

## Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday 28 June 2023 (10:30 – 2.40) Merthyr Tydfil College

### Present

- Directors:** Dr Aled Eirug (Chair)  
Ann Beynon  
William Callaway  
Nia Elias  
Rhys Evans  
John Hayes  
Meri Huws  
Professor Anwen Jones  
Llinos Roberts
- Presentation:** Karen Morgan and Zenny Saunders (Welsh Government) (Item 3)
- Observer:** Alan Jones (Welsh Government) (Item 3 and full meeting)
- Present:** Rhian Huws Williams (Chair of the Appointments and Governance Standards Committee) (Items 12 and 13)
- Officers:** Dr Ioan Matthews (Chief Executive)  
Gwenllian Griffiths (Chief Engagement and Communications Officer)  
Dr Dylan Phillips (Secretary)  
Dr Dafydd Trystan (Registrar)  
Nia Brown (Governance Officer)  
Rebecca Williams (Academic Manager)
- Apologies:** Pedr ap Llwyd, Angharad Roberts, Professor Enlli Thomas, Dr Cliona O'Neill, Deio Owen

## Minutes of the 28 June 2023 meeting – closed meeting

### 1. Item 1 – Welcome, apologies and introductory matters

Number	Main points of discussion	Actions	Timescale
1.1	All those present were welcomed to the meeting.		
1.2	Apologies were noted as above.		

### 2. Item 2 – Declarations of interest

Number	Main points of discussion	Actions	Timescale
2.1	Members were reminded of the procedure by which they are asked to note any declarations of interest additional to those already noted in the Register of Interests.		

### 3. Item 3 – Presentation by Welsh Government officials on the Commission for Tertiary Education and Research

Number	Main points of discussion	Actions	Timescale
3.1	A presentation was given by Welsh Government officials Karen Morgan and Zenny Saunders on the arrangements to establish the Commission for Tertiary Education and Research.		
3.2	After responding to a number of questions, the Welsh Government officials left the meeting.		

#### 4. Item 4 – Discussion on the next steps in relation to the Commission for Tertiary Education and Research

Number	Main points of discussion	Actions	Timescale
4.1	There was a full discussion on the next steps in relation to the Commission for Tertiary Education and Research.		
4.2	The Chief Executive and officers were authorised: <ul style="list-style-type: none"> <li>• to work with the Coleg's solicitors to develop a Memorandum of Understanding to be agreed by the Board before submission for the Commission's attention</li> <li>• to procure guidance in the form of initial advice to be drafted and submitted for the Commission's attention by April 2024</li> <li>• to put arrangements in place to work creatively with the Commission and its officers during the transition period</li> </ul>	Take the noted action	Before November 2023
4.3	In order for the Board to approve certain matters and decisions before the next meeting on 22 November 2023, it was agreed that a special meeting of the Board could be called, to meet virtually.	Organise a virtual meeting of the Board if required	Before November 2023
4.4	* Later, at the full meeting, a point was made about the credibility of the Coleg to advise the Commission in the context of all the expertise of the Coleg's community and stakeholders.		

## 5. Item 5 – The Coleg's response to the consultation on the Welsh Language Education Bill White Paper

Number	Main points of discussion	Actions	Timescale
5.1	The Chief Engagement and Communications Officer gave a verbal report on the Coleg's response to the consultation on the Welsh Language Education Bill White Paper.		
5.2	It was reported that the White Paper had been circulated to the Board on 27 March 2023.		
5.3	It was noted that the Welsh Government had confirmed that they had received the Coleg's response to the consultation. It is expected that a summary of the responses and the Government's response to the consultation will be published in autumn 2023.		
5.4	* Later, at the full meeting, Alan Jones reported that the Welsh Language Education Bill will be published by the summer recess in 2024.		

