

**MINUTES OF THE MEETING OF THE THIRTY-FIFTH MEETING OF THE GENERAL
TEACHING COUNCIL FOR WALES**

DATE: 28TH APRIL 2009

LOCATION: GREGYNOG, NR NEWTOWN

Present:

Members:

Mal Davies (Chairperson)	Gareth Jones
Jacquie Turnbull (Deputy Chair)	Hélène Mansfield
Phil Bassett	Jane Morris
Frank Bonello	Suzanne Nantcurvis
Beth Davies	Sue O'Halloran
Elwyn Davies	Hugh Pattrick
Susan Davies	Jane Setchfield
Roberto De Benedictis	Cleo Sollars
Sheila Drayton	Anna Spokes
Mike Edwards	Sarah Stockford
Ian Guy	Jacky Tonge
Angela Jardine	

Apologies:

Tim Cox	Anne Robertson
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Officers:

Gary Brace	Chief Executive
Hayden Llewellyn	Deputy Chief Executive (Qualifications, Registration and Professional Standards)
Julia Evans	Deputy Chief Executive (Finance, Personnel and Corporate Services)
Karen Evans	Policy and Planning Manager
Jo Read	Council Secretary
Joy Austin	Executive Assistant to the Chief Executive

1. Welcome and Preliminaries

- 1.1 The Chairperson welcomed members to the thirty-fifth meeting of the Council.
- 1.2 Apologies had been received from Tim Cox and Anne Robertson.
- 1.3 The Chairperson also extended a welcome to Judy Moorhouse (Chairperson, General Teaching Council for England) and Gavin Scott (Director of Finance and Administration, General Teaching Council for Scotland) who were attending the meeting as observers.
- 1.4 The Chairperson reminded members that the meeting would be conducted bilingually. A welcome was extended to those observing in the public gallery.

- 1.5 Members were informed that venues had been secured for forthcoming Council meetings for the 2009-10 period in line with the steer given by members at the previous meeting of Council. The finalised Calendar of meetings 2009-10 would be circulated to members by post.
- 1.6 The Chairperson also reported that arrangements had been finalised for the Minister for Children, Education, Lifelong Learning and Skills to hold her annual meeting with members on 20th October 2009 in Pontypridd.

2. Declarations of Interest

- 2.1 There were no declarations of interest.

3. Chairperson's correspondence

- 3.1 The Chairperson drew attention to correspondence with the Minister for Children, Education, Lifelong Learning and Skills on two issues.
- 3.2 The Chairperson had firstly enquired as to the implications of the recommendations made in the report from the GTCE-led Disabled teachers Task & Finish Group in the light of the Disability Rights Commission formal investigation '*Maintaining Standards: Promoting Equality*'. The Minister's response dated 18th February indicated that the legislation was compatible but that some minor changes were planned for the guidance. He commented that the Welsh Assembly Government did not appear to recognise the different definition of 'disability' which was implied by the Act.
- 3.3 The second item of correspondence for members' attention was with the Deputy Minister for Skills which had presented Council's position paper on *Coherence and consistency in 14-19 Education – the case for professional self-regulation in Further Education*. The response dated 20th March 2009 welcomed the work of the Council but stated that fundamental decisions still needed to be taken about regulating the wider sector.

4. Draft minutes of the Council meeting held 6th February 2009

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

Matters arising:

- 4.2 Minute 15: Evidence to The All Wales Convention: The Chairperson reported that oral evidence based on the Council's submission would be given to the Convention by the Chairperson, Deputy Chairperson and Chief Executive on 14th May 2009.
- 4.3 There were no other matters arising.

5. To receive notification of any issues which members wish to raise in respect of the 'Information' Agenda items (17 to 20)

- 5.1 There were no items notified.

