



MINUTE of the meeting of the General Teaching Council for Scotland held in Clerwood House, 96 Clermiston Road, Edinburgh, on Wednesday 4 March 2020 at 10.00 am.

Present:

David Innes (Convener)

David Alexander (from Item 9), Coral Bain, Richard Bell, Thomas Britton, Helen Budge, Craig Carson, Kevin Campbell, Allan Connell, Paula Cowan, Pamela Currie, Lawrie Davidson, John Devine, David Dodds, Karen Farrell, Lilian Field, Donald Gillies, Nazim Hamid (to Item 16), Ian Jackson, Margaret Lannon (to Item 17), Iain Macmillan, Adela Mansur, Lorraine McBride, Alison Palmer, John Rodgers, Patricia Scott, Barrie Sheppard, Neil Simco, Edith Swinley, Martin Whitfield.

Officers:

Lisa Dobie (SMCEG), Lindsey Furness (SSMFP), David Graham (SSME), Thomas Madden (SSMPDS), Ken Muir (CEO), Martin Osler (DCS), Charlene Simpson (SEOATE), Pauline Stephen (DERPL).

In Attendance:

Stuart Robb (Scottish Government).

Observers:

Isobel Allan (Regulation Officer), Neha Bhatnagar (Regulation Officer), Fraser Shand (Digital Communication and Events Co-ordinator)

Public Session

1 Apologies

Council Member apologies were received from John Bell, Kevin Campbell, Lynsey Cleland, Jane Malcolm, Charles Smith, Adam Sutcliffe and Carole Wilkinson.

Non-Council Member apologies were received from Gillian Hamilton (Education Scotland), the Education Workforce Council, the General Teaching Council for Northern Ireland, Jennifer Macdonald (DRLS) and Tracy Manning (Scottish Government).

2 Announcements

The Convener welcomed everyone present to the final meeting of the 2018-2020 Council. Stuart Robb (Scottish Government) was invited to remain for the duration of the meeting, given his involvement in a number of the key items to be discussed in the private session.

3 Intimation of Any Other Competent Business

There was no intimation of any other competent business.

4 Declaration of Interest

There were no new declarations of interest.

5 Minute of the Meeting on 11 December 2019 (18-20Co(19)Min8)

The Minute was approved.

6 Matters Arising from Minutes

Item 6 – Instrumental Music Instructor Update

A meeting had recently taken place to discuss the registration of Instrumental Music Instructors (IMIs). No further progress could be made in the creation of a new registration category until the necessary legislative changes had been made. A further meeting involving a wider range of stakeholders was due to take place in May to consider what other registration categories might be needed going forward, as a result of the imminent mandatory registration of college lecturers. Members noted that GTC Scotland remained committed to the registration of other professionals such as IMIs. An update would be provided at the June Council meeting.

Action:	Update to be presented to the June Council meeting.
By:	DERPL
Date:	24 June 2020

There were no other matters arising.

7 Chief Executive's Report

The CEO presented his report to Council and highlighted the key areas of work undertaken by GTCS Officers since the previous meeting.

For Noting

8 Financial Position as at 31 December 2019 (18-20Co(20)151)

Members noted the financial position as at 31 December 2019. A further update would be presented at the next meeting.

Action:	Update to be presented to the June Council meeting.
By:	SSMFP
Date:	24 June 2020

9 Committee Minutes

(a) Professional Regulatory Assurance – 4 February 2020 (18-20PRA(20)Min8) (except Items 3-8 and 14 which were taken in private session)

Thomas Britton, Vice Convener presented the Minute formally as all substantive items were covered elsewhere on the agenda.

(b) Finance and Corporate Services – 6 February 2020 (18-20FCS(20)Min8) (except Items 4, 7-10 and 12 which were taken in private session)

Ian Jackson, Convener presented the Minute formally as all substantive items had been covered elsewhere in the agenda.

(c) Education – 11 February 2020 (except Items 4-7 and 9-11 which were taken in private session) (18-20Educ(20)Min8)

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

(d) Executive – 19 February 2020 (18-20Exec(20)Min8) (except Items 4-9 and 11-12 which will be taken in private session)

The Convener presented the Minute formally as all substantive items were covered elsewhere on the agenda.

10 Any Other Competent Business

There was no other competent business.

11 Date of Next Meeting

The next meeting was scheduled to take place at 10.00 am on Wednesday 22 April 2020.

