

EDUCATION WORKFORCE COUNCIL  
CYNGOR Y GWEITHLU ADDYSG

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

**DATE: 17<sup>th</sup> November 2015**

**LOCATION: Tŷ DYSGU, The Conference Centre, Treforest**

**Present:**

**Members:**

Angela Jardine (Chairperson)	Helen O'Sullivan
Paul Croke	Kevin Pascoe
Isobel Davies	Hugh Patrick
Roberto De Benedictis	Jane Setchfield
John Griffiths	Berni Tyler
James Harris	Jo Gauden

**Apologies:**

Mark Isherwood  
Robert Townsend

**Officers:**

Hayden Llewellyn	Chief Executive
Elizabeth Brimble	Deputy Chief Executive (Qualifications, Registration and Fitness to Practise)
Julia Evans	Deputy Chief Executive (Finance, HR and Corporate Services)
Karen Evans	Policy, Planning and Communications Manager
Beverley Price	Council Secretary [minutes]
Jessica Williams	Executive Assistant to the Chief Executive [minutes]

**1. Welcome and Preliminaries**

- 1.1 Angela Jardine, (*Chairperson*), welcomed members to the third meeting of the Education Workforce Council (EWC).
- 1.2 Apologies had been received from members Mark Isherwood, Robert Townsend and colleagues at TCI, GTCNI and GTCS.
- 1.3 The Chair informed members that future Council meetings would commence at 10:00am to accommodate members' travelling times.

- 1.4 Members were reminded that the Minister for Education and Skills, Huw Lewis would be attending the next Council meeting.

## **2. Declarations of Interest**

- 2.1 There were no declarations of interest.

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

- 3.1 The Chair updated members on her and Hayden Llewellyn's (*Chief Executive*) meeting with Huw Lewis, the Minister of Education and Skills and his deputy Julie James on the 28<sup>th</sup> September 2015. The Chief Executive concluded that the meeting was positive and the Minister confirmed his support to the Council and his intention to consult on extending the EWC's powers in January. The Chair added that the Minister was pleased with the progress of the EWC since its transition from GTCW in April 2015.
- 3.2 The Chair updated members on the meeting of the Early Years Partnership Board on 9<sup>th</sup> July 2015. She commented that her attendance acted as another means of ensuring that the EWC's presence was felt across the sector. She reported that the next meeting was scheduled for March 2016.

## **4. Draft Minutes of the Council Meeting of 8<sup>th</sup> July 2015**

- 4.1 The Chair took the Council through the draft minutes of the 8<sup>th</sup> July 2015 Council meeting page by page. Members were content to approve the minutes as an accurate record of that meeting.

### Matters Arising:

- 4.2 Minute 4.2 – FE sector review. One member asked for a progress update in relation to the review of the FE sector and MA leadership. The Chief Executive said that he was due to meet the new Chief Executive of Colegau Cymru shortly and would make enquiries.
- 4.3 Minute 11.5 – Teach First Cymru. One member asked if any presentations had been scheduled. Liz Brimble (*Deputy Chief Executive – Qualifications, Registration and Fitness to Practise*) answered that there was a new leader of the programme who had been more proactive in engaging with the Council and presentations were ongoing.
- 4.4 Minute 11.7 – Independent sector. One member queried if there had been any further information on the registration of practitioners in the independent sector and noted thanks to the Chief Executive for voicing the Council's view in response to

the recent Welsh Government review. The Chief Executive answered that the consultation had closed and the report was awaited.

**5. To receive notification of any issues which members wish to raise in respect of the 'Information' items (Agenda items 22-25)**

5.1 There were no issues notified.

**6. Draft minutes of the Executive Committee meeting of 22<sup>nd</sup> September 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 and Regulation Committee meeting of 22<sup>nd</sup> September 2015**

7.1 Jane Setchfield (Chair of Registration and 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.

**8. Draft minutes of the Audit and Scrutiny Committee meeting of 23<sup>rd</sup> September 2015**

8.1 Roberto De Benedictis (Chair of Audit and Scrutiny Committee) presented these minutes. 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.

**9. Report from the Chief Executive**

**EWC 23/15**

9.1 The Chair invited the Chief Executive to present this paper. The Chief Executive notified members that the Annual Lecture would return on 6<sup>th</sup> June 2016 following the decision to cease the event in 2013 due to financial constraints. He explained that the event would be named 'Professionally Speaking' and would involve a more interactive approach. Professors Donaldson and Furlong had been secured as the first two speakers and the EWC were currently considering an appropriate

rapporteur to host the evening. The Chief Executive explained that sponsorship from the Open University had been obtained. Members commended the decision to revive the Annual Lecture as it gave a platform to discuss current educational matters and enhanced the Council's profile and value.

