

The Joint Mathematical Council of the United Kingdom

A Charitable Incorporated Organisation

Registered with the Charity Commission for England and Wales, Registered Charity Number: 1171223

Registered Office: De Morgan House, 57-58 Russell Square, London, WC1B 4HS

Minutes of the General Meeting of The Joint Mathematical Council of the United Kingdom held at the Royal Statistical Society at 11 a.m. on Wednesday 6 June 2018

Present

Officers

Chair	Paul Glaister
Secretary	Peter Thomas
Treasurer	Jennie Golding

Representatives of Participating Bodies

Adults Learning Mathematics	–
Association of Mathematics Education Teachers	Helen Farmery
Association of Teachers of Mathematics	Heather Davis
British Society for Research into Learning Mathematics	Sue Gifford
British Society for the History of Mathematics	June Barrow-Green
Conference of Heads of Departments of Mathematical Sciences	–
Edinburgh Mathematical Society	–
Institute of Mathematics and its Applications	Chris Chipperton
London Mathematical Society	Kevin Houston
The Mathematical Association	–
Mathematics in Education and Industry	Charlie Stripp
National Association for Numeracy and Mathematics in Colleges	Sally Barton
National Association of Mathematics Advisors	Matt Lewis
National Numeracy	–
NRICH representing the Millennium Mathematics Project	–
Operational Research Society	Sophie Parker
Royal Academy of Engineering	–
Royal Statistical Society	Scott Keir
STEM Learning	Stephen Lyon
United Kingdom Mathematics Trust	–
Wales Institute of Mathematical and Computational Sciences	Sofya Lyakhova

Co-opted Members

Chair of the BCME Committee	David Martin
UK Representative to the International Commission on Mathematical Instruction	–

Representatives of Observing Bodies

Advisory Committee on Mathematics Education	Jeremy Hodgen
Department for Education [England]	–
Department of Education [Northern Ireland]	Julie Harris
Education Scotland	Stuart Cathro
Higher Education Academy	–
National Centre for Excellence in the Teaching of Mathematics	Charlie Stripp (deputy)
National College for Teaching and Leadership	–
Office for Standards in Education	–
The Office of Qualifications and Examinations Regulation	Alison Tonkin (deputy)
The Royal Society	Rebecca Veitch

Visitor

Advisory Committee on Mathematics Education	Frank Kelly
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1 Introduction

- 1.1 **Welcome** The Chair welcomed those present.
- 1.2 **Practical Arrangements** The Secretary read out the procedure for emergency evacuation as laid down in the contract for the booking of the premises.

- 1.3 **Apologies for absence** Apologies for absence were received from Jeff Evans (ALM), Stuart Cathro (Education Scotland), Jane Imrie (NCETM), Jan van den Heuvel (HoDoMS), Will Longhill (DfE), Ems Lord (NRICH / MMP), David Pritchard (EMS) and Tom Roper (MA).

2 Minutes of the meeting held on Tuesday 13 February 2018

- 2.1 **Approval** The minutes of the meeting held on Tuesday 13 February 2018 were approved following the transposition of the words 'Rogers' and 'Roger' at the beginning of item 6.09.

2.2 Matters arising not elsewhere on the agenda

- 3.1 The Chair said that the JMC enabled community approval process for the NCTL-funded TSST secondary mathematics courses was almost complete for this last year with just four applications outstanding; he hoped those applications would be dealt with at a meeting on 12 June 2018 and that the list of accredited courses would appear on the JMC website shortly thereafter. A new round for this year was soon to be announced and he hoped that those organisations which have been part of the approval process would continue to be so.

- 6.10 Stephen Lyon said that the date of the ATM/MA Family Day in York was now 15 September 2018.

3 Reports from Officers

- 3.1 **Chair** The Chair had nothing to report. He thanked the Secretary and the Treasurer for their work, and Sophie Parker for her work managing the JMC Twitter account.
- 3.2 **Secretary** The Secretary said that the Trustees at their meeting earlier that day had approved new Bye Laws and Policies which would be brought to the next Council meeting for consideration. He also said that the application from the Scottish Mathematical Council had not been received so it would not be possible to consider it later in the meeting. The Secretary said also that because of disturbance from nearby building work it would not be possible to meet at the Royal Statistical Society for the meeting in a year's time on 4 June 2019.
- 3.3 **Treasurer** The Treasurer introduced the accounts, saying that the figure for subscriptions had improved since the figure shown in the printed accounts although three Observing Body subscriptions are still outstanding. She added that the meeting expenses shown are for only two out of the three meetings in the year as the invoice for this meeting has yet to be received. The Treasurer concluded by saying the Council's finances looked to be in good shape.

