

EDUCATION WORKFORCE COUNCIL  
CYNGOR Y GWEITHLU ADDYSG

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

**DATE: 12 March 2019**

**LOCATION: EWC Offices, 10<sup>th</sup> Floor, Eastgate House, Cardiff**

**Present:**

**Members:**

Angela Jardine	James Harris
Isobel Davies	Jane Setchfield
Hugh Pattrick	Clare Jones
Robert Townsend	Berni Tyler
Paul Croke	John Griffiths
Roberto De Benedictis	

**Apologies:**

Helen O’Sullivan	Kevin Pascoe
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**Officers:**

Hayden Llewellyn	Chief Executive
Elizabeth Brimble	Director of Qualifications, Registration and Fitness to Practise
Bethan Stacey	Director of Professional Development, Accreditation and Policy
Lisa Winstone	Director of Finance and Corporate Services
Beverley Price	Council Secretary (minutes)

**Observers:**

Angela Guarino	Executive Assistant to the Chief Executive
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**1. Welcome and preliminaries**

- 1.1 Angela Jardine, (*Chairperson*), welcomed members to the fourteenth meeting of the Education Workforce Council (EWC) and reminded members that this was the final meeting of the current Council. She referred members to the tabled letters from the Chairperson which expressed her gratitude to members for their contributions and support over the last four years.
- 1.2 Apologies had been received from Helen O’Sullivan, Kevin Pascoe and colleagues at TCI, GTCNI and GTCS.
- 1.3 The Chairperson welcomed Angela Guarino to the meeting who was in the observer’s gallery. Members were informed that Angela had recently been appointed as the Executive Assistant to the Chief Executive.

- 1.4 Members were asked to note the two tabled papers which would be covered later in the agenda.
- 1.5 As the financial year end was approaching, members were asked to ensure that any expenses and supply cover claim forms were submitted to the Council Secretary by no later than the 29 March 2019.

## **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 the Minister for Education would be attending the Council meeting on 12 July 2019 to give a briefing session and meet the new Council.
- 3.2 Members were referred to the tabled paper which summarised the Council's main achievements from the past four years. She noted that the summary had been written at a high level but emphasised the significant amount of work behind each of the listed achievements. She thanked members for their significant contributions to this work.
- 3.3 Members concluded that the Council was in a strong position and echoed the Chairperson's thanks to all of the EWC's staff for their continuous hard work.

## **4. Draft minutes of the Council meeting of 20 November 2018**

- 4.1 The Chairperson took Council through the draft minutes of 20 November 2018 page by page. Members were content to approve the minutes as an accurate record of that meeting.

### Matters Arising

- 4.2 There were no matters arising.

## **5. To receive notification of any issues which members wish to raise in respect of the 'for information' agenda items (21-23)**

- 5.1 There were no issues notified.

## **6. Draft minutes of the Executive Committee meeting of 29 January 2019**

- 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 29 January 2019**

7.1 Jane Setchfield, Chairperson of the Registration and Regulation Committee presented these minutes. She noted that the Committee met for an additional meeting on the 22 February 2019 to discuss a single agenda item; the minutes of this meeting were included at EWC 05/19. She reported that there were no further matters arising to draw to members' attention that were not covered later on the agenda.

7.2 No other queries were raised by members.

**8. Draft minutes of the Audit and Scrutiny Committee meetings of 30 January 2019**

8.1 Roberto De Benedictis, Chairperson of the 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 other queries were raised by members.

**9. Report from the Chief Executive**

**EWC 01/19**

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 He firstly updated members on an item which was not covered in the report as it was a very recent development and had not been conceived at the time of the report being written. Following the correspondence sent on 19 February 2019, members were reminded that the subject of teachers' pay and conditions in Wales had been devolved to the Welsh Government in September 2018. The Welsh Government announced that it had appointed an Independent Welsh Pay Review Body (IWPRB) on 22 February 2019 and following this, the EWC was approached with regards to taking on the role of the Secretariat to the Body. The Chief Executive and Chairperson had discussed the full details of the Council's role with Welsh Government and were assured that the EWC would be facilitating the Body in a Secretariat capacity only and so would remain independent from the subject matter itself and of the Welsh Government. He explained the significance of these reassurances as pay and conditions were not within the remit of the EWC. He also reported that it had been agreed that the Council would undertake the work with the provision of being able to withdraw from future years should the arrangement not complement the EWC in the long run.

