

**Minutes of the 63rd meeting of the General Teaching Council for Northern Ireland.
Monday 18 June 2018 – Corrs Corner Hotel, Newtownabbey**

Present: David Canning (Chair), Paul O’Doherty, Áine Andrews, Delma Boggs, Clive Bowles, Joanne Burns, David Cargo, Paul Fitzpatrick, Grainne McAleer, Eamonn McDowell, Brian McGrath, Maria Mullally, Catriona Mullan, Brendan Morgan, Susan Parlour, Rosemary Rainey, Gordon White.

In attendance: Anne Dickson (ICO), Gerry Devlin (SEO), Majella Matthews (F&CM), Sam Gallaher, Ned Cohen, Sima Gondhia, Tom Penman (BTMM, Item 3 only).

Tracey McGavigan (Head of Internal Audit) and Michelle Anderson (Group Head of Internal Audit) attended for the pre-meeting.

Apologies: Raymond Beggs, Cliodhna Scott-Wills, Mary-Lou Winchborne, Malachy Crudden, Monica Culbert, Gillian Dunlop, Sheila Fleming, Carmel McCartan, Paul Boyle, Chris Murdock, Martin Hagan, Paddy McAllister (Industrial Action), Siobhan McElhinney (Industrial Action).

| 1. Welcome, introductions and apologies | <u>Action</u> |
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| <p>The Chair welcomed members to the meeting and recorded apologies. He introduced Sam Gallaher as the new GTCNI Registrar who will take up post on 1st August 2018.</p> | |
| <p>The ICO updated members on the recent break-in to the Council’s HQ, which had resulted in the late circulation of papers for the meeting. She informed members that nothing had been taken and there were no data breaches. She confirmed that the premises had been deep-cleaned on health and safety grounds and that staff were now back at their desks.</p> | |
| <p>Comfort break from 11.00am – 11.15am when TMcG and MA leave.</p> | |
| <p>2. Declarations of Interest</p> | |
| <p>There were no declarations of interest.</p> | |
| <p>3. Taxation Status (GTC/18/63/01)</p> | |
| <p>The Chair introduced TP from BTMM.</p> | |
| <p>TP spoke to the paper tabled and summarised his recommendation that Council seeks an interim arrangement with HMRC whilst work is undertaken on a longer term basis about the future structure of the Council.</p> | |
| <p>The ICO confirmed that both F&GP and ARAC were in agreement with this approach.</p> | |
| <p>BM enquired about work undertaken since we became aware of the</p> | |

