

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

DATE: 6 July 2017

LOCATION: TŶ DYSGU, The Conference Centre, Treforest

Present:

Members:

Angela Jardine	John Griffiths
Isobel Davies	Jane Setchfield
Robert Townsend	Helen O’Sullivan
Kevin Pascoe	Berni Tyler
Roberto De Benedictis	Jo Gauden
James Harris	

Apologies:

Paul Croke	Hugh Pattrick
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Officers:

Hayden Llewellyn	Chief Executive
Elizabeth Brimble	Deputy Chief Executive <i>(Teachers’ Qualifications, Registration and Fitness to Practise)</i>
Julia Evans	Deputy Chief Executive <i>(Finance, HR and Corporate Services)</i>
Karen Evans	Policy, Planning and Communications Manager
Beverley Price	Council Secretary (minutes)

1. Welcome and preliminaries

- 1.1 Angela Jardine, (*Chairperson*), welcomed members to the ninth meeting of the Education Workforce Council (EWC).
- 1.2 Apologies had been received from Paul Croke and Hugh Pattrick, and colleagues at TCI, GTCNI and GTCS.
- 1.3 The Chairperson introduced Hayden Llewellyn’s (*Chief Executive*) newly appointed Executive Assistant, Emily Zepeda and the EWC’s Welsh Language and Communications Officer, Mathew Rees who were in attendance in the public gallery.
- 1.4 The Chairperson invited the Chief Executive to update members on the progress of recruiting a new Council member following former Council member Mark Isherwood’s resignation effective of 15 May 2017.

- 1.5 Mark Isherwood's 2015 appointment was as a result of a nomination from Colegau Cymru. The recruitment process for a replacement member was now open. Welsh Government had requested eligible nominations to be submitted by 7 July 2017 and all completed applications to be returned by 21 July 2017. It was hoped that the new member would be trained and in place by the next Council meeting on 14 November 2017.
- 1.6 The Chairperson invited members to note the training sessions scheduled for the next Council meeting. Welsh Government official Huw Morris would be conducting a briefing on developments in further education and Tim Opie from Welsh Local Government Association would be briefing members on Youth Work.

2. Declarations of Interest

- 2.1 There were no declarations of interest.

3. Chairperson's correspondence and report

- 3.1 The Chairperson referred to her and the Chief Executive's latest meetings with opposition parties. She had recently met with Llyr Gruffydd (Plaid Cymru) and Darren Millar (Conservatives) who had been supportive of the EWC's additional functions and powers.
- 3.2 Demonstrations centring on the Professional Learning Passport (PLP) had continued. Questions surrounding the benefits and learning functionality had been answered following these engagement sessions.

4. Draft minutes of the Council meeting of 26 April 2017

- 4.1 The Chairperson took Council through the draft minutes of 26 April 2017 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 to draw to members' attention.

5. To receive notification of any issues which members wish to raise in respect of the 'for information' agenda items (17-21)

- 5.1 There were no issues notified.

6. Draft minutes of the Executive Committee meeting of 9 May 2017

- 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 9 May 2017

7.1 Jane Setchfield (*Chair of the Registration and Regulation Committee*) presented these minutes and 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. Report from the Chief Executive (EWC 18/17)

8.1 The Chief Executive presented the report updating Council on a range of matters not covered elsewhere on the agenda, inviting members' comments and queries.

8.2 Members were referred to paragraph 2 discussing the revised school teacher standards applicable for new teachers undertaking Induction from September 2017 and all teachers from September 2018. Council had previously submitted its consultation response following an additional Council meeting on 26 April 2017. The Chief Executive noted that there had been support for the new standards in the main although further discussions amongst trade unions remained ongoing.

8.3 With reference to paragraph 4, members were notified that the consultation on FE and work based learning standards had opened and the initial draft EWC response was included at EWC 21/17 for members to offer comments and approve.

8.4 It was reported that development work on the learning support worker standards was underway and an EWC policy officer from the Communications team was representing the Council on the working group.

8.5 The Chief Executive gave an update on the Welsh Government shadow Board set up to establish the national leadership academy on which he is a board member. He outlined the planned timetable for the academy to open in March 2018 and for accredited programmes to be running from September 2018. He explained that the model was operationally similar to the EWC's ITE Accreditation function. In response to a member's query, he explained that Welsh Government had allocated a fairly significant budget towards the work. Further communication and engagement was scheduled and members would continue to be updated.

8.6 Members were referred to paragraph 8 to note the continued engagement work done by the Chairperson and Chief Executive to increase the Council's profile amongst all of the registrant groups.

