GENERAL TEACHING COUNCIL FOR WALES
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MINUTES OF THE MEETING OF THE TWENTY-EIGHTH MEETING OF THE GENERAL TEACHING COUNCIL FOR WALES

DATE: 10TH JULY 2007

LOCATION: THE NORTH EAST WALES INSTITUTE OF HIGHER EDUCATION (NEWI), WREXHAM

Present:

Mal Davies (Chair)	Valerie Merriman
Jacquie Turnbull (Deputy Chair)	Suzanne Nantcurvis
Ron Carrotte	Rosemond Nelson
Michael Edwards	Richard Parry Jones.
Ian Guy	Gareth Roberts
Anthony Hughes	Sarah Stockford
Angela Jardine	Jacky Tonge
Sue Jenkins	Gwen Williams
Nichola Jones	Peter Williams

Apologies:
Frank Bonello, Tim Cox, Elwyn Davies, Sheila Drayton, Gareth Jones, Goronwy Jones and Jane Setchfield

Officers:

Gary Brace	Chief Executive
Hayden Llewellyn	Deputy Chief Executive (Teachers' Qualifications, Registration and Professional Standards)
Julia Evans	Deputy Chief Executive (Finance, Personnel and Corporate Services)
Karen Evans	Policy and Planning Manager
Jo Harris	Corporate Support Officer (Secretariat)

1. Welcome and Preliminaries

1.1 The Chairperson welcomed members to the twenty-eighth meeting of the Council and confirmed the meeting would be conducted bilingually. A welcome was given to observers Sashi Sivaloganathan (Vice Chair, General Teaching Council for England), Rosa Murray (Professional Officer – Probation & CPD, General Teaching Council for Scotland) and Gerry Devlin (Senior Education Officer, General Teaching Council for Northern Ireland). A further welcome was also offered to the persons observing from the public gallery.

1.2 The Chairperson pointed out that, for a number of nominated members, this might be their final Council meeting. He gave his thanks to members, some of whom had been members of the Council since its inception in 2000.

2. Declarations of Interest

2.1 There were no declarations of interest.

3. Chairperson's correspondence

3.1 The Chairperson drew attention his letter dated 25th June 2007 to the Minister for Education, Culture and the Welsh Language which accompanied Council's Corporate Plan 2007-10 and Operational Plan 2007-08 and followed up the issue of increasing Council's Registration Fee from 2008-09 . The letter detailed Council's core activities and the costs involved in undertaking these; issues of the independence of Council and the economies of scale not available to the General Teaching Council for Wales in comparison to other UK teaching councils. No reply had been received to date.

3.2 Members then received a report on the meeting between the Chairperson, Deputy Chairperson, Chief Executive, Deputy Chief Executives, Policy and Planning Manager and Don Tyrer and officials from the Welsh Assembly Government. The Chairperson advised members that Mr Tyrer had been supporting Steve Marshall, Director - Department for Education, Culture and the Welsh Language in his school improvement agenda through a tri-level approach between the Welsh Assembly Government, LEAs and schools. The meeting had been informative and it appeared there were clear opportunities for Council to play a significant role in promoting elements of teaching and learning, professional networking and leadership in keeping with Council's own remit to improve standards of teaching and learning. It was anticipated that the Assembly school improvement programme would be launched in August/September 2007. Further reports would be made to Council in due course.

3.3 One member highlighted the invitation offered to the Minister for Education, Culture and the Welsh Language to meet with Council officers and members, suggesting that officers might meet with the Minister as early as possible. The Chief Executive confirmed that Assembly officials were working to arrange this.

4. Draft minutes of the Council meeting held 3rd May 2007

4.1 The minutes of the meeting were confirmed as a correct record.

Matters arising:

4.2 Minute 16.3: Professional Standards matters: The Deputy Chairperson requested an update on the recruitment of lay persons to 'sit' on Professional Standards Committees. Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) reported that, prior to placing the advertisement, an application form and criteria were being developed at the request of the Registration Committee. It was anticipated that the advertisement would be placed in the media in September 2007.