## 6. Item 6 – Initial Teacher Education

Number	Main points of discussion	Actions	Timescale
6.1	The Chief Executive gave an update on Initial Teacher Education and the relationship between the Coleg and the National Centre for Learning Welsh.		
6.2	The circulated report was noted, as well as the main points, which considered:		

	<ul style="list-style-type: none"> <li>the role and responsibilities of the Coleg in the field of Initial Teacher Education</li> <li>workforce planning in the context of delivering the Welsh Government's vision</li> <li>the Coleg's concerns about the inconsistency between the vision and the action being taken at present</li> </ul>		
6.3	A report was given on the steps being taken to draft a Memorandum of Understanding with the National Centre for Learning Welsh.		
6.4	<p>Following a full discussion, it was recommended</p> <ul style="list-style-type: none"> <li>that the Welsh Government officials responsible for the Welsh in Education Workforce Plan be invited to a Board of Directors meeting</li> <li>that the recruitment data for September 2023 be provided</li> </ul>	<p>Invite relevant officials from the Welsh Government to the Board</p> <p>September 2023 recruitment data</p>	<p>2023/24</p> <p>2023/24</p>

### Minutes of the 28 June 2023 meeting – full meeting

#### 7. Item 7 – Minutes of 22 March 2023

Number	Main points of discussion	Actions	Timescale
7.1	The minutes were approved as an accurate record of the meeting held on 22 March 2023.		

## 8. Item 8 – Matters arising

Number	Main points of discussion	Actions	Timescale
8.1	<b>Register of Interests</b> It was reported that the Register of Interests had been updated.		
8.2	<b>Cybersecurity training</b> It was reported that the cybersecurity training scheduled for 5 July had been postponed due to a conflict with the funeral of a Coleg fellow.		

## 9. Item 9 – Minutes of the 17 May 2023 strategic meeting

Number	Main points of discussion	Actions	Timescale
9.1	The minutes were approved as an accurate record of the meeting held on 17 May 2023.		

## 10. Item 11 – Chair's Matters

Number	Main points of discussion	Actions	Timescale
10.1	The Chair reported that the Chief Executive's performance review process had been completed.		
10.2	He gave a report on the Coleg's Higher Education and Further Education Conference held on 18 May 2023.		
10.3	He reported on visits to Aberystwyth University and Cardiff University.		

10.4	He reported on the Coleg's Awards Night on 13 June 2023.		
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### 11. Item 12 – Chief Executive's Report

Number	Main points of discussion	Actions	Timescale
	At this point, Alan Jones rejoined the meeting, and Rhian Huws Williams joined the meeting.		
11.1	The Chief Executive's written report on recent activities was received.		
11.2	<p><b>Main strategic developments</b></p> <p>A report was given on the three-year work plan to be presented to the Board in November. The priorities of the work plan will be to establish the relationship with the Commission for Tertiary Education and Research, consider the implications of the Welsh Language Education Bill (discussed at the closed meeting), and prepare proposals for the Coleg's activities and budget beyond the current Senedd.</p> <p>The intention to postpone the development of a new strategic plan until 2026 was noted.</p>	Three-year work plan	22 November 2023
11.3	<p><b>Coleg Budget 2023/24 – Welsh Government Grant Letter</b></p> <p>It was reported that the Coleg's budget for 2023/24 had been confirmed in the Welsh Government's Grant Letter, which had been circulated to the Board on 21 April 2023.</p>		

11.4	<p><b>Welsh Government monitoring report</b></p> <p>The monitoring report (March 2023) submitted to the Welsh Government in April was noted.</p> <p>It was reported that the next monitoring report would be submitted before the Eisteddfod in August.</p>		
11.5	<p><b>Higher Education – Welsh-medium Premium</b></p> <p>A report was given on HEFCW's circular, presenting the London Economics report, and establishing the principle that an additional premium is needed in recognition of the higher costs of delivering provision through the medium of Welsh and to support the sustainability of the provision. The premium will be extended before the new Commission is fully operational and will be part of the model the Commission will inherit from HEFCW. The Coleg will give priority to advising the Commission on the need to set a suitable budget for the Welsh-medium premium. In the meantime, the Coleg will work with the universities and HEFCW to ensure that the Coleg's funding streams and the premium funding are used in a coordinated way.</p>		
11.6	<p><b>Further Education and Apprenticeships</b></p> <p>A report was given on the collaboration with Estyn to carry out a review of training.</p> <p>The Fferm Ddiogel VR and AR farm safety resource will be launched at the Royal Welsh Show in Llanelwedd on 26 July 2023.</p>		