6. Draft minutes of the Executive Committee meeting 10th March 2009

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

Matters arising:

- 6.2 Minute 2.2: International Teaching Councils' Conference 2009: The Chief Executive informed members that arrangements for the conference were nearly finalised. Invitations had been issued to members on 16th March 2009 to attend the Drinks Reception, which would be hosted by the Jane Hutt, AM, at the Senedd and responses were welcomed.
- 6.3 Minute 4: Corporate Plan 2009-12 & Operational Plan 2009-10: Members were informed that both plans had been finalised and approved by the Executive Committee on 10th March 2009. They included the postponement and abandonment of some planned activities, debated in depth at Council's previous meeting, which could not be undertaken due to the current financial restraints.
- 6.4 Minute 4.3: One member sought clarification on the rate of inflation applied (3%) to the 3 Year Financial Projections as she understood that the Retail Price Index (RPI) had been running nearer to 0%. Julia Evans (*Deputy Chief Executive, Finance, Personnel and Corporate Services*) reported that the budgets for years 2 and 3 (2010-11 and 2011-12) were indicative only and that there should be an element of compensating correction to the estimates as both expenditure and income may be overstated. To illustrate, she noted that very little bank interest was currently being received. Hence, the notional figure of 3% was reasonable, and would also allow for possible increases in staff salaries.
- 6.5 There were no other matters arising.
- 6.6 The unconfirmed minutes were noted.
- 6.7 Jane Setchfield joined the meeting at this point.

7. Draft minutes of the Policy Committee meeting 10th March 2009

- 7.1 The Chief Executive reported that all issues would be covered on the meeting agenda.

Matters arising:

- 7.2 There were no matters arising.
- 7.3 The unconfirmed minutes were noted.

8. Draft minutes of the Audit & Scrutiny Committee meeting 12th March 2009

- 8.1 Sheila Drayton briefly introduced these minutes and drew members' attention to the main points.

Matters arising:

- 8.2 Minute 2.2: Draft minutes of 03.12.09 Audit & Scrutiny Committee meeting: The Committee would trial a new format for future meeting minutes which would detail the action and its progress. If successful, it might be proposed for adoption by the other committees.
- 8.3 Minute 2.3: Gift Register: The Committee would review new entries detailed in the Gift Register at each future meeting.

- 8.4 Minute 2.4: Future meetings: The Committee had agreed that a fourth meeting during the calendar year was necessary. The additional meeting had been scheduled for 23rd September 2009.
- 8.5 Minute 3.2: Review of Remits of Standing Committees: The Committee had discussed the remits and, subject to some minor re-wordings, had agreed that they were fit for purpose.
- 8.6 There were no other matters arising.
- 8.7 The unconfirmed minutes were noted.

9. Draft minutes of the Registration Committee 12th March 2009

- 9.1 Hugh Patrick briefly introduced these minutes, reporting that progress had been made on a number of areas.

Matters arising:

- 9.2 Minute 5.2: Professional Standards Committee membership and decision making: Detailed discussion had taken place particularly on proposals for a pool of professional standards committee members, however, the way forward was still not clear. Further discussion would take place at the next meeting of the committee on 4th June 2009.
- 9.3 Minute 7: Presenting Officer arrangements and hearing venues: It was expected that financial savings would be made following the award of the contract to Hugh James solicitors following a tender exercise which had been made on a fixed price basis. It was noted that the predicted savings of £50,000 -£60,000 was based on a similar volume of casework as in previous years.
- 9.4 One member sought information on when training would be provided for seven teacher members who had taken up their position on Council following election in 2008. Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) reported that would be handled once Council had finalised its decisions on Professional Standards Committee membership. One member expressed his concern that the new members were being disenfranchised by not being allowed to sit on panels. Following the recommendation of the Registration Committee, Council took the decision that seven new members should be allowed to sit on professional standards panels if they so wished, once they had undertaken disciplinary training.. The Chief Executive said that it was necessary for appropriate induction training to be provided to those members who were new to Council's Professional Standards responsibilities and that the refresher training planned for 19th June 2009 was not considered to be adequate on its own. However, he concluded that there was sufficient support for the refresher training to be opened to the seven new members to attend as observers. It was hoped that the proposals for membership of professional standards panels would be ready for debate in Council at its meeting on 20th October 2009.
- 9.5 There were no other matters arising.
- 9.6 The unconfirmed minutes were noted.

10. Revised Standing Orders (GTCW 17/09)

- 10.1 The Chief Executive presented this paper which invited members to discuss a small number of minor changes to Council's Standing Orders. The changes had evolved following members' annual self-evaluation exercise and the Audit & Scrutiny Committee's consideration of the report which detailed the outcomes of the exercise.

The adjustments were intended to make the Standing Orders as 'future proof' as possible. If the proposed amendments were considered appropriate, Council would be invited to adopt them at its next meeting.