4.3 Another member drew members' attention to the increased number of persons who would be available to 'sit' on Professional Standards Committees following the completion of the nominations process in October 2007. This would be supplemented further following the elections process in 2008. With this in mind, the member questioned if recruitment of additional lay members were necessary. The Chairperson explained that, when formulating Committees at present it was found that the small number of lay members often led to availability difficulties. The Chief Executive assured members that consideration would be given to the points raised. Whilst ensuring sufficient availability of members to populate the Committees in the immediate future, there would be an issue for consideration going forward in relation to the number of cases members might 'hear' and the need to ensure consistency in the decision making process. These issues would be debated in the future.

5. To receive notification of any issues which members wish to raise in respect of the 'Information' Agenda items (21 to 26)

5.1 No notifications were given.

6. Draft minutes of the Executive Committee meeting 5th June 2007.

6.1 The Chief Executive introduced these minutes and advised members that all issues, except two, would be covered on the meeting agenda.

6.2 Minute 2.3: The Annual Lecture: Members were reminded that Estelle Morris would deliver the lecture on 1st October 2007. Postcards providing brief details of the lecture were available at the meeting and would be distributed to those persons who had attended previous lectures. Members would be provided with a number of invitations which they were invited to use with friends and colleagues. It was hoped that the response to lecture invitation would be as high as in 2006

6.3 A member questioned an update on previous discussions to hold a similar event in North Wales. The Chief Executive reported that further discussion would take place with ADEW representatives in September 2007, where it was hoped that a steer would be gained which would assist in the development of an event. Some members felt strongly that arrangements for the event should be developed, drawing in other organisations other than ADEW for input.

6.4 Minute 2.9: Quality Mark: The Chief Executive drew members' attention to the launch of a Quality Mark for supply teacher agencies which had been recommended by Council in March 2003. It was expected that an announcement about the arrangements would be made in July 2007 and the launch of the system might take place in 2008.

6.5 The unconfirmed minutes were noted.

6.6 There were no matters arising.

7. Draft minutes of the Policy Committee meeting 5th June 2007

7.1 The Chief Executive briefly introduced these minutes, informing members that all issues would be covered on the meeting agenda.

7.2 The unconfirmed minutes were noted.

7.3 There were no matters arising.

8. Draft minutes of the Registration Committee meeting 12th June 2007

8.1 Gareth Roberts, Deputy Chairperson of the Registration Committee, introduced these minutes.

8.2 Members were advised that the single agenda item for Committee discussion would be covered on the meeting agenda. He added that the self-assessment exercise had led to particularly useful discussion regarding the Committee's assessment of its previous years' performance.

8.3 The unconfirmed minutes were noted.

8.4 There were no matters arising.

9. Draft minutes of the Audit and Scrutiny Committee meeting 12th June 2007

9.1 Mike Edwards presented these minutes, drawing attention to the positive internal audit reports received regarding Council's work on Induction & EPD funding and CPD funding and went on to praise officers' work which had led to the substantive assurances from the internal auditors. He explained that officers were working on a business continuity plan which would include disaster recovery arrangements as recommended by Council's internal auditor.

9.2 The unconfirmed minutes were noted.

Matters arising:

9.3 One member sought clarification on the development of a wider business continuity plan. The Chief Executive highlighted the information available in the *Risk Register* paper (GTCW 45/07) which formed part of the *for information items.* He added that, following an internal audit report in late 2005, officers had developed a draft business continuity and disaster recovery plan but had waited, for a significant period, further guidance from the auditors before the plan could be finalised. The further development of the plan was now in hand as reported earlier. In addition to these arrangements, the Chief Executive reported that a detailed IT disaster strategy had been in place for some time. Succession planning advice was currently being sought. Members were content with the report.

9.4 The Deputy Chairperson recommended that the thanks of Council as a whole be passed to officers for their work which had resulted in a very positive audit. Members concurred.

