

EDUCATION WORKFORCE COUNCIL
CYNGOR Y GWEITHLU ADDYSG

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

DATE: 12 April 2019

LOCATION: Mercure Holland House Hotel, Newport Road, Cardiff

Present:

Members:

Angela Jardine	Ian Roberts
Kelly Edwards	Eithne Hughes
David Williams	Clare Jones
Steve Drowley	Berni Tyler
Paul Croke	Gwawr Taylor
Kevin Pascoe	Rosemary Lait
Anne Pitman	

Apologies:

Jane Setchfield

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)

1. Welcome and preliminaries

- 1.1 Angela Jardine, (*Chairperson*), welcomed members to the fifteenth meeting of the Education Workforce Council (EWC) and noted that this was the first meeting of the newly appointed Council.
- 1.2 Apologies had been received from Jane Setchfield and colleagues at TCI, GTCNI and GTCS.
- 1.3 As eight of the 14 members of Council were new appointments, the Chairperson explained the format of the meeting and highlighted that the majority of the meeting would be held in public before the Council moved into private session.
- 1.4 As per the EWC 12 month training schedule, members were reminded that the Minister for Education would be attending the next Council meeting on 12 July 2019 to meet the new Council. The meeting would also be followed by a training session on Equality and Diversity from Diverse Cymru.

- 1.5 Members were asked to note that the Council's annual planning session would be held immediately following the November 2019 meeting. Members were therefore asked to ensure that they were available for a full day's session on this date.
- 1.6 The Chairperson then invited the Chief Executive to explain the format of the papers for this particular Council meeting. He clarified that this was an additional meeting as officers felt it was important that the new Council met soon after being appointed. He explained that the Council typically met three times a year and the previous meeting was held on 12 March 2019. With this in mind, he noted that the papers for this meeting had been drafted slightly differently to their usual format to give members a more comprehensive understanding as well as an update on the Council's different areas of work.
- 1.7 Following their distribution on the Induction Training day that took place on 11 April 2019, members were reminded to submit their registers of interest and all other relevant paperwork to the Council Secretary at the end of the meeting.

2. Declarations of Interest

- 2.1 The Chairperson noted an interest in agenda item EWC 21/19 and noted that she would withdraw from the meeting during these discussions.
- 2.2 There were no other declarations of interest.

3. Chairperson's correspondence and report and feedback from members on the Council's Induction Training Day

- 3.1 The Chairperson informed members that she and the Chief Executive met with the Minister for Education on 20 March 2019 to discuss the progress with regards to the EWC obtaining the power to impose Interim Suspension Orders (ISOs). Members would be further informed on the matter during agenda item EWC 18/19 but she reported that the Minister was pleased with the developments being made in moving this forward.
- 3.2 The Minister had also confirmed her attendance to the EWC's annual lecture, 'Professionally Speaking', taking place on 16 September 2019. She would also be participating in a 'Question and Answer' session following the key speaker. Members would be given more information about the event and how to obtain tickets in the coming months.
- 3.3 Members were then invited to offer feedback following the Induction Training day that had taken place prior to the first Council meeting. Members noted the following feedback:
 - The external speakers were very knowledgeable and covered interesting and relevant topics.
 - The overviews from the Directors were informative and helpful for members in understanding the detail of the Council's work and its continuing development.

- Appreciated the opportunity to suggest training ideas for future sessions. Felt that this was a very collaborative approach.
- Gained a clear view of the strategy and ethos of the organisation to both maintain its current status and shape future development.
- Equality training – A lot of information in a short session but grateful for the additional handouts and noted the further training in this area scheduled for July 2019.
- Corporate Governance Training – The anecdotal element was particularly engaging.
- Noted that the upcoming training sessions were inclusive and representative of all the registrant categories.

4. To receive notification of any issues which members wish to raise in respect of the ‘for information’ agenda items (13-14)

- 4.1 Referring to agenda item 24/19, one member highlighted the responses submitted to the external consultations and noted that officers had incorporated members’ comments into these wholly.
- 4.2 There were no further issues notified.

5. Draft minutes of the Council meeting of 12 March 2019

- 5.1 The Chairperson took Council through the draft minutes of 12 March 2019 page by page. She asked the reappointed members to confirm the minutes as an accurate record of that meeting. Council approved the minutes.

Matters Arising

- 5.2 There were no matters arising.

6. Report from the Chief Executive

EWC 16/19

- 6.1 The Chief Executive presented the report updating Council on a range of matters not covered elsewhere on the agenda, inviting members’ comments and queries.
- 6.2 Referring to paragraph two, he noted that officers were still awaiting receipt of the Grant Offer letter for the work that the Council would be undertaking on behalf of the Welsh Government for the 2019-20 financial year. He reassured members that officers had been given verbal assurances with regards to the financial amounts and written confirmation was expected to be received imminently.
- 6.3 He invited Lisa Winstone (*Director of Finance and Corporate Services*) to give members an update on the Council’s current financial position. She reported that the figures were forecasting a surplus in the region of £260,000 for the 2018-19 financial year. She noted that a variety of factors had resulted in this surplus which included a higher than anticipated

number of registrants, additional Welsh Government grant funding not budgeted for along with several areas of underspends. Officers were working on finalising the end of year accounts which would be presented to the Audit and Scrutiny Committee and consequently Council at their respective meetings in July 2019. With regards to the 2019-20 financial year, she reported that the budgets had been approved by the Council at its March 2019 meeting including the Council's reserve balances.