4 Reports from Committees

- 4.1 **BCME Committee** David Martin (Chair of the BCME Committee) presented the final report on BCME9 which he said had been very successful; it had been a valuable contribution to mathematics education and had also been healthy financially. He extended his thanks particularly to Peter Ransom who had been Secretary of the BCME Committee. He also said that it had been a pleasure to work with Warwick University, as well as with the administrators of ATM and MA and their professional and committed staff.

Kevin Houston asked how information gets passed on from one BCME to the next. David Martin replied that a planning handbook had been written and that a BCME archive, containing 2 GB of information from BCME9 and previous BCMEs, had been compiled and passed to the Secretary of the JMC.

Kevin Houston said that he had had feedback that there had been a great many sessions and there had been some obvious clashes of sessions which he felt could have been avoided. He had wanted to encourage research mathematicians to attend but it was hard to do so when the programme clashed sessions which were likely to be of interest to them. He added that, nevertheless, there had been many good sessions.

Charlie Stripp drew attention to the great number of parallel sessions and that many of them had had few attenders despite the efforts of the presenters who had prepared the sessions.

The Chair said that a review of BCME would be undertaken over the next year.

Jeremy Hodgen noted that the feedback had indicated a lower degree of satisfaction with the conference as professional development than for interest and enjoyment. David Martin responded that a significant proportion of those attending are no longer professionally active so for them professional development is not so relevant.

June Barrow-Green said, on the matter of the large number of sessions, that individuals were more likely to get funding if they were presenting and that needed to be taken into account.

The Chair said that the handbook will be extremely useful and there was a need to identify who will do tasks in the future.

Heather Davis said the not all rooms were close enough to the main venue or appropriate for the sessions held in them.

Sophie Parker asked, as an exhibitor, why the exhibition was split over two locations. David Martin responded that the great number of exhibitors had caused it to be necessary to use two halls. The creation of a maths trail and the placing of refreshments in both halls had been done to try to increase footfall in both halls. He added that one room would have been preferable if a big enough space had been available.

David Martin also said that much thought had been given to the scheduling of parallel sessions against each.

On behalf of the JMC, the Chair thanked David Martin, the BCME Committee and others involved for their outstanding contribution. Those present signified their concurrence by spontaneous applause.

The Treasurer drew attention to the surplus in the BCME accounts and reminded those present that the final surplus would be split between the JMC, ATM and MA in the proportions 4:3:3.

- 4.2 **GCSE Working Group** The Chair said that, although it had been inactive of late, the working group will continue as there is work to be done. A new convenor is being sought and existing members will be contacted.
- 4.3 **ICME Bursaries Committee** The Chair said that this committee is being reactivated in preparation for ICME14 in Shanghai in 2020. The committee is chaired by Chris Budd and a new Link Trustee is being appointed; it will also have representatives of the organisations represented previously.
- 4.4 **MMSA Special Interest Group** Matt Lewis said that he had chaired the latest meeting of the group which had been convened with the support of Rebecca Veitch of The Royal Society. The meeting had considered the future of the five organisations involved in MMSA. Each organisation had sent two representatives and much of the time at the meeting had been spent in small working groups considering what a new single organisation would look like and what its aims would be. A proposal will go to the five organisations as part of what is seen as a long-term process if the new unified organisation is to come about.

5 Elections

- 5.1 **Election of the Chair** It was announced that Andy Noyes had been elected unopposed to serve as Chair from the end of the Annual General Meeting on 13 November 2018 for three years.
- 5.2 **Election of the Deputy Chair** It was announced that Alice Rogers had been elected unopposed to serve as Deputy Chair from the end of the Annual General Meeting on 13 November 2018 for three years.
- 5.4 **Application of the Scottish Qualifications Authority to be an Observing Body** The Chair introduced the application and informed the Council of the Trustee's recommendation that it be accepted. The Secretary explained that no representative of SQA was present as it was felt unreasonable to expect someone to travel to the meeting to be present for what might be a very short time if the application was rejected. Kevin Houston observed that video link could have been used. The Secretary admitted that this had not been considered. The Secretary went on, in support of the application, to draw the Council's attention to the precedent for a qualification regulator being an Observing Body in that Ofqual is an Observing Body. The application was put to a vote. There being sixteen votes in favour, none against and no abstentions, the application was agreed.