Private Session

For Discussion and Approval

12 Council Business Handover and Evaluation Exercise (18-20Co(20)152)

Members were invited to discuss and approve the Council Business Handover and Evaluation report which would help to inform the work of the incoming Council. The Convener acknowledged the huge amount of work carried out by the various committees and by the wider Council over the past two years. The draft report was approved and would be used to form the workplan for the incoming 2020-2022 Council.

Action:	Draft workplan for the 2020-2022 Council to be presented to the June Council meeting for discussion and approval.
By:	SMCEG
Date:	24 June 2020

13 Extending Registration and Regulation to College Lecturers: Update and Implications

A letter had been received from the Deputy First Minister confirming that the registration of college lecturers project would be fully funded by Colleges Scotland who had received money as part of their budget from the Scottish Funding Council. A meeting between GTCS and Colleges Scotland would be scheduled in the near future and an update on progress provided at the next meeting. Members welcomed the news and approved the proposal to establish five separate pilot groups with a range of colleges which would help to inform the work of the College Lecturer Registration Working Group in its planning for the first phase of college lecturer registration from April 2021. The first phase would include mandatory registration of those lecturers with TQFEs. The second phase would include those with TQFE equivalencies and was likely to be rolled out in 2021.

Action:	Update to be provided at the next round of Council and Committee meetings.
By:	CEO
Date:	May/June 2020

14 Registration Matters: Broad General Education (18-20Co(20)153)

At the previous meeting, it was agreed that an exercise be carried out to seek to establish the appetite among key stakeholders for the creation of a new registration category in Broad General Education. Since then, the Scottish Parliament's Education and Skills Committee had submitted a call for evidence in relation to an Initial Teacher Education inquiry. GTCS was due to appear in late April/May to give evidence. Members approved the 'in principle' decision as to the appropriate registration category for teachers who have completed the initial teacher education programmes, the MSc TLT and the MEd Middle Years to be registered in either Primary with Transition or Secondary with Transition. Members agreed to postpone any final decision regarding the creation of a new registration category until the outcome of the inquiry had been published.

Action:	2020-2022 Council to ratify decision once outcome of Education and Skills inquiry was known.
By:	2020-2022 Council
Date:	24 June 2020

15 Teacher Professionalism: Standard for Headship and the Implications of Mandatory Into Headship Qualification (18-20Co(20)154)

Members were reminded that holding the Standard for Headship qualification would become a prerequisite for teachers taking up their first permanent headteacher post at local authority and grant-aided schools in Scotland from 1 August 2020, under Section 28 of the Education (Scotland) Act 2016. The Standard for Headship was awarded by the GTCS on completion of the “Into Headship” programme, which was delivered by university providers and accredited by the GTCS. Following lengthy discussion, it was agreed that a working group, made up of relevant GTCS Officers, be established to look at options available to Council, including what equivalency qualifications might require to be considered from registrants qualified outside of Scotland and how the mandatory registration would impact on the GTCS Fitness to Teach process should the qualification become a benchmark for those employed as Headteachers.

Action:	Update to be presented at the June Council meeting.
By:	DERPL
Date:	24 June 2020

16 Teacher Professionalism: Draft GTCS Analysis of the Consultation on the Refreshed Professional Standards and Revised Professional Code (18-20Co(20)155)

Members were invited to discuss and approve the draft GTCS response to the recent public consultation of the draft refreshed Professional Standards and the draft Professional Code or former Professional Code of Conduct and Competence (COPAC). Members approved the report which outlined 28 recommendations arising from the consultation. Further work would be carried out on the refreshed Professional Standards to take account of the recommendations. Final versions of the Professional Standards would be presented to the June Council meeting for final approval. No decision would be taken on the draft Professional Code until further discussions had taken place with key stakeholders in the Further Education sector. This would better inform any future decisions as to whether or not there should be a single Code or two separate Codes; one for teachers in schools and one for the further education sector. The incoming Council would be invited to discuss the matter at the June Council meeting.

Action:	<ul style="list-style-type: none"> • Final draft Professional Standards to be presented for discussion and approval. • Further discussion to take place on the draft Professional Code.
By:	Council
Date:	24 June 2020

17 Teacher Professionalism: Draft Professional Guidance Documents (18-20Co(20)156)

Copies of the final three draft Professional Guidance documents were circulated for discussion and approval:

- Equality and Diversity
- Professional Boundaries
- Exam and Assessment.