11.7	<p><b>Welsh as a Subject</b></p> <p>laith Cyf was commissioned to prepare an evaluation of the activities to promote Welsh as a subject, and the final report is expected within the next few weeks.</p>		
11.8	<p><b>Staff sponsored walk</b></p> <p>A report was given on the staff walk to the top of Pen-y-fan on 25 May 2023 to raise funds for the Breast Care Unit at Prince Philip Hospital, Llanelli.</p>		
11.9	<p><b>National Eisteddfod 2023</b></p> <p>It was reported that the Coleg's annual lecture would be delivered by Professor Jerry Hunter and that a joint event would be held with the National Centre for Learning Welsh. The Coleg's usual reception would be held at 16:00 on the Wednesday afternoon. A full programme of the Coleg's activities at the Eisteddfod will be published in July.</p>		

## 12. Item 13 – Appointments and Governance Standards Committee

Number	Main points of discussion	Actions	Timescale
12.1	Tributes were paid to Denise Williams, an Honorary Fellow of the Coleg and a member of the Appointments and Governance Standards Committee, who had died recently.		
12.2	<p><b>Minutes</b></p> <p>The minutes of the Appointments and Governance Standards Committee meeting held on 5 May 2023 were noted and approved.</p>		

	<p>It was reported that there had been a discussion on carrying out an external evaluation of the Board and how appropriate it would be to do so during a period of change in the Coleg's work. It was reported that the recommendation was that this was not the time to carry out such a review.</p>		
<p>12.3</p>	<p><b>Evaluation questionnaire</b></p> <p>A report on the evaluation questionnaire for the Board and directors was presented by Rhian Huws Williams, chair of the Appointments and Governance Standards Committee.</p> <p>The positive results were reported, and the following points were mentioned:</p> <ul style="list-style-type: none"> <li>• that support to undertake the director's role could be provided through a discussion with the Chair at the individual meetings organised in the summer term</li> <li>• the importance of working as a team</li> <li>• the context of the Coleg's resources for governance</li> </ul> <p>During the discussion, it was recommended that the following be considered:</p> <ul style="list-style-type: none"> <li>• that the Chair reports back to directors on meetings in which they are absent</li> <li>• that the process of feeding back from committees is formalised</li> <li>• that informal updates are arranged between meetings</li> </ul> <p>The report was received.</p>		

12.4	<p><b>Annual report</b></p> <p>An annual report was presented by Rhian Huws Williams, chair of the Appointments and Governance Standards Committee.</p> <p>It was reported that the committee's main work this year was:</p> <ul style="list-style-type: none"> <li>• appointing members to the Board and its committees</li> <li>• refining governance processes</li> </ul> <p>The report was received.</p>		
12.5	<p><b>Re-appointment of the Chair of the Appointments and Governance Standards Committee</b></p> <p>It was reported that Rhian Huws Williams had agreed, following the Chair's approval, to a second term as Chair of the Appointments and Governance Standards Committee from 1 August 2023.</p>		
	<p>At this point, Nia Elias and Rhian Huws Williams left the meeting</p>		

### 13. Over lunch – Presentation by Merthyr Tydfil College

Number	Main points of discussion	Actions	Timescale
13.1	<p>Lynwen Harrington, Welsh Language/Standards Officer gave a verbal presentation on the promotion of Welsh at Merthyr Tydfil College.</p>		

