made and noted that EWC was in a stronger position than anticipated thanks to their efforts.
- 10.3 One member raised the Annual Lecture, which GTCW had reluctantly cancelled in 2014 as a cost-saving measure, stating that it had provided an excellent opportunity for registrants to meet and discuss educational issues. The Chief Executive said that there were significant benefits to the EWC in reintroducing the Lecture, however it needed to be affordable.
- 10.4 The Chairperson recommended the draft documents to Council and members were content to approve the GTCW Annual Report and Annual Accounts for 2014-15. Council was informed that the documents would be signed off by the Chief Executive, then passed to the Council's external auditors (Grant Thornton) and the Wales Audit Office for authorisation before being laid before the National Assembly for Wales.

**11. QTS, Registration & Induction Progress Report (EWC 15/15)**

- 11.1 Liz Brimble (*Acting Deputy Chief Executive -Qualifications, Registration and Fitness to Practise*) presented this paper updating members on the Council's work in relation to Registration and administering the award of Qualified Teacher Status (QTS) and Induction.
- 11.2 It was reported that 34,766 school teachers had registered with EWC to date and a further 1,000 newly qualified teachers (NQTs) were expected to register from September onwards; therefore, Council was likely to meet the budgeted figure of 35,500. However, EWC was unlikely to meet the budgeted figure of 7,000 FE teachers as only a small number of PGCE students were expected to join the 5,420 who had registered to date. An additional 270 registrants had registered in both categories. The Chief Executive stated that the combined number of registrants for 2014-15 was likely to be slightly under the total budgeted for. He confirmed that officers

were monitoring the situation closely and would use the figures to estimate future budgets, acknowledging that FE registrant numbers were likely to fall again in 2016-17 due to funding cuts in the FE sector.

- 11.3 With reference to paragraphs 19-20, Liz Brimble drew members' attention to the requests for data provision. She highlighted the number of requests received by EWC and the unique, high-quality data held on its Register.
- 11.4 It was reported that officers were expecting the final results from ITET providers the following day; this would enable EWC officers to issue QTS certificates by the 1<sup>st</sup> August 2015 deadline.
- 11.5 With reference to paragraph 16, Liz Brimble reported that the presentation arranged for the Teach First Cymru trainees had been cancelled by the programme leader and no alternative date had been provided; officers had informed Welsh Government officials. Council expressed concern about the cancellation as presentations were made for the benefit of the students and members did not want any section of the education workforce to be marginalised. Members were assured that officers would continue to try to schedule presentations for Teach First Cymru programme in the future.
- 11.6 Liz Brimble explained that individuals on the Teach First Cymru programme were only required to register with EWC from the second year onwards, and members expressed concern that individuals were working in schools during the first year of the programme. The Chief Executive confirmed that from April 2016, individuals in the first year of the Teach First Cymru programme would be required to register in the support staff category.
- 11.7 One member raised the issue of independent sector regulation as she was concerned that members of the education sector working in private schools did not need to register. Officers explained that Council had recommended the regulation of independent school practitioners be included in the 2014 Act and had lobbied Welsh Government officials on this matter for some years. However, the Welsh Government had chosen not to extend the EWC's remit to include the independent sector in legislation.
- 11.8 Members were informed that officers engaged with the independent sector through meetings with the Welsh Independent Schools Council, and some private schools actively encouraged staff to register voluntarily as a mark of quality. A number of private tutors also registered voluntarily to demonstrate they belong to a professional body. The Chief Executive put forward his view that it was too early to push for changes to the recent legislation, but agreed to raise the issue at the meeting with the Minister on the 29<sup>th</sup> September 2015.

11.9 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.

**12. Funding of Induction, EPD & MEP Progress Report (EWC 16/15)**

12.1 Liz Brimble presented this paper updating members on the Council's work in administering funding, tracking and recording arrangements for school teacher Induction, the Masters in Educational Practice (MEP) and Early Professional Development (EPD) on behalf of the Welsh Government.

