



Annual Report and Accounts 2002 - 2003



Defining Professionalism

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Foreword by the Chairman

Dear Colleagues

This report marks the second full year's work of the Council although when one surveys what has been achieved since the Council's inception in September 2000, it is sometimes easy to think that the Council has been around for longer.

The Council exercises both advisory and regulatory functions and I would like to draw attention to some of the key achievements of the last year in this foreword.

The Council is gaining increasing respect from the Welsh Assembly Government and other organisations for the quality of its advice. We played no insignificant role in helping to place Continuing Professional Development (CPD) for teachers as a high priority for government through the publication of the Council's advice 'Continuing Professional Development – An Entitlement for All' and through working with the Minister and the Assembly to ensure its adoption. I am particularly pleased that the Assembly accepted the principles we set out in that document in its own CPD consultation launched at the end of this reporting period. The Council has also been able to draw on a 'grassroots feel' for CPD through its administration and evaluation of the second phase of the Assembly-funded individually focussed CPD pilot programme. In the second phase of this pilot, £4.2 million was allocated to over 7,000 teachers to participate in CPD

activities. The Council was also able to launch CPD Wales, an e-journal to disseminate reports from teachers on their CPD activities.

I am also pleased that another key area in the Council's advisory remit - the recruitment and retention of teachers - has also come centre stage as a result of the information gathering activity of the Council. It is pleasing to note that our survey of all primary and schools in Wales elicited an 80% response rate – an expression perhaps of schools' concerns but also of the confidence by headteachers that the Council would speak for the profession in Wales. The published outcomes were fed into a multi-agency national conference and this will now result in the production of a Council 'Action plan for Teacher Recruitment and Retention in Wales' to be published in the summer 2003.

All of this would not be possible without the underpinning of the Council's core regulatory functions of maintaining the Register of Qualified Teachers in Wales and the implementation of the Council's disciplinary responsibilities for the very small number of teachers who are dismissed or who resign for reasons of professional misconduct or incompetence. The Council was very successful in registering 36,600 teachers, including over 1,450 NQTs and, with the assistance of LEAs, completed the collection of the first and second annual registration fees from teachers to timetable. In the last month of this

reporting year, the Council took on the administration and determination of Qualified Teacher Status in Wales – another plus for teachers as a self-regulating profession. Information from the Register has fed into the Council's policy-making and the second Annual Statistics Digest contained an expanded range of information. We anticipate that the Register, over the next few years, will increasingly become an even more refined and detailed tool for informing policy and planning teacher supply.

As last year, we are particularly grateful for the support and encouragement that we have received from others – teacher unions, the Minister and officials of the Welsh Assembly Government, the Assembly's Education and Lifelong Committee, higher education institutions, LEAs and other national organisations.

Last but not least, I was very pleased that the Council itself secured the award of Investor in People – no mean feat for an organisation only two years old.

I hope you will find the content of this annual report and accounts to be both informative and encouraging.

Yours sincerely

A handwritten signature in black ink, which appears to read 'John Andrews'. The signature is written in a cursive, slightly slanted style.

Professor John Andrews CBE
Chairman



Executive summary

Key Successes during 2002-2003

The Council achieved the following key successes during the year 2002 – 2003:

- Collecting and publishing evidence on the recruitment and retention of teachers through the Teacher Recruitment Survey 2002'; the Annual Statistics Digest 2003 and a Review of Teacher Recruitment Supply and Retention, in preparation for the production of an 'Action plan for Teacher Recruitment and Retention'
- Organising a conference on 'A 21st Century Teaching Profession for Wales'
- Publishing its advice 'Continuing Professional Development – An Entitlement for All,' and working with the Minister and the Assembly to ensure its adoption
- Allocating over £4million to over 7,000 teachers to participate in the CPD pilot projects;
- Agreeing an eight point plan to tackle teacher workload and bureaucracy;
- Publishing the first edition of the Teaching Wales Journal
- Launching the CPD Wales e-journal to disseminate reports on CPD activities
- Registering 36,600 teachers, including over 1,450 NQTs including the successful collection of annual fees.
- Developing a process to administer the award of qualified teacher status from 2003
- Securing the award of Investor in People

Introduction

This Annual Report of the General Teaching Council for Wales covers the operational year 1 April 2002 to 31 March 2003.

The General Teaching Council for Wales is the self-regulating professional body for teachers in Wales and was formed by the 1998 Teaching and Higher Education Act. The Council came into being on 1 September 2000. The 1998 Act was amended by the Education Act 2002 and during this year the Council was given additional responsibilities.

General Teaching Councils also exist in England, Scotland and Northern Ireland and the Council has sought to co-operate with its sister Councils and learn from their experiences.

The principal aims of the Council set out in the 1998 Act are:

- to contribute to improving the standards of teaching and the quality of learning, and
- to maintain and improve standards of professional conduct amongst teachers, in the interests of the public.

The Council is responsible for:

- advising the National Assembly for Wales and other designated bodies on:
 - standards of teaching;
 - standards of conduct for teachers;

- the role of the teaching profession;
- the training, career development and performance management of teachers;
- recruitment to the teaching profession;
- medical fitness to teach; and, if required by the National Assembly for Wales, any other matters relating to teaching.

- establishing and maintaining a Register of qualified teachers in Wales;
- providing a Professional Code for registered teachers;
- carrying out disciplinary functions relating to teachers accused of serious professional misconduct and incompetence.

At the request of the Welsh Assembly Government, the Council may undertake activities designed to promote recruitment to the teaching profession and the Continued Professional Development (CPD) of teachers;

The establishment of the Council gives teachers in Wales an opportunity to regulate their profession and to lead and shape educational change.

The Council has a membership of 25 of which a majority are teachers. Twelve members were elected by teachers nine were appointed by the National Assembly for Wales following nominations made by the teaching unions and other listed organisations and four members were directly appointed by the National Assembly for Wales. The Council's membership includes 16 teacher and headteacher members and 9 members from other areas of education who bring a wide range of experiences to the Council.

