

Minutes of the Eleventh Meeting of the General Teaching Council for Wales

Date: 8th April 2003

Location: Coleg Gwent, The Hill, Abergavenny

Attending

John Andrews	Claude Evans	Ian Guy
Neil Hendry	Angela Jardine	Gareth H Jones
Ian Morgan	Moira Shepstone	Rhiannon Steeds
Gwen Williams	Linda Wyn	Elwyn Davies
Peter Williams	Mal Davies	Tim Cox
May Castrey	Richard Parry Jones	Diane Farmer
Sheila Drayton	Jacqueline Turnbull	Goronwy Jones

Apologies

Frank Bonello	Steffan ap Dafydd	Gareth Roberts
Vernon Rowlands		

Officers

Gary Brace Chief Executive	Chris James Director of Finance And Personnel	Tegryn Jones Policy and Planning Officer
Hayden Llewellyn Registrar	Zoe Grundy Corporate Support Officer	Chris Ryan Office Manager

Observers

Matt MacIver, Chief Executive/Registrar
General Teaching Council for Scotland

1. Draft Minutes of the Council Meeting of 10th December 2002

- 1.1 The minutes were agreed as an accurate record.
- 1.2 Minute 1.1, *Application to ILT*. The Chief Executive reported that the final proposal for an automatic accredited route to membership of the ILT for teacher educators in Wales had now been submitted to the ILT for their approval.
- 1.3 Minute 1.4, *'School of the Future'*. Gwen Williams reported that the Assembly Reference Group had met with teacher unions to discuss the Council's paper on the role of the teaching profession. The Reference Group had developed three key recommendations, namely, a vision for a community focused school, a suggestion that the Assembly Minister set up a working group, and that the new Education and Lifelong Committee carry out exploration of the three issues. A copy of the interim report was made available to members at the meeting.
- 1.4 Minute 5.2.2. The Chairman reported that the Assembly had now sent letters to listed organisations inviting nominations for membership of the Council. It was anticipated that shortlisting would take place during May 2003, with

interviews being held during June.

- 1.5 Minute 9.2, *payment of CRB checks*. A member asked whether the issue of the payment of the CRB checks had been resolved. The Chief Executive replied that at the December Council meeting, the Minister, had reported that the implementation of the Council undertaking suitability checks would be delayed. There was no further progress to report on this issue.
- 1.6 Gareth Jones reported that the second meeting of the Assembly Research in Education and Training Group was scheduled to take place this week.

2. To receive notification of any issues which members wish to raise in respect of the 'Information' Agenda Items (14 to 16).

- 2.1 Agenda item 14, *Registration and Fees Report (GTCW 9/03)*. The Chief Executive reported that at the last Council meeting, members had given their agreement to the de-registration of those teachers who had not submitted a payment in respect of the 2003/04 registration fee. The Chairman asked members to reaffirm this decision. Members agreed that those teachers who had not paid the 2003/04 registration fees by mid-May should be de-registered by the Council.
- 2.2 Agenda item 15, *Professional Indemnity Insurance (GTCW 10/03)*. The Chairman drew members' attention to the fact that members were now covered by professional indemnity insurance for the full range of Council's responsibilities, including the Council's disciplinary responsibilities, as indicated in the Council paper. The Director of Finance and Personnel explained that the £250,000 limit was intended to cover all possible High Court Appeals for the year, and was not an amount for an individual appeal. One member felt that this figure might not prove adequate for any possible High Court Appeals and asked whether it would be possible to increase the limit for the first few years. The Director of Finance and Personnel explained that this figure was the limit available to the Council. One member suggested that the Council could look at procuring a joint professional indemnity policy with the other GTCs and the Chairman suggested that this issue could be discussed further at the next meeting of the GTC's 5 Nations Group and the annual meeting of Chairs and Chief Executives of the GTCs.

3. Draft minutes of the Registration Committee of 5 February 2003.

- 3.1 Gwen Williams introduced the minutes of the meeting and explained that the majority of issues raised during the Registration Committee meeting were on the Council agenda for discussion.
- 3.2 Members were informed that the text of the Council's response to the Staff Disciplinary Procedures and Rules had now been finalised and was on the Council agenda.

