MINUTE of the meeting of the General Teaching Council for Scotland held in Clerwood House, 96 Clermiston Road, Edinburgh, on Wednesday 27 September 2017 at 10.00 am.

Present: Derek Thompson (Convener)
Richard Bell, Pat Boyle, Craig Carson, Allan Connell, Karen Farrell, Dorothy Ferguson, Margaret Forster, Donald Gillies, William Hamilton, David Innes, Ian Jackson, Marie Lyon, David McCue, Paula McEwan (to Item 25), David Mitchell, Helen Sedgwick, Barrie Sheppard, Neil Simco, Edith Swinley, Simon Thompson.

In Attendance: Lisa Dobie (CPSO), Ronnie Erskine (DBF), Jennifer Macdonald (DRLS), Ken Muir (CEO), Martin Osler (DCDSHR).

Observers: Alan Armstrong (Education Scotland), Elaine Napier [(SEO(EPL)], Jacqueline Morley [SEOCL], Stuart Robb (Scottish Government) and Charlaine Simpson [SEO(AITE)]

1 Apologies

Apologies were received from David Alexander, Helen Budge, Kevin Campbell, Alison Chambers, Paula Cowan, Audrey Cowie, Ellen Doherty (DERPL), Education Workforce Council for Wales, Sue Ellis, General Teaching Council for Northern Ireland, Margaret Lannon, Tracy Manning (Scottish Government), Robbie Pearson, Neil Roarty, Anne Saunders, Stephanie Walsh (Scottish Government), Teaching Council Ireland Robyn Wisbey and Martin Whitfield.

2 Announcements

One of the outcomes arising from the recent annual evaluation exercise was that agenda items at all future Council and committee meetings would be split between the Convener and Vice Convener and this was trialled for the first time.

3 Intimation of Any Competent Business

No intimation of any other competent business had been received.

4 Declarations of Interest

Standing declarations of interest were noted for the Convener and Ian Jackson.

5 Minute of Meeting held on 14 June 2017 2017 (16-18Co(17)Min6)

The Minute was noted.

6 Matters Arising from the Minute

There were no matters arising.
7  Chief Executive’s Report

A copy of the CEO’s full report and a list of CEO stakeholder engagements had been uploaded to the workspace portal in advance of the meeting. The CEO summarised the highlights in the report, many of which were discussed in detail later in the agenda.

For Discussion and Approval

8  Draft Council and Committee Meeting Schedule 2018-2020 (16-18Co(17)82)

A copy of the draft Council and Committee Meeting Schedule 2018-2020 was presented for discussion and approval as part of the transitional arrangements for the incoming Council. All future Committee meetings would run from 10.30 am to 1.00 pm. Afternoon sessions would only take place by exception, with members notified in advance whenever possible. Annual training sessions had again been scheduled to take place for all committees. Members approved the schedule which would be put in place for the incoming Council from 2 April 2018.

| Action: | Council and Committee Meeting Schedule 2018-2020 to be put in place for the incoming Council. |
| By: | SMCEG |
| Date: | September 2017 |

9  Draft Private Session Guidance (16-18Co(17)83)

Draft Private Session Guidance had been drawn up in keeping with best regulatory practice. This would mean that in future, the full Council agenda would be made available to members of the press and public, with an explanation via a matrix as to the reasoning for certain items being considered in private session. Members approved the guidance, noting that it further enhanced the openness and transparency of GTCS.

| Action: | Private Session Guidance to be implemented with immediate effect. |
| By: | SMCEG |
| Date: | September 2017 |

10  Draft Annual Report and Accounts to 31 March 2017 (16-18Co(17)84)

The draft Annual Report and Accounts to 31 March 2017 were presented for approval, having been closely scrutinised by the Audit Sub-Committee and Finance and General Purposes Committee. Members commended officers for their efforts in achieving another unqualified audit in 2017. The Annual Report and Accounts to 31 March 2017 were approved, subject to a minor amendment to the report and would be formally signed at the conclusion of the meeting before being laid before parliament and submitted to OSCR.

| Action: | Annual Report and Accounts be formally signed off, laid before parliament and submitted to OSCR. |
| By: | DBF/ SMCEG |
| Date: | November 2017 |


The glossy version of the Annual Report 2016 2017 was presented for approval. The design had been revised to match that of the Strategic Plan in order to begin to form a suite of corporate documents. Members welcomed the revised format and agreed that consideration be given to offering more Gaelic in the Annual Report.
12 Audit Management Report (16-18Co(17)86)

A copy of the audit management report from auditors Scott Moncrieff was circulated for discussion and approval. The report confirmed that the auditors had given an unqualified opinion that the accounts gave a true and fair view of GTCS’s affairs as at 31 March 2017. The report had also confirmed that was considered to be a going concern. Members approved the report, noting that the actions highlighted within it had since been addressed.

