

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday, 18 June 2014

9.30 – 12.45

Cyncoed Campus, Cardiff Metropolitan University

Present:

Directors:

Andrew Green (Chair)
Professor Jerry Hunter, Higher Education Sector Director
Geraint James, Independent Director (until 11.00)
Dr Hefin Jones, Director representing academic staff / Dean of the Coleg
Dr Rhodri Llwyd Morgan, Higher Education Sector Director
Professor Hywel Thomas, Higher Education Sector Director
Linda Wyn, Independent Director

Observer:

Dr Cliona O'Neill, Higher Education Funding Council for Wales (CCAUC/HEFCW)

Officers:

Dr Ioan Matthews, Chief Executive, Coleg Cymraeg Cenedlaethol
Dr Dafydd Trystan, Registrar, Coleg Cymraeg Cenedlaethol
Nia Brown, Development Officer, Coleg Cymraeg Cenedlaethol

Apologies:

Professor Iwan Davies, Higher Education Sector Director
Jacqui Hare, Higher Education Sector Director
Stephanie Lloyd, Director representing students
Dr Catrin Thomas, Higher Education Sector Director
Ieuan Wyn, Independent Director
Rachel Cable, HEW observer
Jacob Ellis, observer, NUS Wales

Item	Main discussion points	Action points	Timescale
1. Welcome and presentation	<p>1.1 The members were welcomed to Cardiff Metropolitan University.</p> <p>1.2 A presentation was given by Daniel Tiplady, Coleg Branch Officer at Cardiff Metropolitan University. He was thanked for his comprehensive presentation which demonstrated the progress in Welsh-medium provision at the institution, but also identified the institution's dependence on the Coleg's support to maintain the new provision in the future.</p>		
2. Chair's opening remarks	<p>2.1 Apologies were received for inclusion in the minutes. The importance of members' attendance was stressed so as to ensure meetings are quorate.</p> <p>2.2 Linda Wyn was congratulated on her appointment as Principal of Coleg Meirion Dwyfor.</p> <p>2.3 The Chair gave a presentation on his work since undertaking the role on 1 April 2014. He reported that he held regular meetings with the Chief Executive, and that he and the Chief Executive had met Huw Lewis AM, the Education and Skills Minister, and Dr David Blaney, the Chief Executive of HEFCW. He also reported on visits to Aberystwyth University (including a meeting with the Vice-Chancellor, Professor April McMahon) and Swansea University. The Chair had also given several media interviews.</p> <p>2.4 An update was given on a seminar held the previous evening with Old Bell 3 and Dateb who are carrying out an evaluation of the Coleg on behalf of HEFCW. The consultants presented their initial impressions, stating that the work was ongoing. A timetable was identified for completion of the work, which will include an opportunity for Coleg officials and the Chair to check the draft report for factual accuracy</p>		

	before the end of July 2014.		
3. Declarations of interest	<p>3.1 Members were reminded of the procedure whereby they are requested to state on the attendance form any declarations of interest in addition to those already noted in the Register of Interests.</p> <p>3.2 There were no declarations other than those already recorded.</p>		
4. Receive and consider minutes of the meeting of 19 February 2014	<p>4.1 The minutes were accepted as a correct record of the meeting held on 19 February 2014.</p>		
5. Correspondence	<p>5.1 Correspondence was received from the University of Wales: Trinity St. David's inviting the Coleg to relocate to the new S4C offices in Carmarthen in 2018. It was agreed to respond to the correspondence, stating that the Coleg would be interested but that it is not at present in a situation to discuss any details since the budget for the period post- 31 March 2017 is not available.</p>	Respond to TSD	Summer 2014
6. Constitutional Issues	<p>6.1 <u>Closed Discussion</u> Linda Wyn left the room during this item. The recommendation from the Appointments Committee that Linda Wyn be re-appointed as Independent Director for a further three-year term from 2014-17 was considered and accepted. At this point, Linda Wyn returned to the meeting.</p> <p>6.2 Following the appointment of Andrew Green as Chair of the Coleg, it was explained that an Independent Director needs to be appointed. In order to ensure a cross-section of interests on the Board, it was recommended that the new Independent Director should ideally possess expertise in one or more of the following areas: initial teacher training, the secondary sector, and Welsh-medium teaching at</p>	Advertise for an Independent Director	Summer 2014