12.2 Members were referred to Annex A which set out payments made to date in relation to Induction, EPD & MEP and informed that all Welsh Government key performance indicators had been met. The deadline for summer term claim forms was 17<sup>th</sup> July 2015.

12.3 With reference to paragraphs 6- 9, Liz Brimble reported on the upcoming changes to the Induction Programme. She explained that the Welsh Government plan for all four consortia to run individual programmes from September 2016 was based on the hub-school model and officers would work closely with consortia over the next year. Only one consortium (Central South) was introducing a programme prior to this, commencing September 2015; officers were currently helping colleagues at the consortium with start-up processes.

12.4 The Chairperson added that officers would closely monitor developments with the induction programmes. In the past, GTCW had argued for equality of standards and quality of Induction across Wales, and she was concerned that the changes would bring disparity. She was keen that the reputation of EWC was not damaged by the perception that it was responsible for any disparity in the future.

12.5 Liz Brimble referred members to paragraph 19 and reported that EWC had received a total of 50 responses to the non-MEP survey. Officers were awaiting confirmation from Cardiff University to proceed with the analysis, given the poor response rate.

12.6 No further matters were raised and members were content to note the contents of the progress report.

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

13.1 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.

- 13.2 Members were referred to the Fitness to Practise casework numbers set out in Annexes A to C and informed that, to date, 30 hearings had taken place or were scheduled to take place in 2015-16. The Council had budgeted for a total of 40 hearings.
- 13.3 With reference to paragraphs 18-20, Liz Brimble reported that the new law firm undertaking the Council's presenting officer services had produced work for the most recent Investigating Committee. Officers were impressed by their organisation and attention to detail and felt confident it had been a positive appointment.
- 13.4 Members were informed that officers had obtained the services of a surveyor to assist with landlord negotiations to lease additional floors in Eastgate House, although these were temporarily suspended as the building changed owners. It was hoped that additional office space would allow EWC to bring Fitness to Practise hearings in-house and reduce associated costs. In response to a member's query about purchasing a property, Julia Evans explained that there was a limited Welsh Government interest-free loan available with a modest repayment period which Council may call upon for refurbishment of further office space. The Chief Executive reminded members that EWC had no financial reserves to make a down payment on a property but suggested that this might be a long term aspiration for the future.
- 13.5 One member thanked officers for the invitation to attend a Fitness to Practise hearing as part of Induction training, and commended the work of that team.
- 13.6 He commented that the panel he had witnessed had placed great scrutiny on the management practices of the local authority, as well as the actions of the individual. The Chief Executive informed members that Fitness to Practise panels were required to focus on the allegations against the individual and in doing so often found apparent deficiencies in local processes; however, it was not Council's role to provide feedback in this area.
- 13.7 Another member commented that the subject of the hearing she had witnessed had attended without representation. The Chief Executive explained that officers encouraged registrants under investigation to seek representation but approximately 25% chose to represent themselves and a further 25% neither engaged with the EWC directly nor chose to have third-party representation. These scenarios were very familiar to the Fitness to Practise team and panel members and there were stringent procedures in place to ensure fairness of proceedings and balance the independence of the EWC.
- 13.8 The Chief Executive reassured Council that its legal advisers were highly experienced in professional regulation and ensured individuals attending

without representation had a clear understanding of the process. This could take considerable time and frequently delayed the main business of the hearings. This in turn increased Fitness to Practise costs in terms of time, for example in relation to members' expenses, legal fees and venue hire.

- 13.9 There were no further queries and members were content to note the update report on the Council's Fitness to Practise work.