- 6.4 In response to a members' query, Lisa Winstone noted that regulations for employer's pension contributions had recently been reviewed and so would financially affect all employers. Officers continued to be cautious in budgeting and ensuring a healthy general reserve to account for such unexpected expenditure.
- 6.5 In response to a members' query on paragraph six, the Chief Executive noted that the Council continued to be represented on the WBL workforce development group, led by NTfW. He also noted that officers had recently been approached to be part of further strategy development work for this sector and also in the FE and Youth Work sector.
- 6.6 Members were content to receive the update from the Chief Executive.

7. QTS, Registration and Induction progress report

EWC 17/19

- 7.1 Liz Brimble (*Director of Qualifications, Registration and Fitness to Practise*) 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.
- 7.2 As outlined at paragraphs two to seven, the Registration team had been focussing on the annual fee renewals. She explained that the deadline for the submission of fees to the Council from employers of practitioners in contracted employment was 8th April 2019.
- 7.3 She explained that the third and final correspondence to practitioners not in contracted employment and to those who registered voluntarily with regards to remitting their fees was sent on 31st March 2019. She noted that practitioners who had chosen not to retain their registration for 2019-20 would be de-registered on 8th May 2019 and would receive written confirmation of this.
- 7.4 Referring to paragraphs eight to ten, members were reminded that 2018-19 was the first year of renewing registration across all seven categories and a small number of issues concerning employer compliance with legislation had emerged. She reported due to extensive work with employers, the non-compliance figure had declined from 1,900 to 50 by the year end.
- 7.5 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. Officers were undertaking extensive reviews and research in this area to ensure that the Council maintained an effective and cost efficient database.

- 7.6 In response to a members' query, Liz Brimble explained that there were no concerns with regards to the security of the Council's current database and the review was focused on the general operational service.
- 7.7 Referring to paragraph 23, Liz Brimble reported that following the registration of youth workers and qualified youth support workers from April 2017, a number of matters had been brought to the Council's attention by those involved in the youth sector regarding the legislation setting out the requirements for registration. Officers had initially verbally raised these concerns with Welsh Government and had since formally written to officials outlining these issues. She noted that officers had received confirmation of receipt from Welsh Government and it was expected that the matter would be discussed further at a planned meeting scheduled at the end of April 2019.
- 7.8 The Chairperson noted thanks to the officers in the Registration team, particularly for the work involved in the fee renewal process. There were no further queries and members were content to receive the progress report.

8. Fitness to Practise progress report

EWC 18/19

- 8.1 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.
- 8.2 She referred members to paragraph six and reminded members that the Council had budgeted for 70 hearings for the 2018-19 financial year. She reported that 47 hearings had been concluded as at 31 March 2019. She noted that this variance was due, in part, to some cases being postponed for matters beyond the Council's control such as medical issues or new information arising during investigations. Officers continued to monitor the number of hearing days as well as the number of hearings as cases varied in length and complexity.
- 8.3 Referring to paragraph nine, she explained that cases of a serious nature were referred to the Disclosure and Barring Service (DBS) to also investigate. Eight referrals had been made by the EWC to the DBS for the 2018-19 financial year.
- 8.4 Officers continued to monitor compliance from employers across all registrant categories as outlined at paragraphs 14-17. Responding to a members' query, Liz Brimble explained officers were investigating the falling number of referrals received from local authorities in respect of school teachers. Following the receipt of responses from the Directors of Education, officers would refer the matter to the Welsh Government should they not feel satisfied that a local authority was not complying with the statutory requirement to refer cases to the EWC.
- 8.5 As outlined at paragraph 18, Liz Brimble explained that under legislation, within three years of publication, the EWC was required to review the Code of Professional Conduct and Practice. She explained that this review took place in the last financial year and was consulted on between 14 September 2018 and 14 December 2018. A revised draft was then considered by the Registration and Regulation Committee at an additional meeting held on

22 February 2019 and was subsequently approved by Council at its meeting on 12 March 2019. Officers were now preparing for its launch on 1 September 2019. It was reported that the Council's communications team had a detailed plan for raising awareness and engagement with the Code which included sending a hard copy to each registrant following the annual fee renewal process as well as posters and other paraphernalia for institutions to display.

- 8.6 Referring to paragraph 27, members were reminded that following a recommendation from the Children's, Young People and Education Committee in December 2017, the Minister of Education asked the EWC to undertake a consultation on why they should have the power to impose Interim Suspensions Orders (ISOs). The consultation took place between 21 November 2019 and 21 December 2019 and in subsequent meetings between officers and the Minister, she noted that she was minded to consult on amending the legislation. Officers continued their discussions with officials on taking this forward.
- 8.7 In response to a members' query, Liz Brimble explained that officers aimed for a Fitness to Practise case to be concluded within eight months of receipt of referral. She noted that she met annually with her counterparts in the UK for a '5 Nations' meeting to share best practise and benchmark the Council's procedures. The EWC's casework timeframe was relatively fast in comparison with sister Councils and other regulatory bodies.
- 8.8 Members were content to receive the progress report.