During the period covered by this Annual Report, the Chairman was Professor John Andrews, CBE. Senior staff were: Gary Brace (Chief Executive), Hayden Llewellyn (Registrar), Chris James (Director of Finance and Personnel) and Tegryn Jones (Policy and Planning Officer).

During the year, the Council agreed a process for appointing a Deputy Chairperson of Council. Following an election by members, Mr Mal Davies, headteacher of Willows High School, Cardiff was appointed as the Council's first Deputy Chairperson.

Planning the Council's Activities

The Council's activities for the period from 1 April 2002 to 31 March 2003 were outlined in the Corporate Plan 2002 – 2005 and Operational Plan 2002 – 2003. The Council's performance against the targets and performance measures in the Operational Plan 2002 - 2003 provide the main focus for this Annual Report.

The Operational Plan focused on four objectives:

Objective 1:

- to provide an independent, representative and authoritative voice for the profession on teaching issues

Objective 2:

- to raise the status of teaching as a profession

Objective 3:

- to maintain and promote the highest standards of professional conduct and practice

Objective 4:

- to provide efficient, effective and robust finance, personnel and administrative systems that support the delivery of the Council's objectives

Objective 1 :

to provide an independent, representative and authoritative voice for the profession on teaching issues

Aim : This objective focused on the Council's aim to provide an independent, representative and authoritative voice for the profession on teaching issues. Through the Council, teachers have the opportunity to shape their profession and to input their expertise into future policy development in relation to teaching.

Achievements

Under this objective the Council has undertaken the following activities:

Providing advice on teaching issues

Provided responses on behalf of the teaching profession to consultations

The Council has provided responses to consultations by the Welsh Assembly Government on:

- 'School of the Future' November 2002
- proposals to introduce a mandatory requirement for first-time headteachers in Wales to hold the National Professional Qualification for Headship (NPQH) November 2002
- 'Induction and Early Professional Development' November 2002
- The General Teaching Council for Wales (Functions) Regulations 2003; and The General Teaching Council for Wales (Additional Functions) Amendment Order 2003' November 2002

- 'Qualified Teacher Status (QTS): Consultation on the role of the General Teaching Council for Wales' November 2002

The Council also provided a response to a consultation by ELWa on the 'Development of a National Funding System and Planning Framework for post-16 Learning in Wales' (October 2002).

The Council provided statistical information for the NPQH Project Board and has been represented on the Welsh Assembly Government / WLGA 'Narrowing the Gap in School Performance' Task Group and the Reducing Bureaucratic Burdens Task Group.

Developing advice on Continuing Professional Development

The Council presented its advice document "*Continuing Professional Development – An Entitlement for All*" to the Welsh Assembly Government in April 2002.

Recruitment, retention and supply of teachers

The Council has undertaken a significant amount of work in this area. Evidence on the current recruitment and retention situation has been collected through:

- Teacher Recruitment and Retention Survey 2002 – this survey, which elicited a response from nearly 80% of all schools in Wales, collected information on recruitment and retention issues facing primary and secondary schools. The survey was published in December 2002.
- Review of teacher recruitment, supply and retention in Wales – the Council commissioned desk-based research to review existing data on recruitment, supply and retention. The work was undertaken by a team from the School of Social Science in Cardiff University.
- A qualitative survey of the views of teachers.
- The Annual Statistics Digest 2003 – this digest included information on age, gender and length of service of teachers in Wales. Information was also included about headteachers and newly qualified teachers. The Digest was published in March 2003.

The Council worked with its partners including the teacher unions, ADEW, HEFCW, UCET Cymru, the USP for Education and the Welsh Assembly Government to organise a conference on 'A 21st Century Teaching Profession

for Wales'. The Conference, which was held in December 2002, attracted almost 100 participants and provided informed discussion on teacher recruitment and retention.

The Council has analysed the evidence collected and began work to prepare an 'Action plan on teacher recruitment and retention in Wales'. The Council proposes to present the action plan to the Welsh Assembly Government by July 2003.

Teacher Workload

In response to concerns by members about the excessive teacher workload and bureaucracy, the Council agreed an eight point plan which summarised the Council's strategy for highlighting the issue.

Publicising the Council's guidance to the profession

The Council has published its guidance and responses on its web site. In addition the '*Teacher Recruitment Survey 2002*', the '*Annual Digest of Statistics 2003*' and the advice paper, '*Continuing Professional Development – An Entitlement for All*', have been published in hard copy and distributed to schools and other organisations.

Managing the Continuing Professional Development pilot projects

Following the success of the first phase of funding the Council has administered a second phase of CPD pilot projects. £5.149 million was made available by the Welsh Assembly Government to undertake seven pilot projects. By the end of the project period in March 2003, over 7,000 teachers had participated in activities funded through the pilot project and £4.2 million had been spent by the end of the financial year.

In June 2002, the Council published the evaluation report on phase one of the pilot programme and a tender exercise was undertaken to appoint an organisation to evaluate the success of the second phase of the pilot projects. The report of the evaluation will be available in June 2003.

In November 2002, the Council was asked by the Welsh Assembly Government to make arrangements to organise, administer and evaluate a third phase of the CPD pilot projects to the value of £5 million. The necessary planning and publicity activities were undertaken to organise six projects for the financial year 2003-2004.

Key successes

- collecting and publishing evidence on the recruitment and retention of teachers through the *Teacher Recruitment Survey 2002*; the *Annual Statistics Digest 2003* and a *Review of Teacher Recruitment Supply and Retention*;
- organising a conference on 'A 21st Century Teaching Profession for Wales'
- publishing the advice document '*Continuing Professional Development – An Entitlement for All*'
- enabling over 7,000 teachers to participate in the CPD pilot projects;
- agreeing an eight point plan for highlighting the issue of teacher workload;
- organising and publicising Phase 3 of the CPD pilot projects;
- responding to Welsh Assembly Government consultations on behalf of the teaching profession
- publicising the Council's activities on behalf of the profession.

Objective 2 :

to raise the status of teaching as a profession

Aim : This objective focused on the Council's efforts to raise the status of teaching as a profession.