9.5 There were no other matters arising

10. Progress report on Registration, QTS and Induction (GTCW 35/07)

10.1 Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) provided an update on the three areas covered by this paper.

Registration:

10.2 The collection of the Registration Fee for 2007-08 had been successfully completed in May 2007 and the total number of teachers registered with the Council stood at 36,543. Following the collection of the fees, all registered teachers were provided with a copy of their registration record to enable checking and amendments were appropriate; all headteachers received a list of teachers within their school who were registered with the Council with an invitation to make contact with any queries; all LEAs received a list of all supply teachers who had registered and all supply agencies received a letter informing them that the Council's annual registration process had been completed and that checks could be made to ensure that all teachers registered in their employment were registered for the coming year.

QTS:

10.3 Members were advised that Council's annual work in arranging to register all newly qualified teachers would be awarded QTS in August 2007 and commence work in maintained schools in Wales from September 2007 was well progressed. Council staff had visited HEIs to initiate the registration process with NQTs which included the completion of Enhanced Disclosure Applications. The arrangements had been successful and 1,250 Enhanced Disclosure Applications had been passed to the Criminal Records Bureau at the start of June 2007. To date 900 had been returned, reflecting the significantly improved turnaround time by the Bureau. As approximately 1,500 NQTs were expected to register, the total of 1,250 registrations thus far put the Council in a favourable position to complete its statutory process in good time.

10.4 One member welcomed the report and in particular the improvement in the response time to the Enhanced Disclosure requests. He noted that, in line with Council's responsibility to investigate any cases of disclosure, members might expect to be called to 'sit' on Professional Standards Investigation Committees in August 2007. Hayden Llewellyn responded that there was a similar expectation of the previous year's volume of cases. Council was tasked with undertaking its disciplinary process in a timely manner to enable individuals, where appropriate, to commence work in September 2007.

10.5 The Deputy Chairperson recalled a previous discussion about how Council might make teachers better aware of its regulatory role and suggested consideration might be given to visiting students at the start of their ITET course in order to prepare them for the Council registration process at the close of their course. Hayden Llewellyn responded that resource implications would need to be considered. The Chief Executive reported that it was intended at a meeting with the Heads of ITET to develop this area, in particular, looking for consistency with HEIs in terms of the checks undertaken for their own purposes. Making students aware of the GTCW's suitability role at the start of their courses could also be discussed with Heads of ITET.

10.6 Another member questioned the process in comparison to that used by the other UK GTCs. Members were advised that GTC Scotland undertook the same process; GTC England would commence in September 2007 with a self-declaration form which required the individual to state if information were held against them at the Criminal records Bureau and that GTC Northern Ireland awaited legislation which would give them responsibility in this area. Hayden Llewellyn added that in England, teachers were able to work for one month unregistered.

Induction:

10.7 Fifty-five certificates had been issued to teachers who had met the statutory Induction standard by Easter 2007, Results for the summer term would be due with the Council by mid-August and certificates would be issued appropriately.

10.8 Members were content with the report.

11. Professional Development Framework report (GTCW 36/07)

11.1 Members were made provided with a progress report on aspects of the Council's work in establishing a Professional Development Framework for teachers in Wales. It was introduced in four main parts by the Chief Executive, namely: progress on the pilot of Chartered Teacher; a proposal for the steering arrangements of the Chartered Teacher pilot by the Policy Committee; a report on progress with Council's application to become a Chartered Body and an oral report on the final two strands of advice.

Piloting of the Chartered Teacher Programme:

11.2 Council had developed as part of its Professional Development Framework, a programme for teachers in Wales to attain chartered status. The pilot of this programme would commence in September 2007.

11.3 The report contained the details of the programme of pilot modules, the appointed module providers and the number of teachers in Wales who had expressed an interest in participating in the pilot programme, which since the issue of the papers had increased to 500. The Chief Executive reported that all the initial scoping meetings with the module providers had been completed and that a letter had been sent to all teachers who had registered their interest which invited further contact. Members would be advised at the Council meeting on 9th November 2007 of the finalised list of participants.

