

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday 19 June 2013

10.30 – 2.20

Rooms 107 and 108, School of Optometry, Cardiff University

Present:

Directors:

Professor R Merfyn Jones, (Chair)
Professor Iwan Davies, Higher Education Sector Director (until 13:00)
Andrew Green, Independent Director
Jacqui Hare, Higher Education Sector Director
Geraint James, Independent Director
Professor Aled Jones, Higher Education Sector Director
Dr Hefin Jones, Director representing Academic Staff / Coleg Dean
Stephanie Lloyd, Director representing students
Professor Hywel Thomas, Higher Education Sector Director
Wyn Thomas, Higher Education Sector Director
Ieuan Wyn, Independent Director
Linda Wyn, Independent Director

Officers:

Dr Ioan Matthews, Chief Executive, Coleg Cymraeg Cenedlaethol
Catherine Rees, Senior Manager Human Resources and Corporate Matters, Coleg Cymraeg Cenedlaethol
Dr Gwennan Schiavone, Secretary, Coleg Cymraeg Cenedlaethol
Dr Dafydd Trystan, Registrar, Coleg Cymraeg Cenedlaethol
Nia Brown, Development Officer, Coleg Cymraeg Cenedlaethol

Also present:

Rachel Cable, Higher Education Wales (HEW)
Celia Hunt, Head of Skills, Education and Funding, Higher Education Funding Council for Wales (HEFCW)
Dr Cliona O'Neill, Higher Education Funding Council for Wales (HEFCW)
Kimberley Meringolo, Higher Education Funding Council for Wales (HEFCW)

Apologies:

Professor Medwin Hughes, Higher Education Sector Director
Adam Jones, Welsh Language Officer NUS Wales

Item	Main discussion points	Action Points	Timescale
1. Opening Comments and Apologies	<p>1.1 The members were welcomed and a special welcome was extended to Andrew Green as Independent Director and to Catherine Rees, Senior Manager Human Resources and Corporate Matters, Coleg Cymraeg Cenedlaethol, to their first meeting.</p> <p>1.2 It was noted that this would be Professor Aled Jones's last meeting as Higher Education Sector Director and he was thanked for his valuable contribution throughout the period.</p> <p>1.3 It was reported that a letter of resignation, as Higher Education Sector Director, had been received from Professor Medwin Hughes.</p> <p>1.4 It was reported that Higher Education Wales would be nominating a person to replace Professor Medwin Hughes for the remainder of his term.</p> <p>1.5 Apologies were received for inclusion in the minutes.</p>	<p>Appoint Directors</p>	<p>By November 2013</p>
2. Declarations of interest	<p>2.1 There were no declarations apart from the ones that have already been recorded. The Chair noted the update to the Register of Interests in April following changes in Board membership.</p>		
3. To receive and consider the minutes of the meeting held on 27 February 2013	<p>3.1 The minutes were accepted as an accurate record of the meeting held on 27 February 2013.</p>		

<p>4. Matters Arising</p>	<p>Item 1.3 <u>Appointment of Vice Chair of the Board of Directors</u></p> <p>It was proposed that Linda Wyn, Independent Director, be appointed to succeed Gareth Pierce as the Board's Vice Chair. Her appointment was approved unanimously.</p>		
<p>(BC/13/02/4)</p>	<p>Item 4 <u>The status of the Coleg within the Charters of individual institutions</u></p> <p>A possible wording for a clause that could be included in the individual institutional charters was received and considered, following a discussion in the previous meeting.</p> <p>The clause was discussed, with some Directors expressing reservations about asking the institutions to add such a clause to their charters, which have been approved by the Privy Council. Others emphasised the importance of having a mission statement to ensure recognition in future. It was suggested that perhaps a commitment to collaborate could be ensured as an alternative and placed in the institutions' ordinances with guidance sought from Higher Education Wales.</p>	<p>Officers to ask HEW to consider at sector level</p>	<p>By November 2013</p>
	<p>Item 4 <u>University of Wales Press Trust</u></p> <p>It was reported that a letter had been sent to The University of Wales, in line with the Board's wishes, requesting that the Coleg be represented on the University of Wales Press Trust. It was noted that a response had been received from Professor Medwin Hughes and that a meeting to discuss this matter was in the pipeline.</p>		
	<p>Item 5 <u>Report on Initial Teacher Training</u></p> <p>An update was received from the Chief Executive regarding a report</p>	<p>Circulate the report</p>	<p>July 2013</p>