Achievements

Under this objective the Council has undertaken work to develop relationships with teachers and external stakeholders. This has included:

Developing Relationships with teachers

Production and distribution of information for teachers

The Council has sought to develop a responsive and supportive relationship with teachers in order to publicise its work and to ensure that it reflects the views of teachers in its responses.

All registered teachers have received three mailings which have included information on registration issues, CPD, recruitment and retention and the first edition of the Council's professional journal *Teaching Wales*.

Developing advice on Continuing Professional Development

The Council presented its advice document "*Continuing Professional Development – An Entitlement for All*" to the Welsh Assembly Government in April 2002.

Developing relationships with external stakeholders

Publicity materials

This year saw the publication of the first edition of the Council's professional journal *Teaching Wales*. The journal includes a range of information items and articles of interest to teachers. Other publicity materials produced during the year include the Teacher Recruitment and Retention Survey 2002, the Annual Statistics Digest 2003, the Council's CPD advice '*Continuing Professional Development – An Entitlement for All*', an information booklet publicising the CPD pilot projects, two information leaflets on the Council's discipline functions and the Council's Corporate Plan and Annual Report.

In December 2002, the Council launched the CPD Wales e-journal to disseminate selected reports from teachers who participated in the first phase of the CPD pilot projects. The e-journal also published the titles of all projects undertaken.

Web site

The Council has maintained a web site during the period of this Annual Report. The web site is regularly updated and has been redeveloped during the past year. The Council website has received over 20,000 hits during the past year.

Developing a media profile

The Council has issued 14 press releases on a range of issues. The Council's work has featured on television and radio programmes and in newspapers and journals. The Council's media work is evaluated on a monthly basis.

The Council has sought every opportunity to highlight the work of teachers. Numerous positive stories have been produced for the media including teachers' participation in professional development; the qualifications, knowledge, understanding, skills and commitment of the teaching profession; and issues relating to teacher recruitment and retention.

Exhibitions and Events

The Council exhibited at teacher union conferences, Eisteddfodau and other events associated with education in Wales. Members and officers have attended, spoken and participated at a variety of conferences.

Key successes

- producing a range of positive stories about teachers and the teaching profession
- issuing 14 press releases
- publishing the first edition of the *Teaching Wales* Journal
- launching the *CPD Wales* e-journal to disseminate reports on CPD activities
- receiving almost 20,000 hits on its web site
- attending and speaking at key exhibitions and conferences.



Objective 3 :

To maintain and promote the highest standards of professional conduct and practice

Aim : This objective focused on the Council's work in maintaining and promoting the highest standards of professional conduct and practice.

Achievements

Under this objective the Council has undertaken the following activities:

Maintaining the Register of Qualified teachers

Maintaining the Register of Qualified Teachers

Having established the first Register of Qualified Teachers in Wales in February 2001, the Council has continued to maintain and improve the Register during the past operational year, processing new applications for registration as appropriate and further populating existing registered teachers' records with new information.

Excellent links have been established with employers in Wales, and there is a high level of compliance by employers in checking the Register to ensure only registered teachers are employed as qualified teachers in maintained schools. As at 31 March 2003, there were over 36,000 teachers on the Register.

During August 2002 over 1,450 newly qualified teachers were registered, following confirmation of their award of QTS. The procedure for registration was updated to enable the collection of a registration fee from April 2002.

Developing the GTCW Database

The Council has continued to work in partnership with GTC England in developing and maintaining the shared GTC's Register database through an external contract for development and support / maintenance services. The Council has also invested resources itself in improving a number of the underlying business processes which

exist with other organisations, such as DfES, the Assembly and others to improve the efficiency of the Register database in Wales.

Analysing trends from the Register

The Council has used the information provided by the Register of Qualified Teachers to provide a broad range of informative data concerning the balance and composition of the teaching profession in Wales.

The Council published its second Annual Digest of Statistics on 1st March 2003, setting out a variety of information concerning registered teachers, including gender and age profiles and summary information about newly qualified teachers and headteachers.

The Council has responded to a number of formal requests for information from the Welsh Assembly Government and DfES to answer ministerial questions and is continuing to support programmes such as NPQH and Threshold through the provision of data and analysis from the Register.

The Administration of the Award of Qualified Teacher Status

On 1st March 2003 the Council commenced responsibility for the administration of the award of Qualified Teacher Status, in Wales each year. Extensive work was undertaken to complete the handover of these responsibilities from other organisations to the Council, to develop operational procedures and to appoint a small team to undertake the work.

Developing the Professional Code for Teachers

The Council is continuing to monitor the Professional Code for Teachers which it first published in January 2002.

Undertaking the Council's Disciplinary Functions

The Council has investigated all cases referred to the Council to the timescales and standards set out in its Disciplinary Procedures and Rules.

The Council has undertaken a full review and consultation on its Disciplinary Procedures and Rules for dealing with cases of unacceptable professional conduct or serious professional incompetence as set out under legislation. Training sessions have been organised for Council members and officers including visits to observe cases conducted by other professional bodies.

Stimulating and facilitating research into teaching

The Council commissioned research on teacher recruitment, supply and retention and into the effectiveness of the CPD pilot projects.

Key successes

- maintaining the Register of Qualified Teachers in Wales and registering over 36,000 teachers, including over 1,450 NQTs
- developing processes and procedures to administer the award of qualified teacher status
- publishing the Annual Statistics Digest 2003
- providing information from the Register of Qualified Teachers
- administering all disciplinary cases referred to the Council and reviewing the Council's Disciplinary Procedures and Rules, which underpin this responsibility

Objective 4 :

To provide efficient, effective and robust finance, personnel and administrative systems that support the delivery of the Council's objectives

Aim : This objective focused on the Council's efforts to run an efficient organisation which achieves value for money.

Achievements

Under this objective the Council has undertaken the following activities:

Implementing the Council's planning process and setting targets

The Council outlined its objectives for the period 2003 – 2006 in the Corporate Plan. A more detailed breakdown of the Council's activities and budgets including sub-objectives, targets and performance measures for the period from 1 April 2003 to 31 March 2004 was included in the Operational Plan 2003 - 2004.