- 10.2 One member sought confirmation on whether 'Welsh Ministers' made public appointments. There were no other questions raised. Members were content with the changes.
- 10.3 Elwyn Davies proposed a motion to vary Council's Standing Orders at the next Council meeting as discussed and this was seconded by Sheila Drayton.
- 10.4 No other issues were raised.

11. Chartered Teacher programme (GTCW 18/09)

- 11.1 Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) introduced this paper in two parts.
- 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 had commenced in September 2007.

Piloting of a Chartered Teacher programme:

- 11.3 Firstly, he reported on the pilot modules which had been completed and advised that there were two further pilots which were ongoing and due for completion in the 2009-10 financial year. An independent evaluation of the pilots would be undertaken by the Institute of Applied Educational Research, UWIC. The financial cost would be covered by the grant funding received from the Welsh Assembly Government for the piloting of the Chartered Teacher programme.
- 11.4 Members were invited to raise any questions arising from the report. One member questioned as to whether Council should look into any 'drop-out' rate from the pilots further. Members were assured that the independent evaluation would highlight any areas of concern, should they arise. Another member questioned whether the drop-out rate from *The pedagogical application of ICT in learning and teaching* pilot module should be investigated. Hayden Llewellyn gave assurances that this module had required a very high level of IT expertise and that the interim evaluation report had not raised any concerns.
- 11.5 A point of clarification was sought on whether there was a conflict of interest in UWIC being a provider of courses in addition to undertaking the evaluation report. Members were informed that arrangements were in place which ensured that evaluation team members who were not UWIC members of staff undertook independent assessment of the UWIC module. This had been an explicit point of clarification prior to award of contract.
- 11.6 Lastly, one member questioned whether there had been opportunity for participants to resubmit their portfolios if they had not meet the programme standards. Officers confirmed such opportunity had been available.

Mainstreaming of Chartered Teacher:

- 11.7 Members were informed that the design of a *Portfolio route to Chartered Teacher Status* had been discussed by Registration Committee. Discussion was invited on each of the draft proposals.
- 11.8 Attention was firstly drawn to the proposed structure of the portfolio route which broadly mirrored that of Council's pilot programme and that of GTC Scotland. It was proposed that key features of the portfolio would be a compulsory module of *Self*

Evaluation and reflection (SER) followed by a *Portfolio of evidence and personal reflective commentary*. Members suggested that the bullet points for each module needed further development to reflect the differing nuances between the portfolio and 'taught' routes which led to Chartered Teacher status.

- 11.9 A discussion then took place regarding adviser support. Members felt strongly that, support would be essential to programme participants but that it would need to be consistent. Consideration was also given to the terminology of 'adviser' and whether coach might be more appropriate. There were a variety of views on this point.
- 11.10 Members went on to discuss three proposed options regarding advisers. These were namely, that participants might select an adviser via a list provided on GTCW's website; GTCW might allocate an adviser and lastly, that no advisory support was offered with Council taking the view that it's role was only in assessment against the Chartered Teacher standard. One member was hesitant in the Council assuming any role in providing advisers as this might pose a conflict of interest. Returning to the issue of Council's role in the programme, some members commented that GTCW should set the criteria and standards and formalise the administration of the scheme but then a different body should be sought to run it. One member said that it might be more appropriate for a university department to be tasked with the running of the programme. The Chairperson said that there might be difficulty however in identifying a suitable organisation to run the programme which was practitioner-based. Another member said that it would be important for the candidate group to meet together and attune to critical thinking and that the issue of adviser allocation would mainly be resolved by geographical availability.
- 11.11 Moving through the document, a discussion took place regarding the option to make the portfolio route a temporary one which would enable experienced teachers to receive recognition and accreditation. One member voiced her opinion that this route should be open on a permanent basis as it offered flexibility for individuals who worked part time; worked from home and/or had other commitments. The Chairperson gave assurances that it was proposed this route would be reviewed rather than automatically closed after a limited period of time and supported the option for flexibility.
- 11.12 Drawing on experience as a fast-track candidate of the NPQH programme, one member emphasised the need for clear, well thought out, bullet pointed criteria and guidelines for candidates to follow.
- 11.13 The question of whether the qualification would be a 'badge for life' or if candidates would be required to seek reassessment was also raised. The Chairperson agreed this would be a matter for discussion at a later time.
- 11.14 The Deputy Chairperson also highlighted the need for Council to look at the long-term arrangements for running the programme. Once mainstreamed, it was hoped that large numbers of teachers in Wales might seek to achieve the status.
- 11.15 The final points of discussion on the *Design of a Portfolio route to Chartered Teacher Status* were namely: that, candidates who had not attained the expected standard through the portfolio route might be offered to study through the 'taught' route and that there was a distinction between the outcomes of the two routes which would result in different levels of accreditation. Members also considered the persons who might take up the role of adviser who might include headteachers or university academics. It was agreed that the specification for the adviser role should be developed.
- 11.16 Financial costs of the mainstream programme were considered and officers confirmed that it was the intention to revisit and update the costings. One member stressed that the Welsh Assembly Government should fund the mainstreamed Chartered Teacher programme, as per Council's advice.