8.7 In response to a member's query relating to paragraph 15, the Chief Executive reported that officers had received positive feedback following the EWC's Professionally Speaking event held on 8 May 2017. The number of attendees had surpassed expectation and officers were keen to develop the annual event further following its success since its revival last year.

8.8 When discussing the EWC's participation at the Urdd Eisteddfod event in May 2017, Karen Evans (*Policy, Planning and Communications Manager*) reported that sharing a stand with

Estyn and Qualifications Wales had proven successful and cost effective for the Council. Officers hoped the partnership could be utilised again at future events.

- 8.9 The Chairperson highlighted to members the extensive work done by the Chief Executive as the UK and Ireland representative on the International Forum of Teaching Regulatory Authorities (IFTRA). Members were asked to note the progress and significance of this work on an international scale.

9. Draft Annual Report and Accounts, 2016-17 (EWC 19/17)

- 9.1 Julia Evans (*Deputy Chief Executive – Finance, HR & Corporate Services*) introduced this paper which included the combined draft Annual Report and Accounts for 2016-17, which had been presented to the Executive and Audit & Scrutiny Committee in May and June, respectively. The draft document was now presented to Council for approval and for publication.
- 9.2 Members were informed that the Annual Accounts had been approved by the internal auditors and had been audited by the Wales Audit Office (WAO), who had confirmed the unqualified audit position.
- 9.3 With reference to paragraph 5, members were invited to note the significant improvement in financial performance generating a £1,771,000 surplus for the year. Julia Evans identified the three key areas in generating the surplus as being an increase in the amount of registration fees, unplanned Welsh Government funding and an underspend in certain areas of the organisation.
- 9.4 The Chairperson noted the Council's strong financial position and the opportunity to build the reserves to eventually purchase its own premises as previously discussed at Council.
- 9.5 There were no further comments and members were content to approve the draft Annual Report and Accounts for 2016-17.

10. Review of Risk Register (EWC 20/17)

- 10.1 Julia Evans introduced this paper which was presented to Council annually. Members were invited to review the overall risk profile, change in composition of risk across the various categories and confirm that the residual assessment of risk adequately presented the Council's appetite for risk.
- 10.2 With reference to paragraph 4, members were reminded that one additional risk had been introduced at the recent May 2017 review, this being the risk of failure to complete the ITE accreditation assessment to the required timescales. Despite this, this hadn't effected the Council's risk appetite being assessed as risk-averse.
- 10.3 There were no further comments and members were to content to approve the current Risk Register.

11. Draft EWC Response to Welsh Government Survey – Draft Professional Teaching Standards for the Further Education and Work-Based Learning Sectors in Wales (EWC 21/17)

- 11.1 Karen Evans introduced the draft EWC response to the Welsh Government's survey, launched on 24 May 2017. She noted that the paper outlined possible responses from the EWC and following members' comments, officers would be drafting a full response to be circulated to members for further comment.
- 11.2 Members were reminded that former Council member Mark Isherwood had been the EWC representative on the working group involved in drafting the standards. Council member Berni Tyler was also a member of the working group, though representing employer organisations.
- 11.3 The Chairperson invited Berni Tyler to update members. She reported that work had begun on drafting a comprehensive guidance document to accompany the draft professional standards. She also recommended that the EWC draft response suggest incorporating a link to the EWC's Code of Conduct to ensure an association between the teaching standards with the EWC's regulatory function.
- 11.4 One member observed that although safety and wellbeing were mentioned in the draft standards, the document did not contain the term 'safeguarding'. Karen Evans noted the members' comment and said that this recommendation would be incorporated into the EWC's draft response.

12. Accreditation of Initial Teacher Education (ITE) (EWC 22/17)

- 12.1 The Chief Executive presented this progress report and informed members that the team of officers were now in place and working in line with timescales set by Welsh Government.
- 12.2 With reference to paragraph 5, members were updated that the Chair and Deputies of the (ITE) Accreditation Board had been appointed by the Cabinet Secretary for Education and announced on 15 June 2017. Professor John Furlong had been appointed as Chair, Professor Olwen McNamara and Dr Aine Lawlor had been appointed as Deputies.
- 12.3 Recruitment for the 5 remaining Board members had opened on 12 June 2017.
- 12.4 The Chief Executive reminded members that this additional function was high profile and was being closely monitored by Welsh Government but all work was on track.