11.4 Members were welcomed to ask questions on the report.

11.5 One member sought detailed clarification on two points: firstly, the process used to assess and select participants for the pilot and secondly, the provision for individuals to undertake modules through the Welsh medium for which there appeared to be less opportunity to do so. Hayden Llewellyn assured members that of the 500 who had expressed an interest, it was not expected that all would wish to take part. Teachers were invited to select modules which were of interest to them and this would provide a natural filter. Essentially the selection would be driven by the applicants' phase, location, subject and qualifications. Officers would undertake the 'sift' using information held on the register to inform the process and ensure the pilot completion rate was at a high level. With regards to the accreditation route, at the request of the provider, applicants would be asked to give an indication of their abilities against the three areas of the standard, Hayden Llewellyn stated that this process could be adopted for the 'taught' modules if felt necessary.

11.6 The Chief Executive provided assurances on the issue of module provision through the medium of Welsh, drawing members' attention to the pilot overviews which were detailed on pages sixteen to twenty-one of Annex B. The member sought a commitment by the Council that, should the demand for Welsh provision become evident that it would be supported. This commitment was given by both the Chairperson and Chief Executive.

11.7 A discussion took place at this point where members voiced the importance of ensuring the selection process was transparent and fair; that those who had expressed an interest should not have their interest quashed if they were not selected for the pilot and that they should be encouraged to take part once the programme was, hopefully, mainstreamed. Concerns were expressed that 300 or more teachers would be turned down and this should be handled sensitively, providing feedback if possible.

11.8 The Chief Executive noted the comments and added that the pilot scheme would provide a basis on which to build, to learn from and to identify practical issues which could be improved upon when it was mainstreamed.

11.9 A further question was raised on whether there might be limitations on the number of teachers who could undertake the programme on an annual basis, should it become mainstreamed. The Chief Executive gave assurances that it was Council's intention that Chartered Teacher would be available to all teachers in Wales, subject to the entry criteria and he would be discussing the funding of the mainstream programme with ADEW as requested by the Minister. He also made members aware that officers had been successful in extending the number of candidate positions on some of the modules compared to that originally offered by providers and at no extra cost.

11.10 A member expressed his disappointment that the accreditation route would not be available through the Welsh medium. The Chief Executive noted the comment and went on to explain that it was unfortunate that only a single bid had been received for the accreditation route. However, it was intended to provide assessment through the medium of Welsh and this would be followed up by officers. Hayden Llewellyn highlighted the *Self Evaluation and Reflection & Professional Development Planning* module provided by SWAMWAC (South Wales and Mid Wales Consortium) which had been made available bilingually. The member pointed out that the text of the document would need to be made clearer to detail exactly which parts were available bilingually. The Chairperson confirmed that this would be actioned.

11.11 Members went on to discuss the independent evaluation which was proposed. The exercise would commence in March 2008 and run parallel with some modules of the pilot enabling the evaluation to feed into later modules.

11.12 Another member drew attention to a potential gap in making educational advisory services fully aware of the programme development and to ensure full consultation with such groups in order that there was full buy-in. The Chief Executive confirmed that the LEAs were heavily involved in the provision of the programme modules and that extensive talks with all parties would take place during 2007-09. Hayden Llewellyn had made a presentation on the development of the Chartered Teacher programme to a meeting of the ADEW Quality Assurance Sub-Group on 29th June 2007 and had accepted an invitation to present a further report during the pilot period.

Proposed Chartered Teacher steering arrangements:

11.13 Members were invited to consider the recommendation that the steering of the Chartered Teacher pilot programme be the responsibility of the Policy Committee. The recommendation had been formulated on the basis that it was felt there would be limited benefit establishing an additional external reference group as the Council's work in developing the Professional Development Framework had sat with the Policy Committee thus far and the parameters were now set. Additional steering mechanisms in terms of regular reports to the Welsh Assembly Government, the evaluation exercise by an independent organisation and future reports to Council were in place and were detailed for members' information.