- 11.17 Hayden Llewellyn then drew members' attention to the draft *Guidance Booklet for Teachers*, explaining that the document was intended to set out the rule and procedures for applying, rather than a marketing tool. Marketing of the programme would be undertaken through Council's website, events, a press release and other arrangements. Members offered a small number of amendments to the text of the booklet, these were namely:
- page 5 – paragraph 3.4 – add to “Five years or more teaching experience...” “or equivalent if part-time”;
 - page 10 – paragraph 4.3 - change “There will be a number of provider partnerships...” to “There will be a small group...”;
 - page 19 – Childcare/care costs - broaden text to include looking after elderly parents.

11.18 Members were content with the report and no other points were raised.

12. GTCW response to Estyn 2010 consultation (GTCW 19/09)

- 12.1 Karen Evans (*Policy and Planning Manager*) provided a brief introduction to this paper which detailed Council's response to Estyn's consultation on a framework for the inspection of education and training providers in Wales which was launched in January 2009. The response had been largely based on Council's position paper which had been drafted in 2008. Views received from a small number of respondent via GTCW's website and following an article in *Teaching Wales* had also been included.
- 12.2 Members were invited to discuss and, if seen fit, to agree submission of the consultation response.
- 12.3 One member sought clarification on whether self evaluation would replace the need for having more inspectors. Officers advised that it was proposed that self evaluation would form the starting point of future inspections.
- 12.4 Another member voiced his opinion that Estyn's continued use of independent teams to undertake inspections caused difficulties in some schools. Clarification was given that Estyn expected to be in a position to solely undertake inspections by 2012 and it was understood that a transition period was needed to reach this point.
- 12.5 No other points were raised and members approved the response for submission.
- 12.6 The Chairperson proposed that agenda item 14 *Revised Professional Standards Procedures & Rules* be brought forward for earlier discussion. Members concurred.

13. Funding of Induction & EPD progress report (GTCW 21/09)

- 13.1 Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) provided a brief introduction to this report which provided data on Council's administration of the Funding of Induction and EPD in Wales. An analysis was also provided on planned and actual EPD expenditure.
- 13.2 The Chairperson would write to the Minister for Children, Education, Lifelong Learning and Skills with the outcomes of the detailed analysis of EPD expenditure which was only available since Council had taken on this area of work.
- 13.3 Members' attention was drawn to the number of EPD activities which were course-based, a trend which appeared to be continuing to increase.

- 13.4 One member expressed his disappointment that only 53-59% of EPD teachers were taking up their full entitlement when there was an overall lack of funding available across Wales. However, Hayden Llewellyn gave assurances that the take up rate had significantly improved since the Council had taken on responsibility two years previously and that some shortfalls were minimal. He reported the positive news that that all teachers in Wales eligible for EPD funding, had received that funding via the Council's scheme.
- 13.5 The member went on to add that the continuing reduction in the amount of monies made available to schools for training through the *Better Schools Fund* continued to cause difficulties. One member concurred, adding that it was a teacher's right to receive sufficient training.
- 13.6 Members were also made aware that a high volume of applications for Induction and EPD funding were being received, an increase on the previous year.
- 13.7 Members welcomed the report and no further points were raised.