9. Accreditation of Initial Teacher Education

EWC 19/19

- 9.1 Bethan Stacey (*Director of Professional Development, Accreditation and Policy*) 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.
- 9.2 Members were informed that following the announcement of the accreditation 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.
- 9.3 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 evidencing how each of the conditions had been met. The Board met on 4 March 2019 to consider these submissions and follow-up visits to the Partnerships took place between 18 March 2019 and 4 April 2019. The Board would confirm whether or not the conditions of accreditation had been met by the end of April 2019.
- 9.4 Following the recruitment of four additional Board members on 22 October 2018, it was reported that these new members had observed the compliance monitoring visits as part of their induction process and were now fully inducted to undertake the Board's work.
- 9.5 Referring to paragraph 27, Bethan Stacey reported that following a full public tender exercise, Welsh Government had appointed the Open University to develop a part-time Post-Graduate Certificate of Education (PGCE) and a salaried route into teaching. This was

due to be delivered from academic year 2019-20 and both programmes would require accreditation before commencing.

9.6 Members were content to receive the progress report.

10. Update on additional EWC functions and work on behalf of the Welsh Government

EWC 20/19

10.1 The Chief Executive presented this paper which outlined the Council's other responsibilities in addition to its core functions and specifically its work undertaken on behalf of the Welsh Government. He highlighted certain areas of the report for members' consideration.

10.2 He noted that since January 2019, the Council had taken on a number of additional areas of work on behalf of the Welsh Government, most notably its new role as Secretariat to the Independent Welsh Pay Review Body (IWPRB) following the devolution of school teachers' pay and conditions in Wales.

10.3 Despite the limited timescale for the first review to be completed, he noted that all targeted work was on track for the final report to be submitted to the Minister for Education on 12 June 2019. He further reported that funding from the Welsh Government with regards to the first year had been secured and a costing for 2019-20 had been submitted for officials to consider.

10.4 In response to a members' query, the Chief Executive noted that he and the Chairperson had been given reassurances from the Welsh Government with regards to the Council's role in remaining independent from the report and consequent recommendations by the IWPRB to the Minister for Education. It was also agreed that the Council would not continue with the work should officers feel that this role did not compliment the Council's work.

10.5 Referring to paragraph 14, he noted that additional funding had been granted to the Council to complete further work on the Professional Learning Passport (PLP) and the Council's work on the promotion of careers in teaching. He referred members to paragraphs 15 and 16 which specifically outlined how the funding had been utilised.

10.6 Members were content to receive the progress report.

11. Election of EWC Council Chairperson

EWC 21/19

11.1 The Chairperson declared an interest in this item and withdrew from the meeting.

11.2 The Chief Executive introduced this paper which provided members with a detailed overview of the process to elect an EWC Council Chairperson from 2019-23 following the conclusion of the current Chairperson's term.

11.3 Members were reminded that Council was to elect a Chairperson amongst itself. As the new members began their term on 1 April 2019, a proposal had previously been agreed by the Council at its November 2018 meeting that the current Chairperson remain in this capacity until 31 August 2019. This would allow sufficient time for a full and fair election process to take place.

11.4 Referring to the timetable for the election at Annex B, he noted that the nomination process was now open, concluding on 13 May 2019. Following this, the Council Secretary would distribute ballot papers for members to vote for their preferred nominated candidate. In accordance with the Council's System for Election of Council Chairperson, attached at Annex A, he reminded members that should a single nomination be received, then that candidate would be declared as elected. The result of the election would be formally reported to the Council at its next meeting 12 July 2019 and the new Chairperson would begin term on 1 September 2019.

11.5 Members were content to receive the paper.

12. Draft EWC response to the Welsh Government consultation on 'Additional National Professional Learning Inset Days 2019 to 2022' EWC 22/19

12.1 Bethan Stacey presented this paper which invited members to provide a steer for the development of a draft EWC response to the Welsh Government consultation.

12.2 Members discussed the matter and suggested that the following points be included in the EWC's response:

- How a singular additional Inset day would impact practitioners' professional development.
- The timescale of the proposal in line with the new curriculum being released – suggested schools would need more time to reflect on the matter.
- The practicalities of implementing one day across all of the workforce.
- Consideration for practitioners undertaking supply work and how this would benefit them.
- How the benefit would be monitored and benchmarked.
- Concern that the perception would be that professional learning was only undertaken on days when learners were not present.

12.3 Bethan Stacey thanked members for their input and noted that these would be incorporated into the Council's response. A draft would be circulated to members for further comment before being submitted by the consultation closing date on 1 May 2019.

13-14. Information items

Members received in "for information" papers, reports on:

- Quarterly review (1 October – 31 December 2018) **(EWC 23/19)**
- EWC responses to external consultations **(EWC 24/19)**

The Council then moved into private session.