Members were reminded that the documents had been drafted to support and enhance registrant professionalism. It was hoped that the first 7 Guidance documents would be jointly badged by all six Professional Associations for teachers prior to their launch in June 2020. The documents would be made available online as downloadable A5 leaflets and would form part of a suite of documents to support and enhance professionalism in the teaching profession in Scotland. It was agreed that the title of the booklet currently entitled ‘Exam and Assessment’ be renamed ‘Ensuring Integrity in Examination and Assessments’. The draft documents would complete phase one in the project.

Phase 2 in the development of a suite of guidance documents would run from August 2020 and would cover areas such as mental health and additional support needs; and adverse childhood experiences. Members approved the next three professional guides, reviewed the targeted feedback process and recommended next steps.

Action:	<ul style="list-style-type: none"> Title of '<i>Exam and Assessment</i>' booklet to be revised. Guidance documents to be made available online. Update of next phase of work to be presented to the June Council meeting.
By:	SEO(CLLPL)
Date:	June 2020

18 Review of Accounting Policies (18-20Co(20)157)

Members were invited to consider the draft accounting policies for the year ended 31 March 2020. Changes to the policies for 2019-2020 had been fairly minimal following the in-depth review which had taken place in the previous year. The draft policies were approved and would be used in formulating the Annual Report and Accounts 2019-2020.

Action:	Accounting policies 2019-2020 to be put into operation with immediate effect.
By:	SSMFP
Date:	March 2020

19 Draft Audit Management Plan (18-20Co(20)158)

Members were invited to consider the Audit Plan for the year to 31 March 2020 which had been considered in detail by the Finance and Corporate Services Committee. The plan was approved by members in their role as charitable trustees and would be used by auditors in their audit of GTCS for the year ending 2020.

Action:	Audit Management Plan to be put into immediate effect.
By:	SSMFP
Date:	March 2020

20 Draft Budget 2020-2023 (18-20Co(20)159)

Members approved the draft budget for 2020-2021 and agreed that a more detailed budget for 2020-2023 be presented to the November/December meeting cycle for final approval which would support the Strategic Plan 2020-2023. This would allow officers additional time to take account of financial implications in a number of key areas such as the registration of college lecturers, efficiencies as a result of the introduction of the CRM system and the planned structural review of staffing within GTCS.

Action:	Further, more detailed budget for 2020-2023 to be presented to the November/December meeting cycle.
By:	SSMFP
Date:	November/December 2020

21 Draft Strategic Plan 2020-2023 (18-20Co(20)160)

A copy of the final draft Strategic Plan 2020-2023 was circulated for consideration. The document set out the organisational vision and aims and would be used to measure the progress made against each of the objectives over the next three years. The Strategic Plan was approved and would be made available as an online resource in both English and Gaelic with a small number of hard copies printed and circulated to key stakeholders.

Action:	Strategic Plan 2020-2023 to be made available online in English and Gaelic.
By:	DERPL
Date:	March 2020

22 Registration Matters: Additional Support Needs Registration (18-20Co(20)161)

Members were invited to consider the arrangements currently in place for the registration of additional support needs teachers. It was agreed that a short life working group be formed to carry out a review of current arrangements with a view to establishing whether or not any revisions required to be made to the Additional Support Needs registration category. The review would seek to tie in with the planned legislative review to strengthen the role of registration categories going forward. Members approved the establishment of a short life working group which would report on its findings to the December 2020 Council. Membership on the group would include GTCS Officers and a range of key external stakeholders.

Action:	Recommendations to be presented to the December 2020 Council
By:	DERPL
Date:	December 2020

23 Professional Update Statistics (18-20Co(20)162)

Members were provided with an update on progress made in Professional Update. The 2017-2020 cohort sign-off was now complete. Figures for the 2018-2019 cohort was largely in line with previous cohorts at the same point in the academic session. A reminder for the 2019-2020 cohort was due to be issued in April 2020. Several Professional Update revalidations had already taken place, with the remainder scheduled to take place over the coming months. A further progress report would be presented to the May/June meeting cycle.