4. Draft minutes of the Executive Committee of 5 February 2003.

- 4.1 The Chief Executive introduced the minutes of the meeting.
- 4.2 Minute 2.2, *journal update*. A copy of the Council's journal, 'Teaching Wales/Addysgu Cymru' was available at the Council meeting. It was hoped

that the second edition of the journal would be completed for distribution during May 2003.

- 4.3 Minute 3, *role of the Audit Committee*. One member asked whether the Executive Committee members had agreed a timetable for the widening of the role of the Audit Committee to take account of scrutiny and risk management. The Chief Executive replied that the role of the Audit Committee would be addressed in conjunction with the revision of the Standing Orders, which would take place during the autumn 2003.
- 4.4 Minute 5, *Corporate and Operational Plans*. The Chief Executive informed members that both plans had now been submitted to the Assembly. A supportive letter had been received from the Assembly, however, with a request that some minor changes be made to the Plans. Members' attention was also drawn to the Annual Budget for the year ending 31st March 2004, at Annex C, which illustrated the way in which income streams for CPD and QTS work had been used to offset the Council's overheads and thus keep the registration fee for 2003/04 down.
- 4.5 Minute 7, *Compensatory payment to employers of non-teacher Council members*. The Chairman informed members of the Executive Committee's decision to implement the Council's January 2001 decision that employers of non-teacher Council members and self-employed members of Council be allowed to claim a compensatory payment equivalent to the prevailing daily or half-daily supply rate as from 1st April 2003. The Chairman asked those teacher members of the Council to note the Committee's decision which they did. Non-teacher members took no part in the discussion or recommendation on this item.

5. Draft minutes of the Policy Committee of 4 March 2003.

- 5.1 The Chief Executive introduced the minutes of the meeting and explained that the majority of issues raised during the Policy Committee meeting were on the Council agenda for discussion.
- 5.2 Minute 3.3, *ELWa consultation on National Funding System and Planning Framework for post-16 learning in Wales*. The Chief Executive explained that an update had been provided to members of the Policy Committee, following the Deputy Chairman and Chief Executive's meeting with ELWa, on the proposed National Funding System and Planning Framework for post-16 learning in Wales. There was some discussion concerning the funding allocated for post-16 learning in Wales. One member pointed out that ELWa had only allocated a 7.5% uplift for students, when the true cost of covering the funding was likely to be around 10%. Other members voiced their disappointment in the amount of funding available and the shortfall that would be incurred per student, and further noted that this would have a direct impact on the classroom. The Chairman suggested that, following the election, Council officers should put together a letter to ELWa noting members' concerns, and asked that members provide Council officers with any evidence/figures that could be used to illustrate the concerns mentioned.
- 5.3 Minute 3.4, *Mandatory NPQH*. The Chief Executive reported that the conference to discuss mandatory NPQH had been well attended; however, no decision had yet been made on the date for the introduction of NPQH. The

Chief Executive felt that it was likely to be introduced from 2005.

6. QTS report (GTCW 1/03)

- 6.1 The Registrar introduced the report, and updated members on the new role of the Council in respect of the administration and award of QTS, as from 1st March 2003. Members were asked to consider and discuss the matters set out in this report.
- 6.2 The Registrar outlined the work involved in the award and administration of QTS, explaining that the Council had already been involved in the college exit process, namely the issuing of teacher reference numbers to those students in ITET institutions in Wales. The Council would then be issuing QTS certificates in August 2003 to those teachers who had successfully completed the appropriate courses of study in Wales.
- 6.3 The Chairman informed members that he had written to the Minister for Education and Lifelong Learning regarding the Assembly's decision to retain powers for the GTP and RTP route to QTS. A letter of response had been received from the Minister indicating that the GTP and RTP route should continue to lie with the Assembly because the Assembly was responsible for the approval of the GTP and RTP training programmes and external assessors. However, the reply did indicate a willingness to transfer the FE and independent sector routes to the Council, but that the small number of teachers involved did not justify the introduction of separate legislation for this alone.
- 6.4 The Chairman confirmed that the Council would write to the Assembly requesting the transferral of the FE and independent sector routes to QTS to the Council and noting the shortcomings of the GTP route. The Chairman asked members to submit any comments on this in writing to the Council. A paper on the GTP route would be submitted to Registration Committee on 15th May.