- 9.2 The Chief Executive updated members on the EWC's input in relation to professional standards, the accreditation of Initial Teacher Training (ITT) and the proposed curriculum change in line with the Donaldson review. He noted that the EWC was particularly positive about the involvement with the professional standards and accreditation of ITT given Government's intention to consult on additional powers for the Council on these matters in due course.
- 9.3 With reference to the Annual Workforce Survey, the Chief Executive informed members that there had been an agreement that the EWC would facilitate this on behalf of Welsh Government. He notified members that a meeting had been scheduled for December to discuss the proposals with officials.
- 9.4 One member suggested that the Council might be more proactive in commenting on specific issues in the press and in issuing press releases. The Chief Executive, assisted by the Policy, Planning and Communications Manager set out the Council's approach for communications and the press. The Chief Executive explained the Council had significantly extended its communications capacity and activity despite financial constraints. He warned that the Council needed to be cautious in its press activities given its role as a regulator and its relationships with external stakeholders.

## **10. Welsh Government Proposals to Transfer Functions to the EWC EWC 24/15**

- 10.1 The Chief Executive presented this paper and referred members to the transcript from the National Assembly plenary meeting on 15<sup>th</sup> September at Annex A. He confirmed that there would be a consultation between January and March in regards to transferring the following additional functions to the EWC:
- the accreditation of Initial Teacher Training.
  - the ownership of professional standards.
  - ensuring quality and professional learning.
- 10.2 One member voiced concern in relation to the funding of the additional functions. The Chief Executive said that this was key information the Council was awaiting clarification on. He noted that both he and the Chair had previously expressed Council's preference of grant funding for the first phase of any new work of this nature.
- 10.3 Another member queried the notion that there was no funding available to implement the New Deal in which these additional functions would be categorised under. The Chair reiterated the Chief Executive's earlier statement but reminded

members of the launch of the Professional Learning Passport as part of the New Deal which was funded by Welsh Government and facilitated by the EWC.

- 10.4 The Chief Executive invited members to note how the FE sector had also expressed that the New Deal is for all practitioners and not just school teachers.

**11. Revised Standing Orders and Code of Conduct & Best Practice for Members**  
**EWC 25/15**

- 11.1 The Chief Executive presented this paper and informed members that the members' induction training in April had identified the need for several amendments to the two documents.
- 11.2 The Executive Committee had received the documents in September and were recommending them to Council for approval. The Council approved each document.

**12. Six Month Financial Review**  
**EWC 26/15**

- 12.1 Julia Evans (*Deputy Chief Executive – Finance, HR and Corporate Services*) presented this paper and invited members to note the financial stature of the EWC from 1<sup>st</sup> April to 30<sup>th</sup> September. She noted that the figures should be reviewed with caution as the Council received 90% of its income at the beginning of the year with a 12 month flow of expenditure to follow.
- 12.2. With reference to the fee income, Julia Evans noted the number of registrants was slightly above the number estimated for the year.
- 12.3 It was reported that staff costs were showing a favourable variance due to a reduction in travelling costs and the recent focus on Learning Support Workers which had its own budget allocation.
- 12.4 Julia Evans informed members that the significant direct cost expenditure was the Fitness to Practise casework. She noted that this expenditure was traditionally difficult to forecast but costs were expected to be in line with the budget.
- 12.5 Julia Evans drew members attention to paragraph 17 which noted the surplus accumulated during the last period. It was noted that the EWC was in a difficult financial position at its configuration and so all surplus would be used to rebuild reserves.
- 12.6 Members were informed that additional office space was still being sought to bring the Fitness to Practise hearings in-house and there had been no update in terms of acquiring an additional floor at the Eastgate House building.

- 12.7 One member queried the Council's financial position compared to other bodies, such as the Care Council for Wales (CCW). The Chief Executive explained that the CCW was constituted and funded differently to the EWC. It was also pointed out that other teaching councils had significant levels of financial reserves.
- 12.8 The Chair and members recorded thanks to officers for their work in improving the Council's financial position in comparison to the GTCW before the transition.

**13. QTS, Registration & Induction Progress Report EWC 27/15**

- 13.1 Liz Brimble (*Deputy Chief Executive – Qualifications, Registration and Fitness to Practise*) presented this paper and noted the expected 42,500 registrants had been exceeded with an actual figure of 42,590 to date.
- 13.2 Members were invited to note paragraphs 14 and 15 relating to the presentations given to trainee school teachers and PGCE FE students. It was reported that the figure had now increased from 38 to 41, demonstrating the ongoing demand for interaction with practitioners.
- 13.3 Liz Brimble informed members that the first statistical data about FE teachers would be published by the Council shortly.
- 13.4 One member queried the process of dealing with non-compliance amongst registrants. Liz Brimble explained the Council's well established procedures and reassured members that compliance by employers was high.