9.3 In agreeing to take on the Secretariat role, he reported that the Body's first year report was to be submitted to the Minister for Education on 12 June 2019. It was noted that this was a significant amount of work within a short timescale but reassured members that the Council had sufficient resources, staffing and expertise to be able to deliver the function.

9.4 One member noted that they felt reassured following initial concerns with regards to Council maintaining its independence and noted that the Council undertaking this work

would ultimately benefit the registrants as the Council would ensure high quality work and a smooth running process within the limited time constraints.

- 9.5 In response to a members' query, the Chief Executive noted that the EWC logo or any form of branding would not be attached to any correspondence or paraphernalia associated with the Body.
- 9.6 Referring to paragraph three, the Chief Executive reported that he and the Chairperson had attended a further meeting on 'maximising the middle tier' in December 2018 convened by the Welsh Government. It had been indicated that the group was intended to be independent of government with an independent Chair and would likely meet several times throughout the year.
- 9.7 In response to a members' query, the Chief Executive explained the Welsh Government's reasons for establishing the group. He also emphasised how the EWC was different to some of the other organisations present.
- 9.8 As outlined at paragraph 11, the Chief Executive and Chairperson had met with various Assembly Members. He also reported that he and the Chairperson would be meeting with the Minister for Education on 20 March 2019 to discuss the EWC obtaining the power to impose Interim Suspension Orders (ISOs). This meeting had been convened at the Minister's request.
- 9.9 The Chief Executive reported that the Council's engagement work continued to be extensive and referred members to the upcoming events listed between paragraphs 15 and 18. He particularly highlighted the Council's role in co-sponsoring the Vocational Qualification awards on 15 May 2019 and reported that engagement work across all registrant groups continued to be significant.
- 9.10 Members were content to receive the Chief Executive's report.

## **10. Transition to new Council**

**EWC 02/19**

- 10.1 The Chief Executive introduced this paper which updated members on the process of the new Council being appointed to begin term on 1 April 2019.
- 10.2 He reminded Council that six of the current members had been reappointed for another term and eight new appointments had been made. It was anticipated that the Minister for Education would formally announce the Council member appointments on 13 March 2019. The Chairperson thanked members for their patience with the process which had been ongoing for some time.
- 10.3 He reminded the reappointed members that the Induction Training day would be taking place on 11 April 2019 and would be followed by the first Council meeting on 12 April 2019 and asked members to ensure their availability on both days.

10.4 Referring to Annex A, members were asked to note the timetable for the election of Council Chairperson 2019. As outlined at paragraphs 10 -14, Council had previously agreed that the current Chairperson remain in this capacity until 31 August 2019 to allow sufficient time for an election to take place.

10.5 Members were content to receive the report.

## **11. Draft Strategic, Operational and related plans EWC 03/19**

11.1 Bethan Stacey (*Director of Professional Development, Accreditation and Policy*) introduced this paper and presented the suite of draft plans for members' consideration.

11.2 The plans had been shaped following members' feedback from the planning session that had taken place following the last Council meeting in November 2018. Council officers had also participated in a planning session in December 2018 to further form the draft plans. It was explained that the first draft of plans had been presented to the Executive Committee at its January 2019 meeting and were subsequently recommended to be approved by Council.

11.3 Since the Committee viewed the suite of plans, the draft budget had been developed underpinning the activities therein. Bethan Stacey invited Lisa Winstone (*Director of Finance and Corporate Services*) to highlight the budgetary considerations to Council.

11.4 She reported that the Council had had to account for a number of areas of additional expenditure which were not originally anticipated at the time of the initial planning. She noted that the majority of this additional expenditure had been offset by an increase in the Council's projected income. A refinement to the total for the end of period 2019-20 now forecast a deficit of £243,233 which was £7,000 more than what was originally planned.