7. Future of the Registration Database (GTCW 2/03)

- 7.1 The Registrar introduced this paper and explained that the paper had been submitted to the Registration Committee in February, setting out the strengths and weaknesses of the current database system. Members were invited to consider the matters set out in the report and note the exploratory work being undertaken.
- 7.2 The Registrar reported that he and the Chief Executive would be meeting with officers of GTCE to clarify the GTCE's intentions in respect of the future of the joint database. The Council had also held discussions with the existing contractor about the costs and implications of the Council setting up its own database.
- 7.3 A discussion ensued concerning the cost of the Council establishing its own database, with one member suggesting that the cost of £100,000 associated with the GTCW setting up its own database, rather than the current cost, would be a cause for concern, and that the Council should perhaps be looking to resolve those issues noted in the paper with the GTCE, rather than looking to establish a separate database. The Chairman reported that there were reserves in the budget for the cost of establishing a separate

database, and these would be built up over the coming years.

- 7.4 Members agreed to the recommendations contained in the Annex, namely that the Council would begin exploratory work into the feasibility and costs of replacing the Register database, continuing discussions with GTCE regarding the future of the current database and the Council's respective operational needs, and to begin discussions with DfES concerning the likely cost of developing and maintaining the database as a single client. A formal recommendation would be presented to Council at its June or September meeting.

8. CPD Pilot Projects Phase 2 report (GTCW 3/03)

- 8.1 The Policy and Planning Officer introduced this paper and drew members' attention to the updated report on the financial position at the end of Phase 2 which was tabled at the meeting. He explained that more comprehensive information would be included in the final evaluation report which would be presented to members at the June Council meeting. Members were invited to note the work undertaken as part of Phase 2 and 3 of the CPD pilot projects.
- 8.2 The Policy and Planning Officer reported that expenditure for Phase 2 had amounted to £4,405,610. He explained that the un-claimed figure of £72,728 related to some 148 CPD applications for which funding had been awarded, but for which claims for the funding had not been submitted before the closing date. The under-claimed figure of £247,458 related to claims where the teacher had been awarded, for example, £500, but the cost of the activity had amounted to less than the figure awarded. In total, £320,186 had been returned to the Assembly.
- 8.3 One member raised concern that the allocation of CPD funding appeared to be unequal across regions and suggested that the Council should look at the reasons why applications for CPD funding had been higher in South Wales, than North or West Wales. It was also suggested that the Council should look at whether there was equality of opportunity for teachers in respect of school managers releasing teachers to undertake CPD projects, and whether teachers in smaller schools had the same opportunity and time to undertake these projects. The Policy and Planning Officer explained that currently the Council was out to tender for a research element into why some teachers had not taken up the CPD opportunities and what difficulties had been encountered more generally across Wales in relation to take-up. Members also requested information about whether Phase 2 applications had received funding in Phase 1 and whether the programme was impacting on a wider range of teachers.
- 8.4 Members affirmed that all teachers in Wales should be given equal opportunities to undertake CPD activities. The Policy and Planning Officer stated that the Council would continue to be pro-active in advertising the opportunities and funding available to teachers in Phase 3. All funding applications would be judged against the Council's criteria. Phase 3 pilot projects would also be independently evaluated.
- 8.4 The CPD e-journal had gone on-line in December 2002, with approximately 1000 'hits' a week being recorded.