13. QTS, Registration and Induction Progress Report (EWC 23/17)

- 13.1 Liz Brimble (*Deputy Chief Executive –Teachers' 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.
- 13.2 It was reported that the total number of registrants at the end of June was 71,587. Liz Brimble commented that this figure was now at approximately 72,500 since the progress report was compiled. This figure included 1,743 work-based learners, 207 qualified youth workers and 434 qualified youth support workers who were all required to register from 1 April 2017. Applications to register continued to arrive on a daily basis.
- 13.3 It was reported that officers were dealing with a range of issues to ensure all practitioners requiring registration had been registered in these three categories. A definitive list of sub-contractors in work-based learning was not available. The Chief Executive was due to meet

with the work-based learning working group to address any sub-contractors not complying with the regulations. There were approximately 38 outstanding queries surrounding qualification status in the youth sector and officers were continuing to work towards resolving these.

- 13.4 One member commented on the seemingly low number of registered youth workers. Liz Brimble responded that the voluntary sector had a particularly low number of workers required to be registered because of the stipulation of having qualified status.
- 13.5 A confirmation of registration letter had been sent to all new registrants at the end of June 2017 which included a copy of the EWC's Code of Conduct.
- 13.6 Further to paragraph 18, Liz Brimble confirmed that the next EWC policy briefing event would be held on 14 December 2017 on the topic of headteachers and leadership.
- 13.7 Members were told that officers were preparing the annual statistics digest for publication as noted at paragraph 21.
- 13.8 In response to a members' query on paragraph 26, Liz Brimble confirmed that the Council would be engaging with the Teach First Programme now to be delivered in partnership with Central South Consortium as of the 2017-18 academic year.
- 13.9 The Chairperson recorded thanks to officers on behalf of Council members citing the significant growth in the number of registrants since 2015 resulting in an increased workload and ongoing maintenance.

14. Fitness to Practise Progress Report (EWC 24/17)

- 14.1 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.
- 14.2 It was reported that the EWC had budgeted for 55 Fitness to Practise hearings for the 2017-18 financial year. Liz Brimble explained that cases had become increasingly complex in nature. Budget and staffing were being monitored to remain reactive to these complexities and increased workload.
- 14.3 She reported that the volume of suitability assessments had become very resource heavy. Officers had recently introduced a revision to the declaration section of the application to register to streamline the process and filter any declarations not requiring assessment by the Fitness to Practise team.
- 14.4 Officers were in the process of finalising the documentation to recruit new panel members to represent the EWC's three newest registration categories. An advert was to be placed on the Council's website as well as an email to work-based learning training providers and youth groups. An individual letter to all new registrants was also to be sent to maximise the response rate.
- 14.5 Referencing paragraph 20 of the report, one member relayed the positive feedback they had received following the release of the EWC's 'Guidance to good practice in testing, assessment, examinations and invigilation' and asked if there were any plans to draft any further guidance documents. Liz Brimble answered that a number of other guides were planned.

15. Proposed revisions to Members’ Review Process documents (EWC 25/17)

- 15.1 The Chief Executive presented the revised versions of the Members’ Review Process documents with minor amendments. Members were reminded that Council approved the other corporate governance documents at its March meeting. He explained that the documents had been reviewed taking into consideration its use in practice and the procedures currently used by other Teaching Councils.
- 15.2 Council was content to adopt the proposed revisions to the Members’ Review Process documents.

16. Council Review (EWC 26/17)

- 16.1 The Chief Executive presented this paper which provided an overview of members’ responses following the second annual review of Council and members’ review process. Comments from the Council review were included in the paper, but comments made by members’ during their individual meetings with the Chairperson were not.
- 16.2 He reported that the overall scores were encouraging and that members were largely satisfied. Members had expressed their contentment with the ongoing training that had been provided following comments from the Council Review the previous year.
- 16.3 Through their comments, members had expressed their interest in extending meetings in order to discuss particular agenda items in greater detail when necessary. The Chief Executive reassured members that officers would always remain reactive to this. Council met for an additional meeting on 26 April 2017 in order to further discuss the draft EWC response to the Welsh Government consultation on new professional standards for teaching and leadership in schools.
- 16.4 Members were referred to the EWC Council Members 12 month training schedule at Annex B. He invited members to note the upcoming training and briefing sessions scheduled and invited any further suggestions. Members noted their positive feedback for the schedule.

17-21. Information items

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

- Quarterly Review (1 January – 31 March 2017) (EWC 27/17)
- Review of the Audit and Scrutiny Committee’s year (EWC 28/17)
- Funding of Induction, EPD & MEP progress report (EWC 29/17)
- Professional Learning Passport and the Learning Exchange (EWC 30/17)

- EWC Responses to external consultations

(EWC 31/17)

The Council then moved into private session.