11.14 Members were content to agree the recommendation.

Application for a Royal Charter:

11.15 The Chief Executive reported that the informal submission had been made on 25th May 2007 following guidance as set out on the Privy Council website. The process was expected to take up to two years to complete.

Oral report on the consultation on Recording and Self Reflection (strand 3) and the Quality Assurance of Providers (strand 4):

11.16 The Council had issued its consultation on strands 3 and 4 of its Professional Development Framework on 16th April 2007. It had closed on 15th June 2007. All registered teachers had been sent a condensed Executive Summary at the end of April 2007 for information.

11.17 Members were informed by the Chief Executive that a report on the four successful consultation seminars would be provided to members shortly, however, Council's proposals had been well supported. In particular, the provision of an electronic portfolio for professional development recording and reflection was well received. The Council Chairperson had chaired the last of the seminars and he commended officers for the quality of materials used in the seminars which appeared to help inform the opinions of attendees.

11.18 At this point, one member requested that, when future seminars were planned, that members were informed of the dates and locations. This was agreed.

11.19 The Chief Executive explained that, following the provision of the report on the consultation exercise to members, officers would draft the advice to be provided to the Minister for Education, Culture and the Welsh Language. It was proposed that a revised draft could be approved by the Policy Committee at its meeting on 19th September 2007 and an invitation could be issued to all members to attend. An alternative was offered to defer decision until the November Council. However, members were content with the initial proposal as it was agreed that the composition of Council at the meeting on 9th November would have changed following the nominations process and it was preferable for members who had been involved with the Framework from the outset to finalise the advice. An invitation for all members to attend the Policy Committee meeting would be issued to all members in due course.

12. Funding of Induction & EPD report (GTCW 3707)

Induction:

12.1 Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) presented this paper, reminding members that Council had assumed responsibility for administering the funding of Induction and EPD in Wales from 1st September 2006.

12.2 In line with arrangements set out in the document "*Accessing Funding for Induction and Early Professional Development",* LEAs commenced submission of Induction results for the term ending Easter 2007 in January 2007. At the Council meeting on 7th February 2007, officers drew to the attention of members the delays experienced in receiving these results which had an adverse effect, in a small number of cases, in remitting funding to schools. Hayden Llewellyn reported that officers had worked closely with the LEAs which had significantly improved submission of results in the second term. This had enabled officers to process and remit the Easter term's payments to schools well in advance of the 20 working day timescale set out in the guidance document.

12.3 However, previously experienced issues recurred in the summer term resulting in the Council being unable to remit a small number of payments to schools. These were namely, where a number of newly qualified teachers who had completed a term of Induction were unregistered; where it had been difficult to obtain information from LEAs regarding some teachers who had commenced Induction under the previous LEA/Welsh Assembly Government arrangements in terms of the level of outstanding funding, and that there had been delays in schools submitting Induction Assessment records to their LEAs, meaning that returns submitted to the Council were incomplete.

12.4 This said, to date, £1.4 million had been remitted to schools in Wales in each of the completed terms of the school year 2006/07.

12.5 A discussion had taken place at the Executive Committee meeting on 5th June 2007 which led to a recommendation that a change be made to the administrative process which would remove LEAs from the funding system. It was suggested that schools would notify the Council direct of persons who had successfully completed their Induction period. Paragraphs ten and eleven of the paper detailed the positives and negatives of such a change and members were advised that there was insufficient time at this point to make amendments in time for the new academic year commencing September 2007. On this basis, it was proposed that further progress reports be presented to the Executive Committee on 19th September 2007 and to Council on 9th November 2007 for further discussion. If Council subsequently considered hat its funding methodology should be revised, changes could take place with effect from September 2008.

12.6 A member noted that there were some frustrations being experienced but was pleased that delays occurred in only a small number of cases. She felt that there might naturally be some confusion where three organisations were working together, each with a part to play in the overall process and that communication from the Council providing guidance was important. It was agreed that more time should be given in monitoring the process closely and that members would await further reports in September and November.