13 Letter of Representation (16-18Co(17)87)

The letter or representation had been circulated to all Council members in advance of the meeting for consideration in their role as charitable trustees. The letter of representation was written confirmation to the auditors of the fairness and accuracy of the financial statements and was required at the completion of the audit. Members approved the letter which would be signed on their behalf by the Convener of the Finance and General Purposes Committee as part of the Annual Report and Accounts process.

14 Why? Research Project on the Outcomes of the Registration Fee Increase

A survey of registrants and key stakeholders had been carried out as part of the research exercise. The survey had closed on 22 September 2017. An update would be provided at the next cycle of meetings.

15 Financial Position as at 30 June 2017 (16-18Co(17)88)

Members noted the financial position as at 30 June 2017. An update would be provided at the next round of meetings.

17 Public Information Reporting Requirements (16-18Co(17)89)

A copy of the information to be published online in accordance with the Public Services Reform (Scotland) Act 2010 was circulated by way of information. This included details of meeting attendance and expenses for all Council members, details of expenditure relating to PR in the past 12 months and a list of senior staff salaries. The Information would be made available online following the conclusion of the meeting.
18 Communications Update (16-18Co(17)90)

Members noted the update on the work carried out by the Communications and Digital Services team. The first-ever Professional Learning Excellence Award Ceremony had taken place on 21 September 2017. The event had been well attended and would be an annual event going forward.

19 Committee Minutes

(a) Professional Regulatory Assurance – 29 August 2017 (16-18PRA(17)Min7)
(except Items 3, 4, 5, 6 and 9 which were taken in private session)

Edith Swinley, Convener presented the Minute formally, adding that all key items had been discussed elsewhere in the agenda.

(b) Education – 31 August 2017 (16-18Educ(17)Min6)
(except Items 3, 4, 5 and 8 which were taken in private session)

Paula McEwan, Convener presented the Minute formally, noting that all substantive items were covered elsewhere in the agenda.

(c) Finance and General Purposes – 31 August 2017 (16-18FGP(17)Min6)
(except Items 3, 6 and 11 which were taken in private session)

Ian Jackson, Convener presented the Minute formally, noting that discussion had taken place on the Clerwood House maintenance programme and on the subject of pension revaluations.

(d) Executive – 6 September 2017 (16-18Exec(17)Min6)
(except Items 3, 7 and 9 which were taken in private session)

Derek Thompson, Convener presented the Minute formally, noting that all significant items had been covered elsewhere in the Agenda.

20 Any Other Competent Business

There was no other competent business.

21 Date of Next Meeting

The next Council meeting was scheduled to take place on Wednesday 13 December 2017 at the earlier time of 10.00 am.

Private Session

For Discussion and Approval

22 Scottish Government Review of Education Governance Update (16-18Co(17)91)

Following a detailed discussion on the Governance Review and the Next Steps document, Members approved the submission on draft aims and functions of the proposed new body, together with further draft questions, for consideration and possible inclusion by Scottish Government in the consultation, as well as further suggestions for questions on the governance arrangements for the proposed new body. An update on the Governance Review would be provided in the next round of committee meetings.
Short-life Working Group on Governance Review (16-18Co(17)92)

As a result of the tight timescales and sheer volume of work associated with the Governance Review, members approved a proposal to establish a short-life working group. Membership of the group would be drawn from the existing Council membership. The group would provide regular updates to Council on the progress made.

Action: Governance Review Short-life Working Group to take forward work associated with the Scottish Government Review of Education Governance.
By: GRSWG
Date: Ongoing

Professional Update Annual Evaluation Report (16-18Co(17)93)

A copy of the draft report of the Professional Update Annual Evaluation for 2015-16 sign-off was circulated for approval. Professional Update was now in its third year and GTCS carried out an annual survey of registrants going through the Professional Update process so as to gain a greater understanding of their experiences. A two-page article on Professional Update would appear in the next issue of the Teaching Scotland magazine. Members welcomed the report and approved the proposed next steps.