#### **14. Support Staff Engagement & Registration Progress Report (EWC 18/15)**

- 14.1 The Chief Executive introduced this paper which provided a progress report on the registration of learning support workers from April 2016 and communication of the new requirements.
- 14.2 It was reported that officers were working with employers to agree arrangements for the registration of learning support workers. Meetings had taken place with local authorities and private supply agencies on 2<sup>nd</sup> and 7<sup>th</sup> July, respectively. They had been well attended and processes had been agreed for data exchange and fee collection. Officers were scheduling a meeting with Colegau Cymru in the autumn term to discuss registration of learning support workers in the FE sector.
- 14.3 The Chief Executive reported that work had commenced in communicating the new requirement to register to learning support workers, and officers aimed to raise awareness and understanding of what this would entail. Officers were making presentations to headteacher groups and unions (Unison, GMB and Unite) to spread the message and redress any confusion about arrangements. Members were encouraged to use their own contacts to spread the message about the new requirement.
- 14.4 Council was informed that officers were using briefing notes, press releases, postcards and the EWC website and e-newsletter to engage the support staff sector. Members suggested that Facebook might have a broader reach than Twitter in terms of communicating with learning support staff workers and parents. Karen Evans explained officers had decided against an EWC presence on Facebook because, unlike Twitter, it was very resource-heavy in terms of staff capacity which, along with finance, was a major issue for the Council. In terms of communicating the new requirements to parents, she added that she would pursue a contact at the Parent Teacher Association (PTA) Wales.
- 14.5 One member suggested that appropriate material could be provided to local authorities to pass on to schools and officers agreed they would explore this. It was confirmed that officers would also be writing to all headteachers in October inviting them to disseminate information about the registration requirement for learning support workers. In response to a member's query,

the Chief Executive explained that EWC would not be using a poster campaign as Welsh Government had chosen to focus on this channel of communication.

- 14.6 It was reported that the learning support staff page on the EWC website was being regularly updated with relevant information, and was receiving a lot of traffic. Officers were currently looking into the possibility of uploading video content to the website as a further means of communication.
- 14.7 With reference to paragraphs 8-12, the Chief Executive updated Council on developments with the Registration fee. It was confirmed that learning support workers would pay an annual fee of £15. The Chairperson noted that Council needed to reassure itself that, ultimately, the financial model put in place by Welsh Government would allow EWC to deliver its functions effectively.
- 14.8 There were no further queries and members were content to note the Council's progress on the registration of learning support staff workers and the communication of the new requirement.

**15. Professional Learning Passport (EWC 19/15)**

- 15.1 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 reported that the basic version of the Professional Learning Passport had been specified and was currently under development. Following testing, it would be in place from September 2015.
- 15.2 Members were informed that officers were undertaking significant work to engage practitioners and employers and raise awareness of the Professional Learning Passport. A number of schools had been enlisted to work with Council and use the basic Professional Learning Passport with a view to finalising the specification for the enhanced Professional Learning Passport ready for introduction in September 2016. Officers would also work with union practitioner groups, ADEW and Colegau Cymru to develop the enhanced version.
- 15.3 One member welcomed the introduction of the Professional Learning Passport and commented that it should remain the property of the individual, rather than be used as a management tool, and it should not be workload intensive. She added that practitioners must have access to CPD opportunities in order to complete the Professional Learning Passport. The Chief Executive said that similar points had been made by teaching unions.

- 15.4 Another member reported that the Executive Committee had received a demonstration of the Professional Learning Passport and was satisfied that it met the above criteria and provided basic functionality as intended. He went on to commend officers on their work in developing the basic version of the Professional Learning Passport, which the Committee had found impressive. The Chairperson concurred and stated that the timely and efficient introduction of the Professional Learning Passport would boost the reputation of the EWC and may lead to further work from the Welsh Government in the future.
- 15.5 The Chief Executive reported that Council would receive a demonstration of the basic version of the Professional Learning Passport at its meeting in November, and the Executive Committee would oversee the work in developing the enhanced version.
- 15.6 There were no further comments, and members were content to note the Council's progress on the development of the Professional Learning Passport.

**16. Any other business**

- 16.1 No other business was raised.

**17-19. For Information Items**

Members received in "For Information" papers, reports on:

- EWC Response to Welsh Government Consultation on the Registration of School Learning Support Workers with the EWC  
**(EWC 20/15)**
  
- EWC Response to the Children, Young People & Education Committee of the NAFW's Consultation on 'Welsh Education Strategic Plans'  
**(EWC 21/15)**
  
- Annual Statistics Digest 2015  
**(EWC 22/15)**

**The Council then moved into private session.**