	<p>university level. The appointment timetable for July 2014 was approved in order for the new Independent Director to commence in role as soon as possible.</p> <p>6.3 The resignation of Stephanie Lloyd, as Director representing students at the end of June 2014 was accepted, and it was explained that this would be her last meeting. The timetable for appointing a successor was received and approved.</p> <p>6.4 The re-appointment of Rhiannon Lloyd for a further term of three years (to 31 July 2017) on the Coleg's Appointments Committee was approved.</p> <p>6.5 The Board approved the establishment of a Working Party to review the Constitution of the Coleg to include Professor Iwan Davies (Chair), the Chair of the Board, Chief Executive and Geraint James.</p> <p>6.6 The Board approved the establishment of an Honours Committee to consider nominations for honouring Fellows of the Coleg, to include the Coleg Chair, the Dean of the Coleg, Chief Executive, a member of the Academic Board and a student representative. Recommendations will be submitted to the Board of Directors for approval. It was noted, for information, that the Academic Board had already received an invitation to propose nominations, and that the Directors would also be invited to nominate by the end of the summer term.</p>	<p>Establish Working Party</p> <p>Establish Honours Committee</p> <p>Development Officer to circulate invitation to nominate</p>	<p>Summer 2014</p> <p>Summer 2014</p> <p>June 2014</p>
<p>7. Audit Committee (BC/14/02/06)</p>	<p>7.1 The minutes of the Audit Committee held on 18 February 2014 were received.</p> <p>7.2 An oral report was received from Geraint James, Committee Chair, on the meeting held the previous afternoon (17 June) which included a progress report and internal auditor reports on the Coleg's human resources and internal management processes.</p> <p>7.3 It was reported that the internal auditors would draw up reports on the</p>	<p>Internal auditors to</p>	<p>November 2014</p>

	Risk Register in time for the next meeting.	submit reports	
8. Chief Executive's Report (BC/14/02/07)	<p>8.1 A written report was received from the Chief Executive.</p> <p>8.2 Updates on relevant matters arising from the meeting of the Board of Directors on 19 February 2014:</p> <ul style="list-style-type: none"> • <u>University of Wales Press</u>. It was reported, following an application by the Press for sponsorship to publish two volumes, that the Coleg had offered a contribution, without setting a precedent, towards the costs. The Research and Publication Group will monitor the situation and discuss with other bodies such as the Learned Society of Wales. • <u>Merthyr Council and Ysgol Rhydywaun</u>. It was reported that it is understood that Merthyr Council have reversed their decision regarding pupil transport costs to Ysgol Rhydywaun. • <u>Strategic Plan</u>. It was reported that a consultative circular including the final draft of the Strategic Plan was published on 12 May 2014, with responses invited by 12 June 2014. The responses were submitted later on at the meeting (18 June 2014). • <u>Initial Teacher Training</u>. It was reported that HEFCW's remit letter included a request for the Coleg to implement some of the recommendations presented in the report to the Welsh Government at the end of July 2013 and that a Steering Group would be established to carry out the work during 2014/15. • <u>Memorandum of Understanding between the Coleg and Colegau Cymru</u>. Reported that a meeting will be held in July to review the progress of the six pilot projects at the further education institutions. The intention is to develop the relationship between Colegau Cymru and the Coleg during 2014/15. <p>8.3 Other ongoing developments:</p>		