6 Reports from Participating Bodies

- 6.04 **British Society for Research into Learning Mathematics** Sue Gifford said that BSRLM was seeking to diversify where its conferences were held and would be holding its termly conference in Swansea on 9 June 2018 and holding a conference in Northern Ireland in 2019. She enquired whether others knew of cheap venues where conferences could be held.
- 6.08 **Institute of Mathematics and its Applications** Chris Chipperton said he had nothing to add to the written report.
- 6.09 **London Mathematical Society** Kevin Houston said that the LMS had two vacancies for Holgate Lecturers. It also had vacancies on its Women in Mathematics Committee and its Education Committee, for the latter it was particularly looking to increase the geographical spread of members beyond England. The Chair encouraged all to consider advertising the vacancies.

Kevin Houston said the Teaching Excellence Framework session at the LMS Education Day had provoked a lot of interest this year and next year's Education Day would include more on the TEF. The Chair observed that a decision was awaited on whether the TEF would necessarily report at subject level.

6.10 **The Mathematical Association** The report was noted.

6.11 **Mathematics in Education and Industry** Charlie Stripp said he had nothing to add to the written report.

The Chair asked how the Area Coordinators for the Advanced Mathematics Support Programme would be structured. Charlie Stripp responded that the Further Mathematics Support Programme had thirty-five Area Coordinators who will continue and an extra twelve will be recruited, ideally with Core Maths experience; the existing coordinators will be trained to also support Core Maths. There will be eight regional leads who will focus on improvement, particularly in the Opportunity Areas and the Category 5 and 6 Areas. The regional leads will each cover a Government Operating Region, with some practical fuzziness at the edges; there will be a common structure with the Maths Hubs Regional Leads who work on 11–16 issues.

Sally Barton drew attention to the support for university admissions tests as an innovation. Charlie Stripp responded that in the view of the DfE such tests were here to stay so help was needed. He said that the focus would be on MAT, STEP and TMUA and not so much on mathematics entrance tests for other subjects. The Chair said universities should be encouraged to make information more readily available as to what tests were required, so that there could be a better understanding what support was needed. Charlie Stripp said that if the AMSP was doing its job then schools will know what is needed for what course and what support is available. Sally Barton said there was a need to find out why universities have admissions tests. Charlie Stripp said that status was one of the factors. Scott Keir asked for clarification of the additional financial burdens these tests placed on schools, especially in the Opportunity Areas. Charlie Stripp said that the AMSP was looking to support teachers as well as learners. He also said local conversations were taking place as to how to pay for the tests as they are not funded.

Kevin Houston asked whether another survey on uptake of AS/A level Mathematics and Core Maths would be undertaken next year. Charlie Stripp responded that they hoped to get data from the DfE as it would need that data to calculate the Advanced Maths Premium. He added that any survey, if there was one, would have to be done by MEI rather than the AMSP. The Treasurer added that some data were in the public domain but other were harder to obtain.

6.14 **NRICH representing the Millennium Mathematics Project** The report was noted.

6.15 **Operational Research Society** Sophie Parker drew attention to the new ORS logos for its 'OR in Schools' and 'Pro Bono OR' activities.

6.18 **Royal Statistical Society** Scott Keir said that the RSS had responded to the TEF consultation and its [response](#) was on the RSS website. He also said that Hetan Shah, Executive Director of the RSS, had written a related article in *The Guardian* entitled [Awarding university subjects gold medals is deeply flawed](#) the thrust of which was that such exercises measure what we can measure not what we should measure.

6.20 **United Kingdom Mathematics Trust** The report was noted.

6.05 **British Society for the History of Mathematics** June Barrow-Green drew attention to an exhibition at the Guildhall Art Gallery called *Sublime Symmetry* on the work of William de Morgan, a nineteenth century ceramicist, she added that further details could be found in the LMS Newsletter and packs had been produced for use by schools.

6.02 **Association of Mathematics Education Teachers** Helen Farmery said she had nothing to add to the written report.

7 Reports from Observing Bodies

7.02 **Advisory Committee on Mathematics Education** Jeremy Hodgen highlighted the Royal Society Advisory Committee on Mathematics Education conference on 17 July 2018 but refrained from raising other matters given the topic of the afternoon's discussion.