EPD:

12.7 The Council had assumed its responsibilities for the administration of EPD funding to teachers in Wales from 1st September 2006. A number of teachers had completed their EPD since 1st September 2006 and a report was provided to members in Annex C of the paper. In each case, Council had released the funding to schools within 20 working days of receiving the notification.

12.8 Hayden Llewellyn reported that 1,600 teachers had completed EPD activities and that the bulk of current payments made to schools would be completed by the end of September 2007.

12.9 It was anticipated that not all teachers would use their full entitlement of £1,000 per annum and that a small number of teachers might not claim their entitlement at all. However, an analysis had taken place for the first time on the types of activities for which the funding had been used. Officers felt that the activities reported had been more appropriate than originally expected.

12.10 The analysis had been presented to Assembly officials on 15th June 2007, with officials confirming that the anticipated “spend” was generally in areas deemed to be acceptable. However, it was agreed that the findings should be used to strengthen guidance from the Welsh Assembly Government to teachers and schools in the *Induction and EPD Handbook* and GTCW booklet “*Accessing Funding for Induction and Early Professional Development”* as to how EPD funding should be spent.

12.11 Finally, Hayden Llewellyn advised members that case studies on exemplar activities would be produced for publication.

12.12 Members were invited to ask questions on the report.

12.13 One member was keen for the Council to feedback the outcomes of the analysis directly to schools. The Chief Executive felt that the Welsh Assembly Government might wish to take the lead although Council would also be placed in a good position to do so A collaborative report might also be possible.

12.14 Another member felt that it was important to highlight those teachers who had not taken up their entitlement and that Council might be in a position to establish why this had been the case.

12.15 The Deputy Chief Executive drew attention to the plans which had been submitted by teachers but not approved by the Council as they did not meet the required criteria.

12.16 Members were content with the report and for officers to express a strong view to Welsh Assembly Government officials with a view to improving guidance on the best use of the funding, disseminating quality examples of activities and maximising uptake.

12.17 Finally, one member congratulated Council officers for making EPD funding accessible to teachers in Wales.

13. Professional Development Funding Programme 2008-11 (GTCW 38/07)

13.1 In presenting this paper, Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) drew members' attention to the level of funding allocated and claimed by teachers in the current year's funding programme 2007-08 and the proposals for administering the next three-year programme 2008-11.

Professional Development Funding Programme 2007-08:

13.2 A sum of £3 million had been available to Council from the Welsh Assembly Government for teachers' CPD for the 2007-08 funding year as part of a three year budget line.

13.3 Hayden Llewellyn informed members that, to date, £1.28 million had been allocated to teachers in Wales. This meant that the Council was on track to fully allocate the Welsh Assembly Government's funds in full.

13.4 Members were reminded that Council had set in its Operational Plan for 2007-08 the objective to "*coordinate activities that will encourage and enable individual teachers to disseminate the outcomes of professional development activities".* A sum of £100,000 had been allocated. He explained that four dissemination events in collaboration with LEAs had taken place and seven more were planned. Joint events were being planned in partnership with other organisations including the National Museum of Wales and the National Botanic Gardens.

13.5 A proposal was later made for the sum for dissemination activities to be increased to £200,000 and members were advised that Welsh Assembly Government officials had approved this figure in principle. Members gave their approval for the increase.

Professional Development Funding Programme 2008-11:

13.6 Hayden Llewellyn went on to provide members with a brief description of the proposed changes to the next three-year programme which were detailed in full in Annex B of the paper. Moving through the discussion document heading by heading, he drew attention to the main points for discussion which were namely, that the project categories would remain the same; the Group Bursary would be mainstreamed; supply cover rates would be increased in line with inflation but at a slightly lower level than first proposed and that applicants would be eligible for both the Group Bursary and individual bursaries (with the exclusion of sabbaticals).