The Council has undertaken three quarterly reviews of progress against the targets and performance measures indicated in the 2002 – 2003 Operational Plan. In addition, this Annual Report provides an overview of progress against the plan.

Developing and implementing policies

The Council has undertaken activities to agree a number of personnel policies such as agreeing a new grievance and discipline policy. Work was also undertaken to agree an Equal Opportunities Policy and a Code of Conduct for officers.

Financial control and value for money

The Council successfully undertook the collection of registration fees from teachers in April 2002. This process involved extensive consultation with Local Education Authorities to ensure the efficient collection by means of automatic deduction from salary (apart from supply teachers and teachers outside the maintained sector).

Work was undertaken to introduce a new financial database, which became operational in April 2003.

Several 'value for money' studies have been undertaken to ensure that the Council's receives value for money from its contracts. The Council's internal auditors regularly monitor procedures to ensure efficiency and effectiveness.

Staffing and Staff Development

The Council was awarded the status of Investor in People in November 2002. Extensive work was undertaken to ensure the Council met the required standards. The Council has committed itself to a review of its IIP status in the autumn of 2003.

All Council officers completed performance appraisals for the period up to 31 March 2003 and agreed Forward Job Plans with their line managers setting out their tasks and key objectives for the twelve months

commencing 1 April 2002. A new Performance and Development review process was introduced from March 2003.

The Council has agreed and implemented a Training Plan to ensure that all members and officers are able to undertake their work and responsibilities.

Risk Management

The Council developed and kept under review a Risk Management register to highlight and manage areas of potential risk to its business.

Administrative support for Council members

The Council provides support for members and ensures that they are able to make informed decisions.

Key successes

- successfully collecting the first annual registration fee from teachers in April 2002;
- securing the award of Investor in People
- introducing new personnel policies for performance appraisal and staff conduct;
- implementing the Council's planning and reporting process;
- supporting the work of members and officers through training and development.

Council membership

The Council has 25 members.

For the operational year from 1 April 2002 to 31st March 2003, the Council members were:



John Andrews CBE - *Chairman* #

Mal Davies - *Deputy Chairman*,
headteacher, Willows High School,
Cardiff +

Frank Bonello
teacher, Tonypany Comprehensive
School, Rhondda Cynon Taf +

May Castrey
retired teacher, Flint +

Tim Cox
teacher, Bryn Hafren Comprehensive
School, Vale of Glamorgan +

Steffan ap Dafydd
teacher, Cefn Hengoed Comprehensive
School, Swansea +

Elwyn Davies
headteacher, Pencoed Comprehensive
School, Bridgend +

Sheila Drayton
consultant in professional and
organisational development #

Claude Evans
Director ISIS Cymru *

Diane Farmer

headteacher, Ysgol Glan Gele, Conwy+
Ian Guy
senior lawyer (education), Neath Port
Talbot #

Neil Hendry
teacher, Radyr Comprehensive School,
Cardiff +

Angela Jardine
teacher, Gabalfa Primary School,
Cardiff +

Gareth Hywel Jones
headteacher, Bryn Celynnog
Comprehensive School, Rhondda
Cynon Taf *

Goronwy Jones
headteacher, Baden Powell Primary
School, Cardiff +

Richard Parry Jones
Director of Education, Ynys Mon *

Ian Morgan
headteacher, Harold Road School,
Abergavenny, Monmouthshire*

Gareth Roberts

Professor of Education, University of
Wales, Bangor *

Vernon Rowlands
teacher, Ysgol David Hughes, Ynys
Mon *

Moira Shepstone
teacher, Mount St Infant and Nursery
School, Brecon +

Rhiannon Steeds
retired headteacher, Aberystwyth *

Jackie Turnbull
consultant in education #

Gwen Williams
headteacher, Edwardsville Infants
School, Merthyr Tydfil +

Peter Williams
Diocesan Director of Education, St
Asaph / Provincial Education Officer,
Church in Wales *

Linda Wyn
Vice Principal, Coleg Menai *

Notes

1. The Council has 25 members. Elected members serve a four-year period of office while appointed members serve a three year period.
2. Twelve members were directly elected by teachers in April 2000 (elected members marked +)
3. Nine members were appointed by the National Assembly for Wales according to the procedure for public appointments, following nominations made by the teacher unions and other educational bodies in Wales (nominated members marked *).
4. Four members are direct appointments of the National Assembly for Wales, including initially the Chairman for a two-year period. The Chairman was elected by members for a further term of 2 years commencing September 2002. (directly appointed members marked #)

Foreword to the Accounts

History and Statutory background

The General Teaching Council for Wales was established under the Teaching and Higher Education Act 1998 and came into existence on 1 September 2000. The Council's remit and functions were amended by the Education Act, 2002.

The Cabinet Office has designated the Council as a professional self-regulating body. During the period covered by these accounts, the Council has been partly funded by the National Assembly for Wales for Wales in the form of Grant-in-Aid. Until the core functions of the Council are funded entirely from teachers' registration fees, the Council has a relationship with the Assembly akin to that of an Assembly Sponsored Public Body.

Under Paragraph 14 of Schedule 1 of the Teaching and Higher Education Act, the Council is required to prepare in respect of each financial year, a statement of accounts. These accounts have been prepared in accordance with the Accounts Direction given by the National Assembly for Wales dated 10 August 2001. A copy of the Accounts Direction is available from the Council on request.

Principal Objectives and Activities

The principal aims of the Council are set out in the 1998 Act. They are to contribute to improving the teaching and the quality of learning, and to maintain and improve standards of professional conduct amongst teachers, in the interests of the public. Further details are set out in the Annual Report.

Review of activities and developments

In the financial year ending 31st March 2003, the Council reported a surplus of £202,000 (£67,000 surplus for the year ending 31st March 2002) and had net assets of £416,000 (£282,000 as at 31st March 2002).