7.06 **National Centre for Excellence in the Teaching of Mathematics** Charlie Stripp said he had nothing to add to the written report.

The Chair asked if it was fair to say that the direction of travel was about school improvement. Charlie Stripp responded that NCETM had been seen in the past as a resource but there was now a greater emphasis on school improvement.

8 Reports from meetings

- 8.01 **National Maths Hubs Forum 30–31 January 2018** The report was noted.
- 8.02 **OCR Mathematics Consultative Forum 18 April 2018** The Chair said he would be surprised if the OCR Mathematics Team did not want to go back to a separate subject forum and that JMC would be looking to see a return to a separate mathematics event.

9 Discussion of Reports

- 9.1 **Association of Mathematics Education Teachers** Helen Farmery said that she had recently spent an afternoon at a meeting of the All-Party Parliamentary Group on the Teaching Profession. She said that the Early Career Framework and Qualified Teacher Status were raising big questions. Recruitment and retention have hijacked teacher development, the discussion was framed around how to retain teachers (for example, workload) rather than about the quality of mentoring and continuing professional development. Helen Farmery asked whether there were issues on which the JMC could press, such as support for mentors and the quality of observation of trainees and those early in their careers. She noted that the government had listened; it had left QTS alone and focussed on early career development alongside a two-year probationary period (with a 10% timetable reduction for both years), although headteachers were asking how the cost of this was to be met. She asked how we ensured there would be early career development of decent quality.

Helen Farmery went on to read from the government's response to its consultation '*Strengthening Qualified Teacher Status and improving career progression for teachers*', observing how prescriptive it was; she also drew attention to the many mentions of the Chartered College of Teaching and asked who would be the small group of experts who would be drawing up the Early Career Professional Development Framework. The Treasurer said that a subject-specific element was included in the framework but it had little prominence; she asked whether the group could be encouraged to look at the evidence of the link between secureness of subject knowledge and job satisfaction.

Helen Farmery applauded the moves to create a career path in schools for individual teachers but asked who would provide it. Chris Chipperton said that good schools do but provision is variable. The Chair said that if the framework was going to be developed by the Chartered College of Teaching then we should engage with them once it was clear what they had been asked to do. The Treasurer asked whether we should make a statement about the need for subject specialism and offer to engage with the college. Charlie Stripp said there was also a need to talk about pupil outcomes for a statement to carry weight with the DfE.

The Chair asked who would draft the statement. Helen Farmery agreed to write a draft and send it to the Secretary. It was agreed that the draft should seek our inclusion at the next stage in the development of the framework. It was also agreed that we should seek to involve in our discussions Sue Madgwick who is the new Director of Professional Development Leadership at NCETM. Charlie Stripp asked whether there was any money for implementing the framework. Helen Farmery said that the statement should include mentoring and coaching. Sally Barton asked if we could point to existing resources for individual evaluation and continuous professional development on websites. Matt Lewis asked who will be on the expert group to develop the framework. The Chair agreed that he would pursue the composition of the expert group with the DfE with a view to it including representation knowledgeable about mathematics education.

10 Any other business not elsewhere on the agenda

Volunteers' Week Sophie Parker said that 1 to 7 June 2018 was National Volunteering Week, an event organised by the National Council for Voluntary Organisations and she asked for volunteers to complete a poster as to why they are volunteers and to be photographed with it as part of a publicity campaign on Twitter to encourage volunteering.

11 Discussion: The Work of The Royal Society's Advisory Committee on Mathematics Education

The Chair introduced Frank Kelly, Chair of The Royal Society's Advisory Committee on Mathematics Education.

Frank Kelly described his own background and went on to say why The Royal Society had a committee on 3 – 19 mathematics education, saying that mathematics pervaded other disciplines and the organisational diversity within the mathematics community meant there was not a single point of reference. ACME was set up in 2002 but much has changed in the educational landscape since then. Following a review completed in 2016, it was agreed that ACME would be a Committee of the Royal Society. The Royal Society redefined ACME's mission, confirmed that it would work with the Council

for the Mathematical Sciences and JMC, and that its membership was extended beyond experts in mathematics education to be a strategic committee of wider membership, a committee to cause things to happen rather than necessarily do them itself. ACME meets three times a year. The challenge for ACME is how to influence policy, with stakeholders including government and the media. The Royal Society will review the reformed ACME after five years with the review process beginning in two-and-a-half-years' time.