11.5 In response to a members' query, the Chief Executive explained that the grant offer letter from the Welsh Government was yet to be confirmed and noted that it could include further addendums depending on other areas of work that the Council could undertake on behalf of the Welsh Government.

11.6 Members discussed ideas surrounding the members' annual planning session ahead of future reviews. The Chief Executive noted that this topic had also been raised at the Audit and Scrutiny Committee meeting in January 2019 and so he and the Chairperson were exploring a variety of options for future sessions.

11.7 There were no further comments and members were content to approve the suite of plans.

## **12. Draft Corporate Governance documents EWC 04/19**

12.1 The Chief Executive presented this suite of documentation and explained to members in line with the Council's good governance procedures, the EWC's policies were regularly reviewed to be sure of their relevance and accuracy. The Council's suite of corporate governance documents were reviewed biennially and officers proposed the most recent revisions to the Executive Committee at its meeting on 29 January 2019. In proposing the revisions, officers had benchmarked the policies against those of other Council's and organisations.

- 12.2 In response to a members' query, the Chief Executive noted that he would conduct further research into including a risk assessment as part of the protocol for overseas travel attached at Annex F.
- 12.3 There were no other comments and members were content to approve each of the documents.

**13. Revised draft of the Code of Professional Conduct and Practice (The Code) EWC 05/19**

- 13.1 Liz Brimble introduced this item and explained that under the provisions of the Education (Wales) Act 2014, within 3 years of its first publication, the Council was required to undertake a review of the Code and make any revisions it deemed appropriate.
- 13.2 The Registration and Regulation Committee first reviewed the initial draft at an additional Committee meeting convened on 18 June 2018. Following the Committee's comments and amendments, a revised draft was presented to Council at its July 2018 meeting. The draft then went out for consultation between September and December 2018. Officers had arranged focus groups and stakeholder events throughout Wales to encourage maximum engagement.
- 13.3 At its meeting on the 29 January 2019, the Registration and Regulation Committee decided to convene a further additional meeting to discuss the updated draft of the Code and this took place on 22 February 2019. Liz Brimble explained that the version now presented to Council was the result of the comments and amendments made from this additional meeting. She also noted that the draft minutes of the meeting were included to outline these revisions.
- 13.4 The Chair of the Registration and Regulation Committee noted thanks to Liz Brimble and Susan Street (*Fitness to Practise Manager*) for the significant work that had been done on the review. The Chairperson also thanked the members of the Registration and Regulation Committee for convening on two additional occasions and affording such valuable feedback.
- 13.5 Members were content to approve the draft as a final version for circulation.
- 13.6 Liz Brimble then explained the planned activity with regards to promoting the Code before it would officially launch on 1 September 2019. This included distributing a copy of the Code to each registrant upon confirming the renewal of their registration fees on 1 April 2019 and publicity via the Council's social media channels.
- 13.7 Officers were seeking quotes for publicity posters and leaflets with a view to distributing them to institutions to display to emphasise the Code as a key document for registrants. She asked members to contact officers if they had any further suggestions on publicising the relaunch of the Code.

**14. Promotion of Careers EWC 06/19**

- 14.1 Bethan Stacey introduced this paper and explained that under the Education (Wales) Act, one of the EWC's main functions was to promote careers in the education workforce. In legislation, it noted that the EWC was able to carry out this work upon the request of and grant funding from the Welsh Government.