The financial year was a significant one for the Council because it was the first year the Council received funding of £875,000 through the collection of an annual registration fee from teachers. The amount of funding received from the National Assembly during the year, as a contribution towards the Council's core costs, was £398,000, and this will

reduce further to £260,000 in 2003/04. The Council's core activities are expected to be self funded from 1st April 2004.

Another significant development for the Council was the invitation by the Welsh Assembly Government to continue the work piloting and evaluating individually focused professional development for teachers. This extension, or phase two of the project, also saw a marked increase in the funding available from £1.3 million in 2001/02 to £4.6 million for 2002/03, of which £4.2 million was spent or committed by 31st March 2003 (£828,000 – 31st March 2002).

It became apparent during the course of the year that, because of the increased volumes of transactions created by the collection of registration fees and the increase in professional development funding, the Council would need to source a replacement financial accounting package capable of dealing with the volumes involved. After a tendering exercise, a supplier for a new system was found. The new system was implemented on 1st April 2003.

Payment of creditors

The Council is fully committed to the prompt payment of its suppliers' bills and supports the CBI's Prompt Payment Code. The Council aims to pay invoices within agreed contractual conditions, or where no conditions exist within 30 days of the receipt of a valid invoice. During the period, the Council paid 91.4% (93.5%:2002) of undisputed invoices within 30 days.

Audit of Accounts

The Auditor General for Wales is the statutory external auditor of the Council under the Teaching and Higher Education Act 1998.

Council membership

The Council had 25 members during the reporting period. Twelve members were elected by teachers, nine members were appointed by the National Assembly for Wales following nominations made by teacher unions and other educational bodies and three members were directly appointed by the National Assembly for Wales. Professor John Andrews CBE was initially appointed by the National

Assembly for Wales as Chairman of the Council for a two-year period.

Members elected John Andrews for a further two-year period from 1st September 2002. Members' names, backgrounds and categories of membership are listed in the Annex to the Annual Report.

Employment Policy

The Council adopts an equal opportunities approach to the recruitment, development and promotion of staff. Full and fair consideration is given to applications for employment from disabled people where they have the appropriate skills and abilities to perform the job. Employees are consulted and kept informed of matters which affect them, by means of staff forums, written communication, informal discussions and, where appropriate, information meetings.



Gary Brace

Chief Executive and Accounting Officer
31st August 2003



Statement of the Council's and Chief Executive's responsibilities

Under paragraph 14 of schedule 1 to the Teaching & Higher Education Act 1998, the Council is required to prepare a statement of accounts for each financial year in the form and on the basis determined by the National Assembly for Wales, with the consent of the Treasury. The accounts are prepared on an accruals basis and must give a true and fair view of the Council's state of affairs at the year-end and of its income and expenditure and cash flows for the financial year.

In preparing the accounts the Council is required to:

- observe the Accounts Direction issued by the National Assembly for Wales, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards have been followed, and disclose and explain any material departures in the financial statements;
- prepare the financial statements on the going concern basis, unless it is inappropriate to assume the Council will continue in operation.

The Principal Accounting Officer of the National Assembly for Wales has designated the Chief Executive as the Accounting Officer for the Council. His relevant responsibilities as Accounting Officer, including his responsibility for the propriety and regularity of the public finances for which he is answerable and for the keeping of proper records, are set out in the National Assembly for Wales' Accounting Officers Memorandum, issued by the National Assembly for Wales.

Statement on Internal Control

As Accounting Officer, I acknowledge my responsibility for ensuring that an effective system of internal control is maintained and operated by the Council.

The system of internal control is designed to manage rather than eliminate risks and can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal control is based on a framework of regular and ongoing processes designed to identify the principal risks to the Council in delivering its aims and objectives; to evaluate the nature and extent of those risks; and to manage them efficiently, effectively and economically. This process has been in place for the year ended 31st March 2003 and up to the date of approval of the annual report and accounts.

As Accounting Officer, I also have responsibility for reviewing the effectiveness of the system of internal control. The Council has established the following processes :

- reviews of quarterly performance by the Executive and Audit Committees and officials of the Welsh Assembly Government; in addition to monthly review meetings with officials of the Welsh Assembly Government;
- regular reports by internal audit which include an independent opinion on the adequacy and effectiveness of the Council's system of internal control together with recommendations for improvement;
- establishment of a risk register which is reviewed quarterly by senior officers, and at meetings of the Audit Committee. The Risk Register is also taken to full Council for consideration at least once during every financial year;
- A review of the Council's computer systems and their security resulting in the production of an I.T. Security Guidelines document and an I.T Strategy document. The review was carried out by the Council's internal auditors, Deloitte and Touche, and the findings and actions have been reported to the Audit Committee and implemented.

My review of the effectiveness of the system of internal control has been informed by the work of the internal auditors, the Audit Committee which oversees the work of the internal auditors, the executive managers within the Council who have responsibility for the development and maintenance of the internal control framework, regular reviews of the Risk Register and comments made by the external auditors in their management letter and other reports.



Gary Brace

Chief Executive and Accounting Officer

31st August 2003

The Certificate and Report of the Auditor General for Wales to the Members of the National Assembly of Wales

I certify that I have audited the financial statements on pages 20 to 32 in accordance with paragraph 14 of Schedule 1 to the Teaching and Higher Education Act 1998. These financial statements have been prepared under the historic cost convention and the accounting policies set out on pages 23 to 24.

Respective responsibilities of the Council, the Chief Executive and Auditor

As described on page 16, the Council and Chief Executive are responsible for the preparation of the financial statements in accordance with the Teaching and Higher Education Act 1998 and National Assembly for Wales directions made thereunder, and for ensuring the regularity of financial transactions. The Council and Chief Executive are also responsible for the preparation of the other contents of the Annual Report. My responsibilities, as independent auditor, are established by statute and guided by the Auditing Practices Board and the auditing profession's ethical guidance.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Teaching and Higher Education Act 1998 and directions made thereunder by the National Assembly for Wales, and whether in all material respects the expenditure and income have been applied to the purposes intended by the National Assembly for Wales and the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Foreword is not consistent with the financial statements, if the Council has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

I review whether the statement on page 17 reflects the Council's compliance with Treasury's guidance Corporate governance: statement on internal control. I report if it does not meet the requirements specified by the Treasury, or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements.