The intention is that in future a Contact Group will develop a document on an issue which will be sent to ACME for review (as well as being sent to the societies and people who are most relevant) and if adopted would become a Royal Society document. There was a need to have proposals agreed ready within the community for when government sought advice on the issues; the Contact Groups were intended as the mechanism for doing this.

Four Contact Groups are being established A Level, Post-16 Pathways (not A level), GCSE and Key Stage 3, and Early Years and Primary. The A Level Contact Group is already established and is chaired by Richard Craster. The Post-16 Contact Group is being established with Andy Noyes as Chair. For the GCSE and Key Stage 3 Contact Group, ACME was looking to JMC for help in constructing a long list of potential members. The Early Years and Primary Contact Group would be chaired by Sue Gifford. The Royal Society was looking for outside funding and funding from societies to support the Contact Groups. In addition to the Contact Groups, ACME was setting up a Community of Interest which would succeed the former Outer Circle.

Frank Kelly also drew attention to ACME's publications, including the recent *Policy briefing on teachers of mathematics: Recruitment, retention and development* (<https://royalsociety.org/~media/policy/Publications/2018/Policy%20briefing%20on%20teachers%20of%20mathematics.pdf>).

The Treasurer asked how ACME would recapture the engagement of those close to the classroom, how they would gain access to it and confidence in it.

Frank Kelly went on to outline the strategic context, starting with the 1995 report of the LMS, IMA and RSS, *Tackling the Mathematics Problem*; this was followed by a report from the Engineering Council in 2000. He alluded to the mathematics deficit which is also to be found in the biological sciences and which is now recognised as extending to the social sciences, with the report in 2012 of the British Academy which led to the establishment of a high-level steering group to improve quantitative skills in the social sciences. The Royal Society of Arts also published a key report in 2012. This has been followed by the publication of a report by Deloitte, funded by the Engineering and Physical Sciences Research Council, measuring the economic benefits of the mathematical sciences which was also emphasised by the report published by the Council for the Mathematical Sciences. Most recently there has been the report of the Smith Review. [**Post-meeting note:** On 8 June 2018 the Academy of Social Sciences' Campaign for Social Sciences published the report [Positive prospects – careers for social science graduates and why number and data skills matter](#) which found that 'In the UK, AS level mathematics intake is falling, and many secondary school students have little exposure to using numbers and data to examine social science issues in their subjects.']

Frank Kelly pointed out the government's recognition of the importance of mathematics. The 2017 autumn budget contained 15 mentions of mathematics and the white paper on the industrial strategy mentioned mathematics 75 times. There has also been the establishment of the Advanced Mathematics Support Programme, support for Specialist Mathematics Schools and initiatives on teaching and teacher supply.

For ACME the central message it seeks to promote has two strands: that the mathematical sciences contribution is hidden but underpins the twenty-first century technology, economy and society, and that mathematics has an elegance and beauty which fascinates.

Frank Kelly then addressed the supply of specialist teachers which was an issue for science, computer science and mathematics. There were problems of image, a need for an alternative model to bring in more subject specialists and a need to encourage senior leadership to invest in their teachers' development. He asked how could Ofsted help to provide information and reduce workload, especially what is specific to mathematics. All this needs to be seen in a context of a scarcity of good mathematics teachers. He said there must be roles for technology in this: for continuing professional development for teachers and for practice (in the form of games) for children. He added that there were too many routes into teaching and there was a need to simplify guidance for prospective teachers; he noted that the first teaching apprenticeships would start in September 2018.

There was then a period of discussion and Frank Kelly welcomed further feedback to ACME.

12 Conclusion

The Chair thanked everyone present for their contributions. He then closed the meeting at 3.13 p.m.

13 Dates of future meetings

Tuesday 13 November 2018 at The National Council for Voluntary Organisations, Regents Wharf, 8 All Saints Street, London N1 9RL (deadline for papers: Tuesday 30 October 2018)

Tuesday 19 February 2019 at The National Council for Voluntary Organisations, Regents Wharf, 8 All Saints Street, London N1 9RL (deadline for papers: Tuesday 5 February 2019)

Tuesday 4 June 2019 at The London Mathematical Society, De Morgan House, 57-58 Russell Square, Bloomsbury, London WC1B 4HS (deadline for papers: Tuesday 21 May 2019)

These meetings will begin at 11 a.m.