- 14.2 Referring to paragraph two, she noted that national data showed that over the last five years there had been a gradual decline in the number of newly qualified teachers whilst the projected pupil numbers continued to increase. Based on this data and other findings, it was the collective decision of the Consortia to initiate the Discover Teaching project to promote the recruitment and retention of teachers in Wales.
- 14.3 In October 2018, following a review by the Welsh Government, the EWC was approached to assume responsibility of the Discover Teaching campaign. As outlined at paragraph nine, she reported that grant funding from the Welsh Government had been secured for the period October 2018 – March 2019. It was explained that this work would be part of the wider work of the Council's Accreditation and ITE team and additional staff would be recruited to the team specifically for this project.
- 14.4 Referring to paragraph 10, Bethan Stacey noted that additional grant funding was expected to continue beyond March 2019 and officers were awaiting feedback from the Welsh Government on a fully costed two-year plan for the project, which Council had provided to the Welsh Government on request.
- 14.5 The Council had already assumed responsibility for the Discover Teaching website and had begun work on improving the site as well as directly answering any queries. Following procurement, officers had awarded a tender for market research work on the Discover Teaching brand. Officers were also working with Council's solicitors on an invitation to tender for an enhanced digital platform for the promotion of careers.
- 14.6 Members discussed options for identifying the fundamental drivers and deterrents for people joining and leaving the profession and suggested that further engagement work could be helpful in obtaining this information. Officers thanked members for their suggestions.

## **15. Summary report on the consultation of the EWC obtaining Interim Suspension Orders**

**EWC 07/19**

- 15.1 Liz Brimble presented this report which provided members with a summary of responses from the consultation on the EWC obtaining ISO powers.
- 15.2 Members were reminded that the Children, Young People and Education Committee's report from December 2017 recommended that the EWC should have ISO powers. In a plenary debate in March 2018, the Cabinet Secretary (now the Minister for Education) noted that in the first instance, she required the EWC to undertake its own consultation with practitioners and key stakeholders on the need for such a power.
- 15.3 Council approved the draft consultation documents at its meeting in November 2018 and consequently the consultation was launched on 21 November 2018 until 21 December 2018.
- 15.4 It was reported that the EWC received 39 responses to the consultation with strong support for the Council obtaining this power. As annexed to the paper, members were asked to note that many of the responders voiced their concern that the EWC did not yet have these powers.
- 15.5 The Chairperson and Chief Executive wrote to the Minister for Education with regards to the consultation findings, tabling the response that had been received on 20 February 2019. Since receiving the response, officers had met with Welsh Government representatives with regards to the logistics of an amendment to legislation.

15.6 Members thanked officers for the significant amount of work that had been undertaken on the subject and were content to note the progress.

**16. Progress report on implementation of the EWC Research Strategy and Research projects**  
**EWC 08/19**

16.1 Bethan Stacey introduced this report which updated members on the EWC's research activity, in particular the research bursary pilot scheme and Welsh Government funded projects.

16.2 As outlined at paragraphs 4-8, all of the research reports from the first year of the pilot had been published on the Council's website. Following Council's agreement to extend the pilot into a second year, the bursary reopened for applications in September 2018. A total of 21 applications were received and an evaluation committee met on 3 December 2018 to assess the proposals. It was reported that only one project was selected as being eligible for funding. Due to the low number, the intention was to reopen the process for further applications. This was discussed that Executive Committee meeting in January 2019 and it was decided that this would be delayed until May 2019 at the earliest to allow for a review of the process.

16.3 Members discussed the option of speaking directly to institutions to approach individuals and encourage them to submit research projects as it was suggested that this could potentially enhance the quality of the applications. Another member reminded colleagues that a key principle of the bursary was that it was an application and project of choice from an individual registrant.

16.4 Members were content to receive the contents of the report.

**17. Accreditation of initial Teacher Education (ITE)**  
**EWC 09/19**

17.1 Bethan Stacey introduced this paper which provided members with a progress report on the Council's statutory role to accredit programmes of Initial Teacher Education (ITE) in Wales.

17.2 Members were reminded that following the announcement of the results on 29 June 2018, the EWC notified all Partnerships in writing of the decisions made by the Accreditation Board. Of the 19 programmes submitted, nine were accredited with conditions and 10 were refused accreditation.

17.3 It was reported that Partnerships were required to meet all conditions by 28 February 2019 and were required to submit a formal submission to the Board which evidenced how each of the conditions had been met. The Board met on 4 March 2019 to consider these submissions and would be commencing follow-up visits to the Partnerships on 18 March 2019. Following the completion of these visits, the Board would confirm whether or not the conditions of accreditation had been met.

17.4 It was reported that the recruitment of additional Board members had now concluded and four candidates had been appointed. An Induction session for the four new members took place on 11 January 2019 and these new members would observe the compliance monitoring visits in addition to their Induction training.