Basis of opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Council's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the purposes intended by the National Assembly for Wales and the financial transactions conformed to the authorities which govern them. In forming my opinion I have also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion:

- the financial statements give a true and fair view of the state of affairs of the General Teaching Council for Wales at 31 March 2003 and of the surplus, total recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the Teaching and Higher Education Act 1998 and directions made thereunder by the National Assembly for Wales; and
- in all material respects the expenditure and income have been applied to the purposes intended by the National Assembly for Wales and the financial transactions conform to the authorities which govern them.

I have no observations to make on these financial statements.

John Bourn
Auditor General for Wales
18th September 2003

National Audit Office
3/4 Park Place, Cardiff
CF10 3DP



Income and Expenditure Account for the year ending 31st March 2003

	Note	2002-03		2001-02
		£000's	£000's	£000's
Gross Income				
Grant in Aid	2	4,514		1,946
Registration Fees		874		-
Transfer from Government				
Grant Reserve	11	80		64
Other Income		1		1
Total Income			5,469	2,011
Expenditure				
Staff Costs	3	613		509
Direct Programme Costs	4	68		156
CPD Programme Costs	5	4,107		828
Other Operating Costs	6	410		389
Depreciation	8	86		64
Notional cost of capital		21		10
Total Expenditure			5,305	1,956
Surplus / (Deficit) on ordinary activities			164	55
Interest receivable	7	17		2
Adjustment for notional cost of capital		21		10
Surplus / (Deficit) for the year transferred to reserves			202	67
Statement of Retained Surplus / (Deficit)			2002-03	2001-02
Retained surplus / (deficit) at 1 April			63	(4)
Surplus for the year			202	67
Retained Surplus at 31 March			265	63
Statement of Total Recognised Gains and Losses for the year ended 31st March 2003				
Surplus for the year			202	67
Movement in Government Grant Reserve			(68)	155
Total Recognised gains and losses relating to the period			134	222

All activities are continuing

The notes on pages 23 to 32 form part of these accounts.

Balance Sheet

As at 31st March 2003

	Note	31 March 2003 £000's	31 March 2002 £000's
Fixed Assets			
Tangible Assets	8	180	219
Current Assets			
Debtors and Prepayments	9	86	227
Cash at Bank and in Hand		977	114
		1,063	341
Creditors			
Amounts falling due within one year	10	827	278
		236	63
Net Current Assets			
		416	282
Total Assets			
Financed by:			
Capital and Reserves			
Government Grant Reserve	11	151	219
Income and Expenditure Account		265	63
		416	282



Gary Brace

Chief Executive and Accounting Officer

31st August 2003

The notes on pages 23 to 32 form part of these accounts

Cash Flow Statement

for the year ended 31st March 2003

	2002-03	2001-02
	£000's	£000's
Net cash inflow from ordinary activities	881	101
Returns on Investments and Servicing of Finance		
Interest received	17	2
Capital Expenditure		
Payments to acquire tangible fixed assets	(47)	(219)
Net cash outflow from capital expenditure	(47)	(219)
Financing		
Government Grant Reserve	12	219
Increase in cash	863	103

Notes to the Cash Flow Statement

(a) Reconciliation of surplus on ordinary activities to net cash inflow from ordinary activities

Surplus on ordinary activities	164	55
Adjustment for notional cost of capital	21	10
Depreciation	86	64
Increase in Creditors	549	249
Decrease / (Increase) in Debtors	141	(213)
Release of Government Grant Reserve	(80)	(64)
Net cash inflow from ordinary activities	881	101

(b) Analyses of changes in net funds during the period

Net funds as at 1st April	114	11
Net cash inflow	863	103
Net funds at 31st March	977	114

The notes on pages 23 to 32 form part of these accounts

Notes to the accounts

1 Accounting policies

1.1 Accounting Convention

The accounts are prepared under the historic cost convention. Without limiting the information given, they meet the accounting and disclosure requirements of the Accounting Standards issued or adopted by the Accounting Standards Board, so far as those requirements are appropriate. The accounts comply with the Accounts Direction issued by the National Assembly for Wales.

1.2 Accounting policy for registration fee income

The annual registration year runs from 1st April to the following 31st March with the fee becoming due on the 1st April every year. The fee, is required to be paid in full regardless of what date during the year a teacher actually registers with the Council.

Fee income was credited to the Income and Expenditure on an accruals basis, with any fees received in advance, for the 2003/2004 financial year, being treated as pre-paid income and posted to the balance sheet as a liability.

1.3 Continuing Professional Development (CPD) Expenditure

CPD expenditure is recognised on receipt of a valid claim. Where CPD support has been offered but no claim received by the year-end, these amounts are recorded as commitments.

1.4 Fixed Assets

Fixed assets are defined as:

- Any single piece of equipment, costing more than £ 750 (inclusive of VAT) that has an estimated economic / operational life of more than 1 year.
- Any individual piece of furniture, costing more than £450 (inclusive of VAT) that has an estimated economic / operational life of more than 1 year.
- Any fixtures and fittings costing more than £3,000 (inclusive of VAT) that have an estimated economic / operational life of more than 1 year.

Any of the above, where it is more usual to treat individual components as a group, are treated as assets so long as their collective value exceeds £2,500 and each individual asset making up the group costs more than £250.

1.5 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less any estimated residual value of each asset, evenly over their expected useful lives as follows:

- All electrical equipment, including computers and office equipment, is depreciated on a straight-line basis over 3 years. Depreciation will commence in the month of purchase.
- Furniture and fixtures and fittings are depreciated on a straight-line basis over 5 years from the month of purchase.

1.6 Government Grants

Grants received from the National Assembly for Wales by way of grant-in-aid for operating purposes are credited to income in the year to which they relate. Ring fenced-Grant in Aid for the CPD pilot scheme includes accrued income from the National Assembly for Wales to cover outstanding CPD creditors.