**14. Funding of Induction, EPD & MEP Progress Report EWC 28/15**

- 14.1 Liz Brimble presented this paper noting all payments were up to date and the Council had met all of the performance indicators set by Welsh Government.
- 14.2 Members were referred to paragraph 10 which set out details about regional consortia run pilot Induction programmes. It was noted that EAS had 60 and CSC had 255 practitioners participating in the Induction programme pilot.
- 14.3 Liz Brimble drew members' attention to paragraph 22 and 23 containing an update on the development of the MEP online library, which the EWC would be developing. Members were informed that officers were due to meet with Cardiff University representatives on 7<sup>th</sup> December 2015 to discuss this work.
- 14.4 Members were informed that the start date for the new Welsh Government Masters was currently unknown.
- 14.5 One member commented on the level of withdrawals from the MEP. The Chief Executive noted that the MEP programme was always optional and being so early in

a practitioner's career had resulted in high dropout rates. He noted that the Council had historically voiced its concerns in respect of this matter.

**15. Fitness to Practise Progress Report**

**EWC 29/15**

- 15.1 Liz Brimble presented this paper and drew members' attention to the fact that the number of hearings was likely to be below the projected budget of 40.
- 15.2 In contrast, Suitability for Registration meetings were expected to exceed the budgeted number, though these were less costly to administer.
- 15.3 Members were invited to note the new presenting officer services appointed following an invitation to tender earlier in the year. Liz Brimble noted that committee members and officers had been impressed and assured by the quality of the provision to date.
- 15.4 One member queried the professions of the panel members highlighting that 9 members were school teachers. Liz Brimble explained that in parallel with recruiting learning support panel members for April 2016, officers would also be reviewing current panel members. The Chief Executive said it was possible that a small numbers of additional school and FE teachers may need to be recruited.
- 15.5 The Chief Executive added that the EWC had been proactive in raising its public profile in respect of the Fitness to Practise casework with a greater emphasis on "prevention". Many presentations had taken place specifically on the work and a social media guide was being prepared.

**16. Support Staff, Youth Workers and Work Based Learners Registration Progress Report**

**EWC 30/15**

- 16.1 Liz Brimble presented this paper, outlining the timetable and work to date in preparing to register learning support workers from April 2016.
- 16.2 One member asked if any issues relating to the cost of the registration fees had been raised whilst undertaking presentations. The Chief Executive explained that such queries were common but reiterated that the Council had no control over setting the fee levels.
- 16.3 Another member queried the suggestion that employers would be liable for the registration fee of each employee. The Chair replied that the Council had to remain neutral on the matter as it had no remit for pay, terms and conditions.

## **17. Professional Learning Passport**

**EWC 31/15**

- 17.1 Liz Brimble presented this paper and updated members on the usage of the initial prototype. Members were informed that around 2000 users were using the Professional Learning Passport (PLP) through the Induction profile and over 700 practitioners had created the PLP specifically.
- 17.2 Following its successful launch, engagement for the advanced version of the PLP was well underway and Liz Brimble updated members on the range of engagement activities to date.
- 17.3 Members were informed that the final Union Practitioner meeting had taken place however it was noted that there was a particularly low attendance at two out of three of these groups, which was disappointing. This was being fed back to teacher unions.
- 17.4 One member recorded thanks to Bethan Stacey (Professional Development and Funding Manager) for leading this work. The Chair seconded this noting the positive feedback she had received from practitioners about the PLP.
- 17.5 The Chief Executive informed members that discussions with Welsh Government FE official Andrew Clark had identified Welsh Government's support for the PLP in implementing it sector wide.

## **18. Draft Annual Report on the Welsh Language Scheme**

**EWC 32/15**

- 18.1 Karen Evans (*Policy, Planning and Communications Manager*) introduced the report which was due for submission to the Welsh Language Commissioner by 31<sup>st</sup> December 2015.
- 18.2 One member asked how many EWC documents were downloaded through the medium of Welsh in comparison to the amount of Welsh speaking registered practitioners. The Chief Executive said that this could be checked.

## **19. Quarterly Review 1 July- 30 September 2015**

**EWC 33/15**

- 19.1 Karen Evans presented this paper and the Chair took members through the annexed reports attached.
- 19.2 The Chief Executive highlighted the Council's key achievements to date against each objective.
- 19.3 The Chief Executive then invited members to note all performance indicators set by Welsh Government as detailed in Annex A.



**20. Election of Council Chair 2016-2019**

**EW C 34/15**

20.1 The Chair invited members to note this paper in preparation for the election process to begin in January 2016.

20.2 Members were content to receive the documents for information.

**21. Any other business**

21.1 No other business was raised.

**22-25. For Information Items**

Members received reports 'For Information' on:

- Quarterly Review 1 April-30 June 2015 **(EW C 35/15)**
- Progress Report on Equality Objectives 2015-2016 **(EW C 36/15)**
- Annual Reports and Accounts 2014-2015 **(EW C 37/15)**
- EW C Responses to External Consultations **(EW C 38/15)**

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

**Following the private session, there was an informal meeting discussing the Strategic Plan 2016-19 and Operational Plan 2016-17.**