Action:	Update to be presented to the May/June meeting cycle
By:	SSME
Date:	May/June 2020

24 Professional Update Five-Year Longitudinal Evaluation (18-20Co(20)163)

Members welcomed the five-year longitudinal evaluation which had been produced following the completion of the first complete cycle of Professional Update. The report highlighted a number of key findings which would be used to build an informed understanding of the needs of the profession and gain an insight into the emerging picture of the impact of Professional Update. The report was approved and would be made available online following the meeting. The recommendations contained within the report would be used by GTCS to shape the future work and direction of travel in this key area.

Action:	<ul style="list-style-type: none"> Five-Year Longitudinal Evaluation report to be made available online. Recommendations to shape future direction of travel in GTCS Professional Update.
By:	SEO(AITE)
Date:	March 2020/ongoing

25 Risk Assessment and Management (18-20Co(20)164)

Members approved the updated Risk Register which had been discussed in detail by all committees in the recent meeting cycle. The Risk Register would continue to be regularly reviewed by CMT and an updated version presented at the June Council meeting.

Action:	Updated risk register to be presented at the June Council meeting.
By:	CEO
Date:	24 June 2020

26 Work and Professional Learning Plan (18-20Co(20)165)

Members approved the work and professional learning plan. This was noted to be a live document which would be updated and presented to the June Council meeting for approval.

Action:	Update to be presented to the June Council meeting.
By:	SMCEG
Date:	24 June 2020

For Noting

27 VAT Update (18-20Co(20)166)

Members noted the current position. A further update would be presented to the June Council meeting.

Action:	Update to be presented to the June meeting.
By:	SSMFP
Date:	24 June 2020

28 Corporate Communications Update (18-20Co(20)167)

Members noted the latest update on the work of the Corporate Communications Team. A further update would be presented at the June Council meeting.

Action:	Update to be presented to the June Council meeting.
By:	DCS
Date:	24 June 2020

29 Brexit Update (18-20Co(20)168)

The revised Brexit Action Plan was noted. A further update would be presented to the June Council meeting.

Action:	Updated Action Plan to be presented to the June Council meeting.
By:	DCS
Date:	24 June 2020

30 Regulatory Casework Report (18-20Co(20)169)

Members noted the Regulatory Casework Report which provided a summary of the Fitness to Teach casework, activity and decisions since November 2019. The end-of-year report would be presented to the June Council meeting.

Action:	End-of-year report to be presented to the June meeting.
By:	DRLS
Date:	24 June 2020

31 Health and Safety Update (18-20Co(20)170)

Members noted the report which set out the actions taken to date. A further update would be presented at the June meeting.

Action:	Update to be presented at the June meeting.
By:	SSMFP
Date:	24 June 2020

32 Committee Minutes

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Thomas Britton, Vice Convener presented Items 3-8 and 14 formally, noting that all substantive items had been covered elsewhere on the agenda.

(b) Finance and Corporate Services – 6 February 2020 (18-20FCS(20)Min8)

Ian Jackson, Convener presented Items 4, 7-10 and 12 formally as all substantive items had been covered elsewhere in the agenda.

(c) Education – 11 February 2020 (18-20Educ(20)Min8)

Craig Carson, Convener presented Items 4-7 and 9-11 formally noting that all substantive items were covered elsewhere in the agenda.

(d) Executive – 19 February 2020 (18-20Exec(20)Min8)

The Convener presented Items 4-9 and 11-12 formally as all substantive items were covered elsewhere on the agenda.

33 Any Other Competent Business

The Convener thanked members and officers for their commitment to GTCS during the 2018-2020 Council and wished all non-returning members well for the future. There was no other competent business.

Acronyms

- CEO – Chief Executive and Registrar – Ken Muir
- Convener – Convener of Council – David Innes
- Vice Convener – Vice Convener of Council – Edith Swinley
- DCS – Director of Corporate Services - Martin Osler
- DERPL – Director of Education, Registration and Professional Learning – Pauline Stephen
- SEO(AITE) – Senior Education Officer (Accreditation and Initial Teacher Education) – Charlaine Simpson
- SSME – Senior Strategic Manager Education – David Graham
- SMCEG – Senior Manager Corporate Executive and Governance – Lisa Dobie
- SSMFP – Senior Strategic Manager Finance and Procurement – Lindsey Furness
- SSMPDS – Senior Strategic Manager Projects and Digital Services – Thomas Madden
- Educ Convener – Education Committee Convener – Craig Carson
- FCS Convener- Finance and Corporate Services Committee Convener – Ian Jackson
- PRA Convener – Professional and Regulatory Assurance Committee Vice Convener – Thomas Britton