9. Assembly Consultation on CPD (GTCW 4/03)

- 9.1 The Chief Executive introduced this paper and invited members to respond to the consultation by welcoming the proposals in the paper and to remit the Executive Committee to make proposals for Council structures for the delivery of individually focused CPD, subject to further discussion by members during the informal session following the Council meeting.
- 9.2 The Chief Executive explained that this paper was in response to the Council advice, 'CPD - An Entitlement for All', submitted to the Assembly in April 2002. The Assembly consultation was launched on 12th March 2003.
- 9.3 The following proposals contained in the consultation document were highlighted in the Council paper for discussion:
- The proposal to develop a professional standards framework. It was suggested that the Council might welcome taking on the lead role in developing the professional standards framework.
 - The proposal to develop mentoring and dissemination of good practice. It was noted that the CPD team was already undertaking this role, through the use of the professional networks and the e-journal.
 - The proposal to put individually focused CPD on a permanent basis and the mechanism for delivery. The Assembly would be asking the Council to continue with the administration of CPD. The Chief Executive advised members of the legislative basis for the Council undertaking activities designed to promote the professional development of teachers.
 - Monitoring and evaluation. The Council would continue to have a duty to monitor and evaluate the CPD projects.
 - Funding Issues. The Chief Executive noted that funding of the CPD projects for Phases 1, 2 and 3 had come from EYF money (End of Year Flexibility), and that the Council had only been aware in the November of each year of the budget for the following Phase. However, the Assembly had now allocated £3.5 million in 2004/05 and £12 million in 2005/06 in the baseline budget. The Chief Executive asked members whether the budgets mentioned would be adequate, and whether members felt that the Council would be able to retain its independence, whilst taking on Assembly funded CPD projects. It was agreed that these issues would be discussed during the Council's informal discussion following the Council meeting.
- 9.4 Members raised the following points during discussion on this item:
- 9.4.1 Some members were unsure as to how the Council could manage the CPD projects, whilst retaining its independence. Others agreed that they would not want the Assembly to ask another organisation to undertake the work on the development of a professional standards framework. One member noted that it was important for the Council to be a developmental body, and the administration of CPD funding was an opportunity to do so. One member agreed that it was appropriate for a professional body to be undertaking this activity.
- 9.4.2 One member expressed concern that teachers were confused as to from whom CPD funding was coming, and that some teachers thought that the funding was coming from the Council, partly funded by teachers' registration fees. He did not feel the Council should take on

the responsibility. Concern was also raised as to whether the Council could undertake an evaluation role on itself, when it was also the provider.

9.4.3 One member argued that funding for the programme needed to be new money to ensure that funding for local needs was protected. Members agreed that GEST funding should continue to be maintained by the Assembly and that the GEST budget should not be decreased in order to fund the individually focused CPD budget. The Chairman reported that the Council had argued the case for GEST funding in both its advice to the Assembly and during meetings with Assembly officials.

9.5 The Chairman invited members to vote on the recommendations set out in paragraph 9.1 above, with the following results recorded:

- In favour – 16
- Against – 1
- Abstentions - 3

10. Developing the Action Plan on Recruitment and Retention (GTCW 5/03)

10.1 The Chief Executive introduced this paper and invited members to receive the report for information and to discuss and make suggestions on the draft Action Plan. Members were informed that a copy of the Cardiff University desk based survey report was available at the meeting. In addition, a limited number of copies of the printed version of the Council's own survey report were also available for members to take away.

10.2 The Chief Executive reported that the Council had influenced the Assembly's School Census for January 2004.

10.3 The Council had been taking the lead role in developing the Action Plan, with input from the multi-agency partners involved in the recruitment and retention conference.

10.4 The Chairman invited comments on the draft Action Plan, as at an Annex A

10.4.1 Members suggested that the wording at paragraph 87, page 93 should be amended.

10.4.2 Paragraph 155, page 100. One member suggested that there was also a difficulty in getting teachers to apply for leadership roles in secondary schools, as well as primary schools. It was also noted that there was a problem in recruiting Welsh speaking teachers to management posts. It was agreed that this would be fed into the Action Plan.

10.5 The next step would be to further develop the recommendations in the Plan for the Assembly, LEAs, schools, the profession and for the Council. The Action Plan would be presented to Policy Committee on 15th May 2003, with a final version presented to Council at the June meeting.

10.6 The Chairman offered Council's congratulations to officers of the Council in developing the Action Plan following the input from the Council.

11. Draft response to the Assembly Consultation on the Foundation Phase (GTCW 6/03)

- 11.1 The Policy and Planning Officer introduced this paper and invited members to discuss the consultation document 'Foundation Phase – 3 – 7 years' and to suggest issues for inclusion in the Council's response. He explained that this was the first draft in response to the Assembly Consultation, and was based on discussions from the Policy Committee in February. The final response would need to be agreed by the Policy Committee in May, before its submission to the Assembly.
- 11.2 One member noted that in relation to paragraph 4, page 112, the introduction of the Foundation Phase would also have an impact on the work of teachers and pupils at Key Stage 1, in addition to Key Stage 2 and above. It was agreed that a statement to this effect would be included in the response.
- 11.3 A member also suggested that paragraph 9, page 113, should make reference to the training of support staff. The training should not be left to the teacher to provide.
- 11.3 It was suggested that paragraph 10, page 113, should be reworded to state that, wherever possible, qualified teachers should be employed to work in the non- maintained sector, although appreciating that this was not always possible.
- 11.4 It was suggested that paragraph 11, page 113, should be reworded to reflect the fact that teachers who had been trained in the last 12 years may be challenged by the greater flexibility available to them.
- 11.5 A member noted that paragraph 14, page 114, should reflect that ESTYN inspectors should be trained in, and have experience of teaching in, the sector for which they were carrying out an inspection.
- 11.6 One member also suggested that the response should contain a section on funding, e.g. the provision of specialist teachers, support staff, space, equipment, training and accessing the outdoors.
- 11.7 Furthermore, members agreed that there should be an evaluation of the Foundation Phase and its effectiveness, and that the Phase should be brought in in stages to facilitate this.
- 11.9 Members agreed that the consultation document should be submitted to the Policy Committee for finalisation, before submission to the Assembly.