17.5 Referring to paragraph 27, Bethan Stacey explained that following a full public tender exercise, the Welsh Government had appointed the Open University to develop a part-time Post-Graduate Certificate of Education and a salaried route into teaching which would be delivered from academic year 2019/10. As a result of this, both programmes would require accreditation before commencement.

17.6 Members were content to receive the progress report.

**18. QTS, Registration and Induction progress report** **EWC 10/19**

18.1 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.

18.2 As outlined at paragraph two, an email notification and a reminder letter for the renewal of registration fees by those registrants who remitted their fees directly had been sent during February 2019. A final reminder would be sent on 31 March 2019.

18.3 Liz Brimble drew members' attention to the reduction in the number of practitioners working without registration or registered in an incorrect category outline at paragraph nine. She reported that extensive work with employers had ensured that the non-compliance figure had declined from 1,900 to 60 in the last year.

18.4 Following the release of a new facility which allowed individuals to apply for registration online, it was reported that nearly 60% of applications had been received via this method since its launch.

18.5 Members were reminded that the EWC held a £300,000 database reserve and officers had met with a contractor to discuss future development plans in this area. Following this meeting, officers were awaiting a proposal for revised costs and service delivery arrangements and would continue to discuss the possible development of a new system.

18.6 As outlined at paragraph 23, officers were working on a number of different data projects. It was reported that work on these projects was on track and officers were also preparing for its first GDPR audit since the revised regulations into force in May 2018.

18.7 Members were content to receive the progress report.

**19. Fitness to Practise progress report** **EWC 11/19**

19.1 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.

19.2 She referred members to paragraph five and reminded members that the Council had budgeted for 70 hearings for this financial year. Officers now anticipated that 47 hearings would be concluded by 31 March 2019. Officers continued to monitor the number of hearing days as well as the number of hearings as cases varied in length and complexity.

- 19.3 As outlined at paragraph 14, officers had noted that since 1 April 2018, only three complete referrals from employers in respect of school teachers had been received which was a significant decline when compared to previous years. She explained that officers were investigating the matter through the actions listed at paragraph 15 and would ultimately refer the matter to the Minister for Education if it was found that the local authorities were not complying with their statutory responsibility.
- 19.4 As outlined at paragraph 22, Liz Brimble informed members that since 1 April 2018, 76 presentations had been concluded and a further 12 had been scheduled to be administered before 1 April 2019. She noted that the presentations had been delivered across all of the registrant categories and the continual engagement was accruing further requests.
- 19.5 Council was content to receive the progress report.

## **20. Professional Learning Passport**

**EWC 12/19**

- 20.1 Bethan Stacey introduced this paper which provided members with a progress report on the development and implementation of a Professional Learning Passport (PLP) on behalf of the Welsh Government.
- 20.2 It was reported that usage had increased to an average of 493 new users each month and as of the end of February 2019 a total of over 17,400 PLP accounts had been created.
- 20.3 Officers continued to host support sessions with over 100 visits having taken place during academic year 2018-19 with a further 20 scheduled for spring term 2019. Members noted that they had received positive feedback from colleagues who had been in attendance at some of these sessions.
- 20.4 Referring to paragraph nine, members were reminded that following a meeting with the EWC in August 2018, the Deputy Director for Education at the Welsh Government confirmed his intention to support the PLP in a number of ways which included convening a PLP development group. She reported that the Welsh Government had been supportive with regards to the further development of the PLP and had verbally committed to continue funding the project beyond the expected end date of 31 March 2019.
- 20.5 It was reported that the PLP would receive an additional £150,000 of grant funding for use by the end of March 2019. This would be used to further develop and promote the PLP as listed at paragraph 19.
- 20.6 Members noted the positive progress in this area of work.

## **21-23. Information items**

Members received in “for information” papers, reports on:

- Quarterly review (1 October – 31 December 2018) **(EWC 13/19)**
- Funding of Induction, EPD & MEP progress report **(EWC 14/19)**

- EWC responses to external consultations

**(EWC 15/19)**

The Council then moved into private session.