Summary Minutes of the Meeting of the Trustees of The Joint Mathematical Council of the United Kingdom held at the Royal Statistical Society at 9 a.m. on Wednesday 6 June 2018

Present Paul Glaister (Chair), Peter Thomas (Secretary), Jennie Golding (Treasurer), Sally Barton, Matt Lewis.

1 Introduction

1.1 **Welcome** The Chair welcomed those present.

1.2 **Practical Arrangements** These were addressed informally.

1.3 **Apologies for Absence** David Pritchard was unable to attend.

1.4 **Declarations of Conflict of Interest** The following additional declarations of conflicts of interest were made:

Paul Glaister: member of MA, Subject Expert for Ofqual, External Examiner at LSE;

Matt Lewis: on secondment to NCETM;

Peter Thomas: Subject Expert for Ofqual.

2 Minutes of the meeting held on Tuesday 13 February 2018

2 Previous Business

2.1 **Approval of the minutes of the meeting held on Tuesday 13 February 2018** The minutes of the previous meeting were approved following the amendment of the second sentence of 7.2 to read 'It was agreed that the meetings in February 2019 would be held on 19 February 2019.'

2.2 **Decisions since the meeting held on Tuesday 13 February 2018** The following decisions since the meeting held on Tuesday 13 February 2018 were noted.

2.2.1 **BCME Committee** The JMC Trustees resolved the following concerning the BCME Committee of the JMC. (*Decision confirmed by the Chair on 16 February 2018.*)

1. With immediate effect, the only bank account, of any type, of the BCME Committee shall be the current account held with The Co-operative Bank p.l.c. (PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT) in the name of THE BRITISH CONGRESS OF MATHEMATICS EDUCATION with sort code 08-92-99 and number 65834868.

2. As soon as possible, the authorised signatories of all BCME Committee bank accounts shall be increased to include the officers of the JMC and the officers of the BCME Committee. To effect this the current change of signatory forms (which were intended to add just the new Treasurer of the JMC) presently with the Chair of the BCME Committee shall be rerouted as follows (using first class post):

Chair of BCME Committee to send to the Secretary of the JMC for signature,

Secretary of the JMC to send them to the Chair of the BCME Committee to take to the BCME Committee meeting on 6 March 2018 for signature by the Chair of the JMC and the Treasurer of the BCME Committee,

Chair of the BCME Committee to send them to the Treasurer of the JMC who will submit them to the bank.

3. From the end of 6 April 2018, no co-options shall be made to the membership of the BCME.

4. At the end of 14 May 2018, the terms of office of all the then members of the BCME Committee, not being officers of that Committee and not holding office *ex-officio* under the Memorandum of Understanding between ATM, MA and JMC, shall end.

5. At the end of 14 May 2018, the Treasurer of the BCME Committee shall cease to transact business on the BCME Committee's account and refer any subsequent transactions to the Treasurer of the JMC.
6. The Treasurer of the BCME Committee shall cause the account of the BCME Committee as it stands at the end of 14 May 2018 to be audited; he shall be responsible for seeing the accounts through audit and for resolving any irregularities that are identified by the audit. The audit shall be conducted by a person approved by the Treasurer of the JMC. The audit and the resolving of any irregularities identified in the audit should be completed by the end of 6 July 2018.
7. As soon as possible after 14 May 2018, the authorised signatories of all BCME Committee bank accounts shall be changed to be only the officers of the JMC (with the Treasurer of the JMC as the principal contact). To effect this a set of signatory forms shall be prepared by the Treasurer of the JMC and taken to BCME9 for signature by those officers of the JMC and officers of the BCME Committee present and, if necessary to the BCME Committee meeting on 14 May 2018 to collect any remaining signatures. The Treasurer of the JMC will then submit them to the bank.
8. At a date no earlier than 15 May 2018, the JMC Trustees shall begin a review of the future of BCME.
9. At the end of 6 July 2018 (this being the day given for the ending of their terms at the time of their appointment), the terms of office of all the then officers of the BCME Committee shall end.
10. From the beginning of 7 July 2018 until the end of 6 August 2018, the officers of the JMC shall also serve in the corresponding offices of the BCME Committee.
11. At the end of 6 August 2018 (this being the day on which the Memorandum of Understanding between ATM, MA and JMC ends), the terms of office of all the then officers and members of the BCME Committee shall end.
12. From the beginning of 7 August 2018, the offices and membership of the BCME Committee shall remain vacant but the BCME Committee shall remain in being as a committee of the JMC.
13. The Secretary of the JMC shall communicate these arrangements to the officers of the BCME Committee, the Chair of the General Council of ATM and the Chair of the Council of the MA.