13.7 Members were content with the proposals and went on to discuss the balance of supporting as many teachers as possible in their CPD with providing an acceptable level of supply cover reimbursement. One member felt that Council should express the value that quality CPD brought to the profession. She felt that the case of quality versus quantity should be made.

13.8 Hayden Llewellyn went on to explain that establishment of a non-teacher supply rate was proposed which would reimburse schools for the costs incurred when employing cover supervisors and support assistants. Improvements and clarifications to the guidance booklet were also suggested.

13.9 Members were informed that some amendments were proposed to the annual evaluation forms which would still meet the requirements set out by the Welsh Assembly Government and Estyn whilst reducing the time burden on teachers. Information held on the Council's Register of Qualified Teachers would be used to assist the process. It was also proposed that an online application form be made available which would be printed off for the headteacher to sign for authorisation.

13.11 Members were content that the amount of time teachers might need to spend completing forms should be reduced and that teachers would be further encouraged to apply. A discussion then took place regarding the encouragement of teachers in North Wales to apply for CPD funding. It was clear from the report that a number of teachers were not being reached despite Council's continued attempts to do so. The Chief Executive assured members that liaison with LEAs in North Wales continued and that communication through the North Wales press had been pursued. He reported that it was unfortunate that a meeting between the Editor in Chief of the Wrexham Evening Leader for the day of the meeting had been cancelled. The articles giving coverage to successful GTCW-funded CPD activities in Wales, which had appeared as a Western Mail supplement, had also been placed in the Daily Post. Officers would continue to work on building CPD uptake by teachers in North Wales.

13.12 The proposal to continue the CPD Advisory Groups was agreed on the basis that membership would be revised every three years, with the next change in 2008. Membership would be formed by nominees from LEAs, HEIs, unions and other educational organisations.

13.13 Finally, members approved the commissioning of an independent longitudinal study towards the end of the programme period 2008-11 which would be undertaken in the context of the school environment; applicants' career aspirations; the level of support available at the school and local level; their commitment to CPD and the applicant's experience, existing knowledge and training.

13.14 Members were content and gave their approval for the changes to the programme for 2008-11.

14. Professional Standards – public presentation of casework reports
(GTCW 39/07)

14.1 Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) presented this paper which outlined proposals for future public presentation of the Council's professional standards casework.

14.2 At the October 2006 meeting of Council, members had been advised that the Council's Professional Standards Casework Report could be subject to a request under the Freedom of Information Act. Following consideration at both Executive and Registration Committees, Council recommended in its meeting on 7th February 2007 that it should comply with the spirit of the Act by publishing more detailed information about its professional standards work as it provided an opportunity to share with the profession the issues and considerations raised.

14.3 Hayden Llewellyn reported that legal advice had been sought on the specific detail which would be published and that this had been reported to the Registration Committee. The proposals were namely, that the information included in the Council's Annual Report would be extended to include suitability 'reports'; a staged approach would be taken to publishing details of the Council's professional standards responsibilities in the Council's journal *Teaching Wales* followed by gradual publication of anonymised accounts of a range of cases which have resulted in a disciplinary order, an applicant being deemed unsuitable for registration or a teacher being unsuccessful in making an Induction appeal; the annual publication of further anonymised accounts in *Teaching Wales;* and to retain the Professional Standards Casework Report in its present form as part of private Council business.

14.4 The Chairperson advised members that the proposals mirrored the arrangements held by other regulatory bodies. Members were invited to ask questions and offer comments.

14.5 Members were content with the proposals as they stood and agreed that they should be taken forward.

15. Election of Teacher members to Council 2008 (GTCW 40/07)

15.1 The Chief Executive briefly reported that, following Council's approval of the Election Scheme at its meeting on 3rd May 2007, a contract had been awarded to Electoral Reform Services (ERS) following a single tender bid. ERS would oversee the conduct of the 2008 elections and act as independent scrutineer.

15.2 Members were invited to consider and approve the appointment of Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) as Returning Officer. He had operated in this capacity in Council's 2004 elections. Members were content to appoint Hayden Llewellyn in the position of Returning Officer.