**14. Item 14 – Audit and Risk Committee**

Number	Main points of discussion	Actions	Timescale
14.1	<p><b>Minutes</b></p> <p>The minutes of the Audit and Risk Committee meeting held on 24 May 2023 were noted and approved.</p> <p>William Callaway, Chair of the Audit and Risk Committee, reported on:</p> <ul style="list-style-type: none"> <li>the cybersecurity expertise of an external member</li> <li>an internal audit being planned on cybersecurity</li> </ul>		
14.2	<p><b>Annual report</b></p> <p>The committee's annual report was received, and it was noted that every member had attended every meeting during the year.</p>		

**15. Item 15 – Risk Register**

Number	Main points of discussion	Actions	Timescale
15.1	<p><b>The Risk Register</b></p> <p>The revised Risk Register, which included cybersecurity as an individual risk, was approved.</p> <p>During the discussion, it was recommended that the register be updated by the next meeting to include the relationship between the Coleg and the new Commission.</p>	Update the Risk Register to include a reference to the new Commission	22 November 2023
15.2	The Risk Register was received.		

**16. Item 16 – Finance and General Purposes Committee**

Number	Main points of discussion	Actions	Timescale
16.1	<p><b>Minutes</b></p> <p>The minutes of the Finance and General Purposes Committee meeting held on 6 June 2023 were noted and approved.</p>		
16.2	<p><b>Budget for 2022/23</b></p> <p>It was reported that the Coleg's audited accounts were being prepared by the External Auditors, Bevan Buckland LLP.</p>		

**17. Item 17 – Academic Board**

Number	Main points of discussion	Actions	Timescale
17.1	<p>The minutes of the Academic Board meeting held on 10 May 2023 were noted and approved.</p> <p>A summary of the main points arising from the 10 May 2023 meeting was given by the Secretary.</p> <p>He noted:</p> <ul style="list-style-type: none"> <li>• that this had been the last meeting for Gwilym Dyfri Jones as chair of the Academic Board</li> <li>• that the students had given a presentation on their meeting with the Coleg Chair on 24 March 2023</li> <li>• that a presentation had been given on the additional costs of studying through the medium</li> </ul>		

	of Welsh (see minute 11.5 above) and the concern of university Welsh departments that they would not benefit from the premium		
17.2	<p>The Secretary gave a summary of the review of the role, membership and format of Academic Board meetings.</p> <p>It was noted that the Academic Board has an important role in advising the Coleg and the Board of Directors on matters relating to higher education.</p> <p>Matters were discussed relating to the implications of AI in the Welsh language; subject panels; and the student voice.</p> <p>It was reported that the terms of reference would be amended to reflect the recommendations to be agreed at the 11 October 2023 meeting. The final version would be presented to the Board of Directors on 22 November.</p> <p>The report was received.</p>	Amend the Academic Board's terms of reference	By 11 October 2023

### 18. Item 18 – Post-16 Strategic Board

Number	Main points of discussion	Actions	Timescale
18.1	<p>The minutes of the Post-16 Strategic Board meeting held on 23 May 2023 were noted and approved.</p> <p>Meri Huws, Chair of the Post-16 Strategic Board, gave a summary of the main points arising from the 23 May 2023 meeting:</p> <p>She noted:</p>		

	<ul style="list-style-type: none"> <li>• that a presentation had been given on the work of the regional skills partnerships</li> <li>• that the Board had received a case study from Gower College Swansea</li> </ul>		
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### 19. Item 19 – Any other business

Number	Main points of discussion	Actions	Timescale
19.1	It was reported that Dr Gwennan Schiavone had been appointed as the new Lead Officer of CYDAG, the association of schools for Welsh-medium education.		

### 20. Item 20 – Next meetings

Number	Main points of discussion	Actions	Timescale
20.1	The dates of the next meetings were noted: <ul style="list-style-type: none"> <li>• 22 November 2023, Carmarthen</li> <li>• 20 March 2024, Bangor</li> <li>• 3 July 2024, location to be confirmed</li> </ul>		
20.2	Nico were thanked for providing the simultaneous translation.		