14. Revised Professional Standards Procedures & Rules (GTCW 20/09)

- 14.1 In presenting this paper, Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) drew attention to the tracked changes which were shown against the current versions of each of Council's current Professional Standards Procedures and Rules as follows: Disciplinary cases involving registered teachers; Suitability cases involving applicants for registration; Induction Appeals.
- 14.2 Members were informed that the changes were as the result of legal advice, following similar refinements by other GTCs and in the light of experience. The adjustments had been discussed and developed in two meetings of the Registration Committee and members were now invited to give final consideration and, if seen fit, to approve for adoption.
- 14.3 There were no points of clarification and members approved all three documents for adoption.

15. Annual Statistics Digest 2009 (GTCW 22/09)

- 15.1 Hayden Llewellyn (*Deputy Chief Executive, Teachers' Qualifications, Registration and Professional Standards*) gave a presentation to members on the Council's eighth Statistics Digest. It had been produced using data held in the Register of Qualified Teachers and represented a unique information source concerning registered teachers in Wales with a census date of 1st March 2009.
- 15.2 Members were reminded that, following a decision taken at the previous meeting of Council, the Statistics Digest 2009 would be published only on GTCW's website. Key points from the data and analysis were drawn to members' attention along with continuing and emerging trends.
- 15.3 Hayden Llewellyn reported that the number of requests for statistics and analysis had significantly increased. The requests were commonly from the Welsh Assembly Government, Estyn and other educational bodies. The Chief Executive added that a limit had been placed within the Operational Plan 2009-10 such that five days of officer time would be given provided for Assembly requests relating to the teacher supply model for Wales but left open the levying of a charge if more time was demanded.

- 15.4 Members welcomed the digest and presentation and went on to make requests for some additional areas of data and analysis which could be circulated to members subsequent to the meeting. These were namely:
- gender breakdown of headteachers by LEA
 - gender split on Senior Managements Teams
 - gender split in Welsh Medium Schools
 - Data on teachers leaving the profession
- 15.5 The Deputy Chairperson sought clarification on whether the recent decisions Council had made in light of the current financial constraints conflicted with obligations set out in the *Freedom of Information Act*. The Chief Executive clarified that the Council was required in legislation to make data available to the Assembly but the legislation did not specify that the Council could not make a charge for doing so.
- 15.6 One member pointed out that, in addition to providing data, officers were providing analyses for free. Another member supported the possibility that Council might levy a fee in future. This issue would be discussed further in Executive Committee.
- 15.7 A further point was made regarding the level of data collection and analysis undertaken by the Welsh Assembly Government by comparison to that undertaken in England. The member voiced her disappointment at the position in Wales.
- 15.8 No further points were raised.

16. Risk Register

(GTCW 23/09)

- 16.1 In presenting this paper, Julia Evans (*Deputy Chief Executive, Finance, Personnel and Corporate Services*) drew members' attention to Council's current risk profile.
- 16.2 The Risk Register is reviewed and updated quarterly by the Senior Management Team as part of Council's risk management process. The last review had taken place on 17th March 2009. The most recent revision had included incorporation of comments from GTCW's Internal Auditors following a review on Council's risk maturity: it had concluded that GTCW was 'risk defined'.
- 16.3 The register had been provided to members as an annex to the paper and attention had been drawn to a column of information showing 'residual risk'. This detailed the likelihood and impact of a risk after a control had been put in place. One of the recommendations from the Internal Audit review was that Council should discuss the 'risk profile' of the organisation on an annual basis. This showed that the Council's role profile was mainly operational and financial. Members were invited to comment.
- 16.4 Members sought clarification on a number of points, these were namely: one member had expected the measured level of risk to have increased as a result of the Council's current financial restraints and examples of political risk. The Chief Executive responded that was dealt with in Risk 3.
- 16.5 Members were assured that the consequences of postponing/abandoning activity resulting from the Minister's cap on the registration fee had been highlighted in the Chairperson's letter to the Minister for Children, Education, Lifelong Learning and Skills sent on 21st April 2009.

17. Any other business

- 17.1 The Chairperson advised members that Chris Tweedale from DCELLS had been invited to give a presentation to members on the *School Effectiveness Framework in Wales*. This would take place on 14th September 2009 in the lunch break in between

the Policy and Executive Committee meetings. Invitations would be sent out to all members in due course.

17.2 There was no other business in the Public Session.

17.3 The Council then moved into Private Session.

**The next Council meeting will take place on Thursday 9th July
at
Ruthin Castle, Ruthin**