15.3 Members were also asked to consider provision of a secure on-line voting option. Ballot papers would be despatched with a personalised and unique PIN and password to facilitate secure voting via the internet. ERS would take responsibility for setting up the website, designed for exclusive use by registered teachers on the GTCW electoral roll. The PINs would be randomly generated and not traceable back to the individual, however they would be used to ensure that no teacher voted twice, including by post and on-line.

15.4 The Chief Executive explained that both GTC Scotland and GTC England had offered on-line voting in their previous election schemes. The GTC Wales web-based system would be offered bilingually in accordance with Council's Welsh Language Scheme.

15.5 One member questioned the percentage of teachers who had voted in Council's previous elections in 2004. Officers advised it had been between 18-21% dependent on category. ERS had commented this was a good response by comparison to elections for similar bodies.

15.6 A discussion took place about the positives and negatives of providing the additional voting option. Information was sought on whether provision of web-based voting by other regulatory bodies had been seen to increase the overall voting response. Hayden Llewellyn advised that there was some variable evidence but that, on the whole, it was thought to give positive encouragement and was unlikely to be detrimental. It was also forward looking and new teachers were thought to be more likely to prefer using an on-line option. Members sought clarification that its introduction would not cause any delay to the already approved timetable. Positive assurances were given.

15.7 Consideration was also given to the insignificant cost of £3,000 in relation to the number of additional votes that might be received. Finally, members concurred that, looking to the future, the Council should invest in encouraging teachers in Wales to participate in the elections of their regulatory body by providing on-line voting in its 2008 Elections Scheme.

16. Draft Annual Report and Accounts (GTCW 41/07)

16.1 The Chairperson highlighted the new arrangements for the Annual Report, with summary accounts, and the Annual Accounts as two separate documents.

16.2 Karen Evans (*Policy and Planning Manager*) presented the first part of the paper, briefly advising members that comments from the meeting of the Executive Committee on 5th June 2007 had been incorporated. Members were invited to provide further amendments through annotated pages at the close of the meeting.

16.3 Moving through the document objective by objective, members were content and gave their approval subject to any written amendments which might be given.

16.4 Julia Evans *(Deputy Chief Executive, Finance, Personnel and Corporate Services)* presented the draft unaudited Annual Accounts for the year ending 31st March 2007, the paper for which had been tabled. Members' attention was drawn to the substantial increased in-year deficit of £185,000 which had occurred as a direct result of the significant increase in Council's professional standards casework. This resulted largely from a backlog of criminal offence cases at DfES being referred to Council in the previous year. The other factor contributing to the increased expenditure in this area was the decision to introduce a Criminal Records Bureau (CRB) check as a criterion for determining the suitability of a person who applies for registration. This had significantly increased the number of Investigating and Suitability Committees held. Out of a budget of £113,000, £313,000 had been spent which reflected, amongst other costs, the increased venue hire and legal advice.

16.5 Members were also made aware that the Wales Audit Office (WAO) would commence their audit of the Council on 16th July 2007.

16.6 Drawing attention to the Balance Sheet as at 31st March 2007, shown on page seventeen of the paper, Julia Evans highlighted the *Debtors and Prepayments* (£1,650) which referred to Induction and EPD grants and the *Creditors: Amounts falling due within one year* (-£2,972) which referred to a legal expense claim which had been submitted to the Council late.

16.7 Under paragraph fourteen of Schedule 1 of the Teaching and Higher Education Act, the Council was required to prepare a statement of financial accounts, prepared in accordance with the Accounts Direction and laid before the National Assembly for Wales by 31st August 2007.

16.8 In addition, a summary of the accounts for the year ending 31st March 2007, approximately four pages in length, would form part of the Council's *Annual Report.*

16.9 The Chairperson invited questions from members. Members were content to approve the Annual Accounts.

17. Any other business

17.1 There was no other business.

The next Council meeting will take place on Friday 9th November 2007
at
ESIS, Treforest – nr Cardiff