Notes to the accounts

Grant income received and used for capital expenditure is credited to the government grant reserve, and relevant transfers, equivalent to the annual depreciation charge on assets acquired, are made to the Income and Expenditure account as the capital assets are utilised.

1.7 Stock

Stocks held by the Council are not material by value and are charged to the Income & Expenditure Account when purchased.

1.8 Pension costs

Pension costs are charged to the income and expenditure account based on amounts advised by the Treasury representing the accruing liability of the Principal Civil Service Pension Scheme in respect of staff who are members of that scheme.

1.9 Value Added Tax (VAT)

The General Teaching Council for Wales is not registered for VAT. All expenditure and fixed assets purchases in the accounts is stated inclusive of VAT.

1.10 Cost of Capital

A notional charge, calculated in line with Treasury guidance as 6% of the average capital employed between 1st April 2002 and 31st March 2003, is included as an operating cost within the Income & Expenditure Account.

1.11 Derivatives and other Financial Instruments

The Council has no borrowings and relies primarily on departmental grants for its cash requirements and is therefore not exposed to liquidity risks. It also has limited deposits, and all assets and liabilities are denominated in sterling, so it is not exposed to significant interest rate risk or currency risks.

2 Grant-in-aid

	2002-03	2001-02
	£000's	£000's
Amount received from the National Assembly for Wales	4,846	1,953
Post 1st September 2001 expenditure paid for by the National Assembly for salaries, computers and printing.	-	47
CPD accrued income	-	165
Less amount provided for capital expenditure	(12)	(219)
Less prepaid income	(320)	-
Grant-in-aid credited to Income and Expenditure Account	4,514	1,946

Notes to the accounts

The £320,000 prepaid income figure represents grant in aid funding received, but not expended, during the year. This surplus was created because claims against the second phase of the Continuing Professional Development (CPD) project were less than anticipated. The £320,000 was, therefore, not credited to income in the Income and Expenditure Account but treated as prepaid income and will be used to meet CPD phase three claims in the 2003/04 financial year.

3 Staff Costs

	2002-03 £000's	2001-02 £000's
Salaries and Wages	520	430
Social Security Costs	32	28
Pension Costs	61	51
Total	613	509

3.1

In accordance with the Greenbury Code and DAO (GEN) 3/00 and 12/00, the Council is required to disclose the following details concerning senior staff with responsibility for running policy-making departments:

Name and title	Age	Salary For the period (£)	Real increase in pension at 60 (£)	Total accrued pension at 60 at 31 March 2003 (£)
G Brace*				
Chief Executive	49	52,466	1,215	2,205
C James				
Director of Finance & Personnel	42	36,254	516	1,199
H Llewellyn				
Registrar	35	36,509	499	1,199
T Jones				
Policy & Planning Officer	34	37,393	513	1,207

* opted to join classic plus

Notes to the accounts

3.2 Pensions

Pension benefits are provided through the Civil Service pension arrangements. From 1 October 2002, civil servants may be in one of three statutory based “final salary” defined benefit schemes (classic, premium and classic plus). New entrants after 1 October 2002 may choose between membership of premium or joining a good quality “money purchase” stakeholder based arrangement with a significant employer contribution (partnership pension account).

(a) Classic Scheme

Benefits accrue at the rate of $\frac{1}{80}$ th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years’ pension is payable on retirement. Members pay contributions of 1.5 per cent of pensionable earnings. On death, pensions are payable to the surviving spouse at a rate of half the member’s pension. On death in service, the scheme pays a lump sum benefit of twice pensionable pay and also provides a service enhancement on computing the spouse’s pension. The enhancement depends on length of service and cannot exceed 10 years. Medical retirement is possible in the event of serious ill health. In this case, pensions are brought into payment immediately without actuarial reduction and with service enhanced as for widow(er) pensions.

(b) Premium Scheme

Benefits accrue at the rate of $\frac{1}{60}$ th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum, but members may commute some of their pension to provide a lump sum up to a maximum of $\frac{3}{8}$ ths of final pensionable earnings for each year of service or 2.25 times pension if greater (the commutation rate is £12 of lump sum for each £1 of pension given up). For the purposes of pension disclosure the tables assume maximum commutation. Members pay contributions of 3.5 per cent of pensionable earnings. On death, pensions are payable to the surviving spouse or eligible partner at a rate of $\frac{3}{8}$ ths the member’s pension (before any commutation). On death in service, the scheme pays a lump sum benefit of three times pensionable earnings and also provides a service enhancement on computing the spouse’s pension. The enhancement depends on length of service and cannot exceed 10 years. Medical retirement is possible in the event of serious ill health. In this case, pensions are brought into payment immediately without actuarial reduction. Where the member’s ill health is such that it permanently prevents them undertaking any gainful employment, service is enhanced to what they would have accrued at age 60.

(c) Classic Plus Scheme

This is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

Pensions payable under classic, premium, and classic plus are increased in line with the Retail Prices Index.

(d) Partnership Pension Account

This is a stakeholder-type arrangement where the employer pays a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product. The employee does not have to contribute but where they do make contributions, these will be matched by the employer up to a limit of 3% (in addition to the employer’s basic contribution).

Notes to the accounts

Employers also contribute a further 0.8% of pensionable salary to cover the cost of risk benefit cover (death in service and ill health retirement). The member may retire at any time between the ages of 50 and 75 and use the accumulated fund to purchase a pension. The member may choose to take up 25% of the fund as a lump sum.

3.3 Staff Numbers

The Council employed 22 staff during the financial year ending 31st March 2003, as follows:

	2003	2002
Management	4	4
Administration	17	13
Secondments	1	2
Total	22	19

The “actual” numbers of staff in post at 31st March 2002 and 31st March 2003 have been used rather than an average figure to give a more realistic representation of the Council’s rate of expansion in its first years of operation. These include secondments and fixed term contracts recruited to assist with the administration of the CPD pilot projects.

3.4 Council Members’ Remuneration

The Chairman is the only member to be paid a fee, the other 24 Council members’ are paid for their expenses only. The Chairman is not a member of the pension scheme.