Action: Draft action plan to be presented to the Education Committee for consideration
By: DERPL/ SEO(AITE)
Date: Ongoing

Non-DAS Survey (16-18Co(17)94)

Members were provided with a copy of the draft report of the GTCS Employment Survey (non-DAS). Concerns were raised at the low response rate to the survey. It was agreed that GTCS should do more to highlight the excellent work done in research through the website, e-newsletters and website in order to encourage more registrants to engage with GTCS and its research.

Action: Work to be undertaken to promote the work of GTCS and the research carried out
By: DERPL/ SEO(AITE)
Date: November 2017

Draft Performance Measures (16-18Co(17)95)

A set of draft Performance Measures for the first year of the Strategic Plan for 2017-20 was circulated for discussion and approval. Members approved the measures, noting that the indicators would be subject to change as things evolved. One example given was the possible impact of Brexit on the number of teachers seeking to teach in Scotland. It was agreed that analysis of the reports would be equally as important as the provision of statistics.

Action: Performance measures to be implemented and update as required.
By: CMT
Date: Ongoing
Members approved the updated Risk Register which had been discussed in detail by all committees in the recent meeting cycle.

Three further draft revised practice statements were circulated for approval. These included a Subsequent Registration Applications Practice Statement, Panel Consideration Practice Statement and a Medical Evidence Practice Statement. The revisions had been made to better align with the new Fitness to Teach Rules and ensure greater consistency. Members approved the revised Practice Statements which would come into operation with immediate effect.

<table>
<thead>
<tr>
<th>Action:</th>
<th>Revised practice statements to come into force with immediate effect and be made available online.</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>DRLS</td>
</tr>
<tr>
<td>Date:</td>
<td>27 September 2017</td>
</tr>
</tbody>
</table>

For Noting

Members noted the report on GTCS’s Regulation Services casework.

The following items had been covered earlier in the meeting:

(a) **Professional Regulatory Assurance of 29 August 2017 (16-18PRA(17)Min7)**
   1. Item 3 – Scottish Government Review of Education Governance – Next Steps
   2. Item 4 – Review of COPAC
   3. Item 5 – Regulation Casework Report
   4. Item 6 – New and Revised Fitness to Teach Practice Statements
   5. Item 7 – Fitness to Teach Threshold Policy
   6. Item 9 – Risk Assessment and Management

(b) **Education of 31 August 2017 (16-18Educ(17)Min6)**
   1. Item 3 – Scottish Government Review of Education Governance – Next Steps
   2. Item 4 – Professional Update Annual Evaluation Report
   3. Item 5 – Non-DAS Survey
   4. Item 8 – Risk Assessment and Management

(c) **Finance and General Purposes of 9 May 2017 (16-18FGP(17)Min6)**
   1. Item 3 – Scottish Government Review of Education Governance – Next Steps
   2. Item 6 – Health and Safety Audit
   3. Item 11 - Risk Assessment and Management

(d) **Executive of 6 September 2017 (16-18Exec(17)Min6)**
   1. Item 3 – Scottish Government Review of Education Governance – Next Steps
   2. Item 7 – Draft Performance Measures
   3. Item 8 – Risk Assessment and Management

The Minutes were received.
## Acronyms

- **CEO** – Chief Executive – Kenneth Muir
- **Convener** – Convener of Council – Derek Thomson
- **DBF** – Director of Business and Finance – Ronnie Erskine
- **DCDSHR** – Director of Communications, Digital Services and Human Resources – Martin Osler
- **DERPL** – Director of Education, Registration and Professional Learning – Ellen Doherty
- **DRLS** – Director of Regulation and Legal Services – Jennifer Macdonald
- **SEO(AITE)** – Senior Education Officer (Accreditation and Initial Teacher Education) – Charlaine Simpson
- **SEO(CL&L)** – Senior Education Officer (Career Long Learning & Leadership) – Jacqueline Morley
- **SEO(ECPL)** – Senior Education Officer (Early Career and Professional Learning) – Elaine Napier
- **SMCEG** – Senior Manager Corporate Executive and Governance – Lisa Dobie