	<ul style="list-style-type: none"> • <u>Staffing Issues.</u> It was reported that Dr Gwennan Schiavone, Senior Academic Manager, was still on maternity leave, and that Catherine Rees, Senior Corporate Matters Manager and Secretary would be returning to work following surgery, in July. Further reported that one member of staff was on three months' unpaid travelling leave, that one member of staff will be on maternity leave as from November, and that Marc Haynes had been appointed Wikipedia Co-ordinator (post funded externally). • <u>Strategic Meetings.</u> The Chair's opening comments were reiterated regarding the establishment of a regular pattern of monthly meetings between the Chair and Chief Executive, as well as meetings with the Education and Skills Minister, HEFCW and some of the institutions. • <u>Coleg's relationship with the higher education institutions.</u> It was noted that the annual meeting between the Coleg and Higher Education Wales had been postponed. Following constitutional changes introduced at Aberystwyth University regarding Coleg Branch representation on university committees, the intention is to hold discussions with other institutions to consider similar arrangements. • <u>Academic Planning and Student Numbers.</u> It was noted that the Academic Board had agreed on a timetable for completion of subject plans in time for its meeting on 15 October 2014. It was noted that the Registrar is preparing a report on 2012/13 data and that he would present a report to the Academic Board and the Board of Directors in due course. • <u>Welsh Language Skills Certificate.</u> The certificate was offered for the second time this year, with the written assessment being held on 7 May 2014. 157 completed the assessment, an increase of 117 since 2012/13. • <u>Coleg International Conference.</u> Noted that a full programme had been organised on the theme 'What place for our language in higher education?' for the Conference held on 1-3 July 2014. • <u>William Salesbury Scholarship.</u> The first scholarship has been awarded to Megan Lewis, who has been accepted to study at 	Distribute 2012/13 data	Before the end of 2014
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	<p>Aberystwyth University.</p> <p>8.4 Risks and opportunities:</p> <ul style="list-style-type: none"> • The chief risks on the Risk Register were noted in the report. • It was noted that there was a substantial new risk, namely the future of the investment in the staffing scheme. Explained that the Coleg had held individual meetings with the institutions during March 2014 to assess the current situation and possible options for the continuation of the posts beyond the initial funding term. <p>8.5 Reports on events (February – June 2014):</p> <ul style="list-style-type: none"> • A list was received, for information, of events and meetings attended by the Chief Executive during the period 19 February 2014 to 10 June 2014. 		
9. Directors' Reports	<p>9.1 A verbal report was given by Dr Rhodri Llwyd Morgan on the following work at Aberystwyth University, namely: i) creation of a comprehensive language scheme ii) creating a Welsh-medium academic plan and iii) the Pantycelyn Welsh and cultural centre.</p> <p>9.2 Linda Wyn gave a verbal report on a project sponsored by the Coleg. A Summer School will be held on 17 August 2014 between Bangor University and Grŵp Llandrillo Menai.</p>		
10. Strategic Plan (BC/14/02/09)	<p>10.1 A discussion was held, and suggestions made on the final draft circulated for consultation on 12 May 2014 and the responses.</p> <p>10.2 The targets suggested in Appendix A were discussed and considered.</p> <p>10.3 Officers were authorised to consider any issues arising from the Evaluation to be reflected in the Strategic Plan.</p>	Approve strategic plan by correspondence	Summer 2014

	10.4 It was agreed that the Directors could approve the final version of the Strategic Plan by correspondence.		
11. 2014/15 Action Plan (BC/14/02/10)	11.1 A draft of the Action Plan for 2014/15 was submitted by the Chief Executive and the new format was agreed. 11.2 The Board agreed to review and distribute it following amendments to the Strategic Plan.	Review and distribute	Summer 2014
12. 2013/14 Action Plan (BC/14/02/11)	12.1 A final report on the 2013/14 Action Plan was presented by the Chief Executive. Minor updates were noted, including (i) the fact that there would be a review of <i>Gwerddon</i> in the Autumn, (ii) that a circular on Establishing a Steering Group to undertake the work regarding Initial Teacher Training (see the Coleg's remit letter from HEFCW) was about to be distributed, and (iii) that the meeting with the Chair of Higher Education Wales had been postponed until Autumn.	Update Action Plan	Summer 2014
13. Financial Matters (BC/14/02/12)	13.1 The Coleg's remit letter from HEFCW was presented, for information. It was agreed that discussions should be held regarding all aspects of awarding the Coleg's Academic Staffing Scheme during the 2014 autumn term. 13.2 The Registrar gave a presentation on the Coleg budget for 2014/15. It was explained that the budget had not changed substantially since the Board approved the draft budget at the 19 February 2014 meeting.	Discuss funding	Autumn 2014
14. Academic Board	14.1 The Dean, Dr Hefin Jones, gave an oral report on a meeting of the Academic Board held on 7 May 2014. 14.2 The Dean reported that he had visited every institution during the academic year, visiting branches and post holders.		