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| <p>issue with CCNI. The ICO confirmed that the nature of the issue required the specialist support of BTMM. MM recapped the dialogue with HMRC since 2016.</p> <p>Members agreed that the Council would not pursue charitable status for the foreseeable future, that TP would pursue discussion with HMRC on the Council's behalf and that dialogue will be pursued with DE on appropriate status for GTCNI.</p> <p>Proposed: CB Seconded: RR</p> <p>4. Minutes of previous meeting held on Tuesday 20 March 2018 (GTC/17/Min 62)</p> <p>The Minutes were agreed as a correct record of the meeting of 20 March 2018.</p> <p>Proposed: PF Seconded: MM</p> <p>5. Matters Arising</p> <p>Item 14 – the NIPSA Agreement was now signed. Item 16 – Correspondence had been issued by the Chair as agreed by Council.</p> <p>6. Revised 2018/19 Business Plan (GTC/18/62/02)</p> <p>The ICO drew attention to the revised 18/19 business plan brought for approval. She advised Members that the budget allocation from DE was insufficient to meet the original business plan and had written to DE requesting that GTC be allowed to access additional reserves. DE had responded to say there is no further budget cover and advised the Council to prioritise its statutory functions for 2018/19 and to revise the Business Plan accordingly.</p> <p>The ICO explained that officers had reviewed the budget and privileged spending on the statutory functions, most importantly the procurement of the replacement registration database. .</p> <p>EMcD expressed dismay that GTC is unable to access reserves which have been built up from teacher contributions.</p> <p>The Chair said he has raised this matter several times with the DE Permanent Secretary, who has acknowledged the issue, however the matter has to do with NDPD status.</p> | <p><u>Action</u></p> <p>F&CM</p> |
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| <p>CB explained that officers must work within the delegated budget.</p> <p>BMcG asked if there was any other option. D Cargo added that officers are working responsibly by amending the Business Plan.</p> <p>PO'D stated the difficulty officers face is that DE is preventing GTC from investing in the organization in particular the registration database, which will collapse if not replaced.</p> <p>Proposed: BMcG Seconded: RR</p> <p>7. Minutes of the Policy, Registration and Regulation Committee</p> <p>The SEO took members through the draft minutes of the PRRC meeting held on 4th June. He noted the items discussed at PRRC and tabled on today's Council agenda. BM raised concerns over details in the draft PRRC minutes which he felt did not fully reflect the sentiment expressed at the meeting.</p> <p>The ICO said the draft minutes can be revised at the next Committee meeting.</p> <p>8. Update on Regulation (GTC/18/62/02)</p> <p>Council agreed to go '<i>In Committee</i>' for this agenda item. Proposed by GW and seconded by DB.</p> <p>Council agreed to come out of '<i>In Committee</i>' at the end of this agenda item.</p> <p>Proposed: GW Seconded: PF.</p> <p>9. Development of Leadership Competences (GTC/18/63/03)</p> <p>The SEO took members through this paper, the draft Terms of Reference and the project timeline, as discussed at the recent PRRC meeting. The SEO emphasised that this was an important piece of work that the Council was being asked to undertake by DE and that it has potential to impact on the professional learning of current and future school leaders. The important role of the Advisory Group was noted and it was emphasised that the success of the project depended in the active involvement of all educational partners.</p> <p>AA raised the issue of Irish medium competences as a specific essential element of the general competence framework. DC noted the point but stressed that the 27 competences were viewed as generic</p> | <p><u>Action</u></p> |
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| <p>and applicable in all areas. That said, Council will need to give strategic consideration to the area of competence development.</p> <p>The draft Terms of Reference and project plan were agreed.</p> <p>Proposed: BM Seconded: CM</p> <p>10. Reaccreditation of ITE programmes (GTC/18/63/04)</p> <p>The SEO took members through the proposed approach for the reaccreditation of initial teacher education PGCE programmes in Northern Ireland, as per the Business Plan for 2018-19. He mentioned that the reaccreditation process was important engagement with the initial teacher education providers and an opportunity for Council members to engage with leaders within teacher education. He emphasised that the GTCNI Teacher Competences will underpin the accreditation process.</p> <p>The SEO also noted the agreed changes to the Terms of Reference in response to the discussions at PRRC and on the basis of these changes PRRC recommended to Council that the Terms of Reference are ratified.</p> <p>Council agreed to approve the Terms of Reference</p> <p>Proposed: BM Seconded: CM</p> <p>11. Chair’s Draft Response to the EA re NIAO SEN Report (GTC/18/63/05)</p> <p>The SEO took members through the Chair’s draft reply to the EA and noted that it had been recommended by PRRC for approval by Council.</p> <p>Council agreed to approve the draft reply.</p> <p>Proposed: D Cargo Seconded: DB</p> <p>12. Minutes of the Finance & General Purposes Committee</p> <p>CB takes members through the minutes. Charitable status and HMRC issue had already been discussed along with the revised 18/19 business plan. It was noted that capital projects were progressing as planned.</p> | <p><u>Action</u></p> |
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| 13. Data Protection – Revised Policy (GTC/18/63/06) | <u>Action</u> |
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| <p>The SEO took members through this paper. It was noted that the Council’s Data Protection Policy was last reviewed on 26/09/2013. The revised policy is to ensure GTCNI is GDPR compliant. The draft policy has been reviewed by F&GP and ARAC sub-committees. He also emphasised that he regards all staff as data protection officers even if they were not officially designated as such. The SEO expressed his thanks to all the staff who helped with the development of this policy.</p> <p>He reported that an internal audit for the Council’s GDPR preparations has been given a ‘satisfactory’ assurance rating and that the report and recommendations will be discussed in detail at the next ARAC meeting.</p> <p>The policy was approved by Council</p> <p>Proposed: GW Seconded: EMcD</p> | |
| <p>14. Minutes of the Audit and Risk Assurance Committee</p> <p>D Cargo took members through the minutes of the ARA Committee held on 4th May. He informed members that a separate meeting was taken without officers with the external auditors. Positive feedback was received from Internal Audit.</p> <p>D Cargo highlighted the following points;</p> <p>Point 10 – staff were congratulated on the standard of the draft audited accounts. A significant improvement on compliance was noted by the auditors.</p> <p>Point 11 and 12 – the draft status of the annual report of the Chair of ARAC and the Governance statement. D Cargo advised members and that amendments were possible up until the final laying of the accounts.</p> <p>Point 16 and 17 – the Corporate and Fraud Risk Register and the importance of a paper trail documenting corporate risks. ARAC would scrutinise this but the Council needs to take responsibility for this register.. Work on the Fraud risk register was ongoing and the final document would be brought to Council in due course.</p> <p>The 17/18 Accounts have been laid and no new DACs have been awarded. Members were updated on the presentation from the Council’s new internal auditors and on the committee’s discussion on risk management. A discussion had taken place on outstanding audit recommendations and RR advised that all completed recommendations are to be removed in the next update.</p> | |

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| <p>15. Risk Register (GTC/18/63/07)</p> | <p><u>Action</u></p> |
| <p>The ICO took Members through the paper explaining that the risk register is reviewed at every ARAC meeting and echoed that it is important that Council take ownership of the register.</p> <p>The F&CM explained that the register is broken into 5 corporate risks and it provides an update to the corporate risk and appetite of Council.</p> <p>D Cargo suggested the report on the risk register showing monitoring any changes with a narrative would reduce work by officers, in producing this register for both ARAC and Council.</p> | |
| <p>16. Minutes of the Human Resources Committee</p> | |
| <p>PF took members through the minutes of the HR Committee meeting held on 22 May. He said the appointment of the Registrar, sickness absence report and workforce management system had been discussed.</p> | |
| <p>17. HR Updates.</p> | |
| <p>Officers left the room as the ICO gave an update on HR issues.</p> | |
| <p>18. Schedule of meetings (GTC/18/63/08)</p> | |
| <p>The ICO recommended a round of 3 meetings per annum apart from ARAC which would remain as 4. She stated this would be a temporary measure due to the high volume of work required by staff. She asked for Council's approval.</p> | |
| <p>POD added that the volume of work will increase for Council members too as a result of accreditation, regulation and leadership competence development.</p> | |
| <p>DB advised members that she will be returning to school on 1st Sept and would need a letter to enable her to attend meetings. The Chair confirmed he will provide this.</p> | |
| <p>D Cargo suggested that Council meetings should be kept as 4 as agreed S for effectiveness purposes for the time being considering Special Measures. BM asked if there is an urgency to agree this proposal or if it can be deferred.</p> | |
| <p>The ICO replied there is an issue of teachers attending meetings.</p> | |
| <p>The Chair proposed to keep to the 4 meetings for the time being.</p> | |

19. AOB

The Chair took the opportunity to thank the ICO for all her hard work and contribution and wished her the very best in her new post in July.

The ICO thanked the Chair for his supportive role.

The Chair thanked member for attending committees.

20. Date of next meeting

TBC

Signed..... **Dated**

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