

**Teachers' Working Longer Review – Meeting of the Steering Group**  
**20 January 2015**

**Minutes**

**Attendees**

**DfE** – Jeff Rogerson (Chair), Helen Kemplay, Ian Taylor, Michelle Thompson-Smith

**Steering Group members** – Jackie Wood (LGA), Andrew Morris (NUT), David Binnie (ASCL), Suzanne Beckley (ATL), Valentine Mulholland (NAHT), Dave Wilkinson (NASUWT), Deborah Simpson (Voice), Pat Moran (Welsh Government), Janine Brooks (ISC), Gillian Allcroft (NGA)

**Apologies**

Stephen Baker and Leila Allsopp (DfE), Mandy Coulter (United Learning), Adrian Prandle (ATL), Joan Binder (FASNA), Jonathan Lloyd (WLGA), Jane Morris (Governors Wales), Graham Baird (SFCA), Dilwyn Roberts-Young (UCAC).

Notes from meeting		Action By	Action Deadline
<b>1. Welcome and introductions</b>			
Jeff Rogerson (JR) welcomed the group.	Information		
<b>2. Minutes of the meeting of 2 December</b>			
JR gave an update on actions from the previous meeting: <ul style="list-style-type: none"> <li>• Following the discussion on project documentation at the last meeting, revisions were made and circulated. The steering Group has subsequently agreed the documentation.</li> <li>• The ITT was circulated to the group for comment. DfE will continue to circulate relevant documents for comment throughout the REA contract process. Covered further in agenda item 3.</li> </ul> <p>The Steering Group agreed the minutes as a true record and JR advised that these would be published on the group's page on gov.uk.</p>	Information		
	Action	DfE	Ongoing
	Information		
<b>3. Update on research bid including next steps</b>			
Ian Taylor (IT) advised the group of the progress made so far on the research bid, including explaining the criteria that will be used for scoring throughout the process. IT then set out the process going forward. Key points included: <ul style="list-style-type: none"> <li>• Tender documents will be reviewed by the DfE against the criteria and successful applicants invited to interview.</li> </ul>	Information		

<ul style="list-style-type: none"> <li>• Interviews will take place on February, 10<sup>th</sup> for Evidence of Impact and 12<sup>th</sup> for Employment Practice.</li> <li>• Interim reports from the REAs are expected in May, and final reports in August.</li> </ul> <p>IT suggested that it would be helpful for a group member to be on each of the interview panels. The group agreed that each of the sub-groups should select one of their members to participate in the interviews for their REA.</p>	Action	Sub-group members	Complete
<b>4. Call for Evidence, update on proposed approach</b>			
<p>Helen Kemplay (HK) presented a paper on the proposed approach to the call for evidence. It had originally been proposed to run this from early February to May, however, this will no longer be possible due to purdah restraints. A two stage approach is now proposed, with stage 1 for selected contacts including group members, from February to March and stage 2 being a wider call for evidence designed with input from group members after the election.</p> <p>IT advised that the REA should cover any published research but that the call for evidence will be valuable in allowing groups to point to soon to be published or even unpublished research.</p> <p>The group discussed the approach and the design of the call for evidence, including the stage at which specific questions should be asked and whether stage 1 results would be used to inform stage 2. They agreed the overall approach.</p> <p>HK asked group members to provide suggestions to DfE for organisations outside of the steering group who should be included in stage1.</p>	Information		
	Action	Group Members	Complete
<b>5. Group brainstorm on key issues/priorities</b>			
<p>JR introduced a brainstorming session on key issues and priorities, to start the group thinking in more detail about the review objectives and the detail that they expect to emerge within/behind each objective.</p> <p>This focus will enable the group to sense check REA results as they emerge and assist when commissioning original research.</p> <p>JR split the steering group into three smaller groups for discussions, who then fed key parts</p>	Information		

of their discussion back to the main group. One member from each group was asked to provide full feedback to the Working Longer Review mailbox, which will then be collated and circulated.	Action	Group members/ DfE	Complete
<b>6. AOB</b>			
The group had noticed an error on the proposed meeting times document circulated and requested a revised copy be issued. They also asked that the date proposed for the March sub-groups are moved as the close proximity to Easter could prove problematic.	Action	DfE	Complete
<b>7. Review of meeting including any action points</b>			
JR summarised the discussions including the action points.	Information		
<b>8. Next / future meetings</b>			
The group discussed whether the meeting on the 10 February should go ahead as it is likely that will be little progress to discuss in 3 weeks.  It was agreed that this meeting should be cancelled and that the next steering group meeting will be 10 March 2015, at Sanctuary Buildings between 10.30 and 13.00.	Information		