	<p>14.3 It was noted, for information, that the Academic Board had adapted its Remit to include the UCMC Welsh Language Officer as a member.</p> <p>14.4 An update was given on the situation in relation to drawing up subject schemes. It was noted that three quarters had been completed and that seven had been translated and were on the website.</p> <p>14.5 It was explained that the process of evaluating the subject schemes would involve an annual review at the panels and the presentation of a report to the Academic Board every three years. This process will include an assessment by a member of the Academic Board and an external member.</p> <p>14.6 It was also noted that there were developments in the area of Translation Studies, the work of the Wikipedia Co-ordinator, discussions of the Academic Collaboration Committee and Research Scholarship awards.</p> <p>14.7 It was noted that a report is expected at the next meeting on the establishment of a widening access sub-committee chaired by Delyth Murphy.</p> <p>14.8 Reference was made to good practice in the branches and the suggestion that programmes and seminars be shared.</p> <p>14.9 The Dean was thanked for his report and for investing so much of his time to the Coleg's work.</p>		
<p>15. Academic Matters (BC/14/02/14)</p>	<p>15.1 The Chief Executive presented a paper on the future of posts funded through the Staffing Scheme. The contents were noted with great concern, and it was agreed to discuss the matter further in the seminar at Gregynog in October 2014.</p>	<p>Discuss Staffing Scheme</p>	<p>October 2014</p>

	15.2 A recommendation to establish a standing Grants Panel was considered and received. Delegated authority was approved for the Chair to approve the appointment process and membership of the Grants Panel.		
16. Part-Time Scholarships (BC/14/02/15)	16.1 The Registrar presented a paper on Part-Time Scholarships. The assistance of Professor Jerry Hunter and Dr Rhodri Llwyd Morgan was acknowledged in discussion to agree on a common fee for modules offered through the scheme by Aberystwyth and Bangor universities. A recommendation to offer Part-Time Scholarships during 2014/15 with a budget of up to £10,000 was approved. 16.2 It was agreed to provide a progress report after the scheme has commenced.	Provide progress report	Spring/Summer 2015
17. Matters arising	17.1 <u>Item 6.5 Registration of Welsh-medium students.</u> Following the recommendations made at the previous meeting, it was noted that the circular had been distributed on 12 June 2014 with the institutions invited to respond by 21 July 2014. 17.2 <u>Item 17.1 Welsh Government Online Digital Resources Task Force.</u> Confirmation was received that the Government had published the report.		
18. AOB	18.1 It was noted that there will be a presentation for Professor R Merfyn Jones, in recognition of his contribution as Chair of the Coleg, at a reception at the International Conference on 1 July 2014. 18.2 It was also noted that there will be a presentation for Professor Ioan Williams, on the occasion of his retirement as Editor of <i>Gwerddon</i> , at the same event.		
19. Date and	19.1 The intention of holding a seminar for the Directors at Gregynog in		

<p>location of the next meeting</p>	<p>the autumn was noted, and it was stated that possible dates would be circulated within the next few days.</p> <p>19.2 The next meetings of the Board of Directors for 2014/15 will be held as follows:</p> <ul style="list-style-type: none"> • 26 November 2014, Aberystwyth • 4 March 2015, Bangor • 17 June 2015, Swansea <p>19.3 Thanks were conveyed to the simultaneous translators for their work and to the conference office staff of Cardiff Metropolitan University for their assistance in organising and hosting the meeting.</p>		
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