	2003 £000’s	2002 £000’s
Emoluments of the Chairman - Professor John Andrews	22	20
Expenses paid to members	20	26

Expenses paid to members are for the purpose of reimbursing them for costs incurred in travelling to meetings.

4 Direct Programme Costs

	2003 £000’s	2002 £000’s
Supply costs	9	18
Professional Code for Teachers	-	50
Database Maintenance	23	50
Translation Costs	6	13
Promotional Materials	20	25
Total	68	156

Notes to the accounts

5 Continuing Professional Development Pilot Programme (CPD) Costs

	2002-03	2001-02
	£000's	£000's
Administration and evaluation *	373	140
Bursaries	692	288
Exchanges	249	148
Research Scholarships	589	252
International Exchanges	188	-
Network	992	-
Sabbaticals	49	-
Whole School Initiative	964	-
E-journal	11	-
Total	4,107	828

* Evaluation costs for 2002-03 were £203,000 (£13,000 for 2001-02).

6 Other Operating Costs

	2002-03	2001-02
	£000's	£000's
Members' Expenses	10	26
Officers' Expenses	11	13
Training and recruitment	22	19
Rent and Rates	58	57
Heating , Lighting, Telephones	17	25
Professional fees	85	53
Insurance	7	2
Printing & Stationery	87	72
Postage	59	63
Computer costs	13	18
Venue Hire	9	9
Audit fees	8	8
Other audit services	1	1
Maintenance	3	5
Other costs	20	18
Total	410	389

Notes to the accounts

7 Interest Receivable

Interest of £17,000 (2001-02: £2,000) was received during the period in respect of the Council's deposit account.

8 Tangible Assets

	Office Equipment £000's	Computer Equipment £000's	Furniture & Fittings £000's	Total £000's
Cost or valuation				
As at 1st April 2002	70	87	133	290
Additions	8	30	9	47
As at 31st March 2003	78	117	142	337
Depreciation				
As at 1st April 2002	20	30	21	71
Charge for year	24	35	27	86
As at 31st March 2003	44	65	48	157
Net Book Value as at 31st March 2003	34	52	94	180
Net Book Value as at 1st April 2002	50	57	112	219

9 Debtors and prepayments

	2002-03 £000's	2001-02 £000's
Amounts falling due within one year		
Debtors	-	165
Prepayments	86	62
Total	86	227

10 Creditors : amounts falling due within one year

	2002-03 £000's	2001-02 £000's
Registration fees prepaid	341	-
Prepaid grant in aid	320	-
Other creditors	95	259
Accruals	71	19
Total	827	278

Notes to the accounts

In addition to the creditors shown above, the Council had outstanding year end commitments totalling £65,927 (2000-2001: £87,000). These commitments represented CPD funds that had been allocated to teachers but for which the Council had not received claims as at the year end.

11 Reconciliation of movements on Government Grant Reserve

	2002-03	2001-02
	£000's	£000's
At 1st April	219	64
Grant received during the year	12	219
Released to I&E Account during year	(80)	(64)
At 31 March	151	219

12 Capital Commitments

The Council had not committed itself to any capital expenditure at 31st March 2003.

13 Reconciliation of Movement in Taxpayers' Equity

	2002-03	2001-02
	£000's	£000's
Taxpayers' equity at 1st April	282	60
Retained surplus for the period	202	67
Movement on the Government Grant Reserve	(68)	155
Taxpayers' equity at 31st March	416	282

14 Operating leases

	2002-03	2001-02
	£000's	£000's
(a) Amounts charged to the income and expenditure Account for operating lease payments	48	38
(b) Annual commitment on building leases expiring:		
Within one year	-	-
Within two to five years	16	16
After more than five years	38	32
Totals	54	48

Notes to the accounts

15 Related Party Transactions

The General Teaching Council for Wales is a self regulating professional body which was partly funded by the National Assembly for Wales during the year. During this period, it has a relationship with the Assembly akin to that of an Assembly Sponsored Public Body. The Assembly is regarded as a related party. During the period, the Council received funding from the Assembly in the form of Grant in Aid.

During the period the Council had no material transactions with other entities for which the National Assembly for Wales was the sponsor.

None of the key management staff or other related parties has undertaken any material transactions with the Council during the year.

As mentioned in the Foreword, the Council was invited by the Welsh Assembly Government to continue to administer and evaluate Continuing Professional Development Pilot funding to registered teachers in Wales. The Council has, for the sake of transparency, taken a liberal view as to what constitutes a related party transaction in respect of CPD funding. It has, therefore, provided details below of schools that have been awarded such CPD funding during the financial year where that school employs either a teacher or headteacher who is also a member of Council. In each case the member took no part in the decision to award funding.

Name of school	Number of teachers that have been awarded CPD funding	Total Amount of CPD funding awarded
Tonypandy Comprehensive	14	£11,205
Gwynedd Primary School	1	£1,273
Bryn Hafren Comprehensive *	87	£15,127
Cefn Hengoed Comprehensive	4	£3,651
Pencoed Comprehensive *	71	£31,791
Willows High School *	52	£17,138
Ysgol Glan Gele	8	£10,404
Radyr Comprehensive	8	£3,655
Gabalfa Primary School	1	£2,996
Bryn Celynnog Comprehensive	1	£658
Baden Powell Primary School	1	£800
Harold Road Primary School	4	£1,476
Ysgol David Hughes *	94	£26,953
Mount St Infant and Nursery School	2	£976
Plascrug County Primary School *	20	£9,623
Edwardsville Infant School	3	£2,390
Totals	371	£140,116

* Indicates that the whole school received funding from the whole school initiative fund.

Notes to the accounts

During the year, three Council members were awarded CPD funding towards their own professional development. The members and the amounts involved are listed below. These amounts are included in the above table.

Name	CPD Category	Amount
Diane Farmer (Headteacher, Ysgol Glan Gele)	Visit & Exchanges	£ 468.40
Steffan ap Dafydd (Teacher, Cefn Hengoed Comprehensive)	Network	£1,569.00
Elwyn Davies (Headteacher, Pencoed Comprehensive)	Network	£2,700