2.2.2 **Application of the Scottish Qualifications Authority to become an Observing Body of the JMC**

The JMC Trustees resolved to recommend to the Council acceptance of the application of the Scottish Qualifications Authority to become an Observing Body of the JMC. (*Decision confirmed by the Secretary on 14 May 2018.*)

- 2.3 **Actions** The action points from the previous meeting were reviewed. Most had been completed and the progress on the others was discussed.
- 2.4 **Matters arising not elsewhere on the agenda** An earlier matter was discussed further but no further matters were discussed.

3 **Officers**

- 3.1 **Chair** The Chair had nothing to report.
- 3.2 **Secretary** Either before or during the meeting all trustees completed the revised declaration for the Charity Commission of England and Wales.

The Secretary told the Trustees that because of the disturbance caused by building work the RSS was taking no further bookings and it would be necessary to look elsewhere for a venue for the meeting in June 2019. After the General Meeting and on the advice of the RSS, it was decided to seek new venues for the next three meetings.

- 3.3 **Treasurer** The Treasurer reported that three subscriptions were outstanding but they were in the process of payment. In addition, given their re-organisation, the subscriptions of the HEA and the NCTL were written off.

The Treasurer reported that expenditure was below budget. She also said that there was likely to be a surplus on BCME to be shared between JMC, ATM and MA in the ratio 4:3:3. The BCME fund would in future be shown as a Restricted Fund in the JMC's accounts to make clear the restriction on its use.

The Treasurer presented a budget preliminary to it being presented to the Annual General Meeting on 13 November 2018. It was agreed although it may need amendment following the news of the unavailability of the RSS for meetings which may lead to higher meeting costs elsewhere. The Treasurer proposed and it was agreed that, given the healthy state of the JMC's finances, no increase in subscription rates would be proposed to the Annual General Meeting.

4 **Committees**

4.1 **BCME Committee**

- 4.1.1 The report of the Chair of the BCME Committee was noted. It was agreed that the BCME website should be maintained for a year, pending the impending review of BCME.
- 4.1.2 It was agreed that a review of BCME should be established to report by summer 2019. The review would be led by Sally Barton with the assistance of the Secretary and Treasurer; it was hoped also to involve the incoming Chair.
- 4.2 **GCSE Working Group** It was agreed that the group was still needed and should be revived. As a first step, a Convenor will be sought for the group.
- 4.3 **ICME Bursaries Committee** It was agreed that it was timely to revive the group in preparation for ICME14 in Shanghai in 2020.
- 4.4 **MMSA SIG** The appointment of Tom Roper as Honorary Secretary of the group was noted.

5 **Bye Laws**

Revised Bye Laws were agreed and will be presented to the General Meeting on 13 November 2018. The revised Bye Laws can be found at http://www.jmc.org.uk/documents/JMC_Bye_Laws_2018_0606.pdf.

6 **Policies**

- 6.1 Several policies were agreed and will be presented to the General Meeting on 13 November 2018. The policies address regulatory requirements and guidance. It was recognised that it would be better for cheques to require two signatures but this was felt to be impractical given the geographical spread of the authorised signatories.
- 6.2 It was agreed that the policies would be published. The policies can be found at http://www.jmc.org.uk/documents/JMC_Policies_20180606.pdf.

7 **Risk Assessment**

- 7.1 A revised risk assessment was agreed.
- 7.2 It was agreed that the risk assessment would not be published.

8 **Future Business**

- 8.1 **Business of the General Meeting** It was noted that Helen Farmery had requested discussion of AMET's report and that Sophie Parker (ORS) had asked to publicise Volunteers Week.
- 8.2 **Dates of Future Meetings** It was agreed that a meeting would be held on 4 June 2019 in addition to those already agreed for 13 November 2018 and 19 February 2019.
- 8.3 **Discussion Sessions at General Meetings** It was agreed that the discussion item at the General Meeting in February 2019 would be Teacher Supply.

9 **Any other business not elsewhere on the agenda**

None.