12. Revised Disciplinary Procedures and Rules (GTCW 7/03)

- 12.1 The Registrar introduced this paper and asked members to consider, and if seen fit, approve the Council's revised Disciplinary Procedures and Rules. He explained that the Disciplinary Procedures and Rules had been revised in the light of recent Assembly legislation and regulations, the Council's own experience in investigating cases received to date, amendments made by other General Teaching Councils to their own Procedures and Rules in recent months and recommendations from the Council's solicitors.

- 12.2 The Chairman invited members' comments on the revised procedures and rules.
- 12.3 A discussion took place concerning the wording at paragraph 22, page 151, 'who shall direct the committee to adopt an investigative rather than an adversarial approach'. Some members felt that this terminology could be confusing to a teacher, who for example, could be representing himself at a hearing. The Registrar stated that this had been worded as the result of the consultation exercise with one of the teacher unions. Members agreed that the rule should require the Chair to qualify the situation at the beginning of a hearing, with the Chair discouraging an unduly adversarial approach. It was agreed that the form of words at page 151 and page 131 would be amended by officers and agreed by the Chair of the Registration Committee, (Gwen Williams), and Ian Guy.
- 12.4 One member stated that Voluntary Aided schools should also be included in the list of who was an employer or agent at page 126. The Registrar agreed to include an explanation of Voluntary Aided schools in the definition of employers at page 126.
- 12.5 Members approved the Revised Disciplinary Procedures and Rules.

13. Electoral System for Council Members (GTCW 8/03)

- 13.1 The Director of Finance and Personnel introduced this paper and explained that the draft scheme at Annex A, was the scheme used by the National Assembly for the first election of members in 1999-2000. Once agreed by Council, the scheme would need to be approved by the Assembly. Members were invited to confirm the Executive Committee's recommendations set out in respect of no geographical constituencies, criteria for who may stand and vote in the election and the voting system and to comment on the draft election scheme at Annex A.
- 13.2 It was noted that, in respect of teachers where the category of voting was unclear, it may be possible to issue guidance rather than a rule, given the position of supply teachers and retired teachers.
- 13.3 The timetable for the election of Council Members had been prepared following discussions with the Electoral Reform Society and on the assumption that there would be no changes made to the election scheme, which would require changes to legislation. Any changes to the legislation could result in an additional 4/6 months being added to the timetable to allow for the Assembly to make the changes to the regulations.
- 13.4 A member asked whether it would be possible, in the headteacher category, to ensure that headteachers from both the primary and secondary sector would be represented in this category. Given the larger number of primary headteachers in Wales, compared to secondary headteachers, there was some concern that only primary headteachers could be elected to the Council. It was agreed that officers of the Council would approach the Assembly concerning the above suggestion. However, members agreed that should the amendment require changes to the regulations, resulting in an additional 4/6 months being added to the timetable, that the rule should

remain unchanged and addressed after the election. It was also noted that the special education sector and the nursery sector should be areas for future consideration.

13.5 Members confirmed the Executive Committee's recommendation on the principles governing the election scheme.

14. For Information items

14.1 Members received the following reports for information:

- Registration and Fees Report (GTCW 9/03)
- Professional Indemnity Insurance (GTCW 10/03)
- Quarterly Review, 1 October – 31 December 2002 (GTCW 11/03)

15. Any other business

15.1 The Chairman drew members' attention to the publication of the Assembly consultation document proposing a principle and a method of revising the QTS circular and ITET requirements, copies of which were available to Council members at the meeting. The Chairman asked members to submit any comments on the document to the Chief Executive. A draft response would then be discussed at the Policy Committee meeting on 15th May and included as an 'information item' at the June Council meeting.

The meeting was declared closed.