	<p>which was to be presented to the Government by end of July jointly by the Coleg and HEFCW. The intention to circulate a copy of the report amongst Board members prior to its being formally presented in order to agree on its content via correspondence was noted.</p>		
	<p><u>Item 10.4 Applications from the University of South Wales - formerly Glamorgan University - to the Staffing Plan</u></p> <p>The Chief Executive gave a verbal report on the sensitive discussions held as a result of the decision that any further investment by the Coleg in the Creative Industries this year would be on the basis of equal investment by the University. It was noted that emphasis should be given to the principle of establishments investing their own resources in order to develop and maintain Welsh medium provision. In light of the seminar on Welsh medium funding matters the previous evening, the need to continue to set specific conditions, in specific circumstances, when awarding funding by the Coleg was agreed. Concerns expressed by some of the Directors were noted that Welsh-medium provision would decline if joint investment were not possible owing to lack of funding in the institutions. Others considered that it was important to adhere to the principle of joint investment.</p> <p>Unanimous approval was given to the decision not to fund a lecturing position in Music at the University of South Wales in light of the University's failure to comply with the condition imposed by the Board at its meeting on 27 February 2013.</p>		
	<p><u>Item 14 Memorandum of understanding between the Coleg and Colegau Cymru</u></p> <p>A hard copy of the Memorandum of Understanding between the Coleg and Colegau Cymru was approved at the meeting. The intention of launching the memorandum officially at the Eisteddfod this year was noted.</p>		

<p>5. Correspondence</p>	<p>5.1 The Chief Executive reported on a letter from Meri Huws, Welsh Language Commissioner, regarding a review to be held by the Commissioner's Office into the field of terminology and lexicography. The Coleg would contribute to the review.</p> <p>5.2 The Chief Executive further reported on a letter received from Professor Damian Walford Davies, Chair of Literature Wales, regarding a project to update the content of the Encyclopaedia of Wales. It was explained that discussions were ongoing regarding a possible role for the Coleg in this area and the suggestion that the Coleg could head the project as a national institution. A meeting to discuss the matter further would be held in July.</p>		
<p>6. Governance (BC/13/02/06)</p>	<p><u>Board Appraisal</u></p> <p>6.1 The Report on the Board's Operations, presented by Wyn Mears in March 2013, was considered and approved unanimously.</p> <p>6.2 The Coleg Secretary gave a presentation on the Action Plan drafted by officers in reply to the report. By accepting it, the Board's responsibility to implement this plan was emphasised.</p> <p>6.3 It was noted that the seminar organised the previous evening was an example of an activity that could be arranged to implement the plan. The Board's responsibility to adopt a work programme based on the Report's recommendations was noted, and it was also noted that that this matter would be included on the agenda for the next meeting.</p>	<p>Work programme on the next agenda</p>	<p>November 2013</p>
<p>7. Changes to the Memorandum and Articles of Association</p>	<p>7.1 A verbal report was received from the Chief Executive noting that the officers will be receiving advice in order to consider any necessary changes before the Court Meeting on 18 February 2014. It was noted that the Board would need to decrease the number of Coleg stakeholder members, following the merger of</p>	<p>Present the report to the Board</p>	<p>November 2013</p>

	some higher education establishments during the past year.		
8. Appointment/re-appointment of Board Chair (BC/13/02/08)	<p>8.1 The Chair, Coleg Officers (excluding the Coleg Secretary) and all observers left the room to allow the Directors to consider the matter confidentially. This part of the meeting was chaired by the Vice Chair, Linda Wyn.</p> <p>8.2 Professor Aled Jones declared an interest in this matter owing to his relationship with the Chair, but Board Members expressed that they were not of the opinion that he should leave the room.</p> <p>8.3 It was noted that Professor R Merfyn Jones had been appointed Chair of the Board in March 2011 and that his term of office would come to an end in February 2014.</p> <p>8.4 Processes for appointing / re-appointing a Chair were discussed.</p> <p>8.4 It was recommended that the Coleg Appointments Committee should endorse a process for appointing the Board's Chair.</p>		
9. Staffing Matters	<p>9.1 It was noted that Elin Williams had been appointed as Communications Manager, taking up her post on 15 July 2013.</p> <p>9.2 It was noted that Nia Brown had been permanently appointed as Development Officer: Secretariat.</p> <p>9.3 It was noted that Lowri Wynne Williams had been appointed as Academic Co-ordinator (Translation Studies). She will be on a one year secondment from the Welsh Language Commissioner's Office.</p> <p>9.4 A verbal report was given by the Coleg's Senior Manager Human Resources and Corporate Matters clarifying that restructuring had taken place and that a new staffing structure had been approved by the Staffing Committee which had met on 18 June 2013. It was</p>		

	<p>explained that the changes included the creation of the post of Office Manager with the termination of one of the current Coleg positions.</p> <p>9.5 It was noted that, owing to the nature of the duties of the Coleg Secretary, who would be on maternity leave during 2013/14, no maternity leave appointment would be made, and that management duties would be shared between the senior managers. Catherine Rees would be taking on the duties of the Secretary in the absence of Dr Schiavone.</p>		
<p>10. Auditing Matters</p>	<p>10.1 The appointment of Professor Iwan Davies as a member of the Audit Committee was confirmed. It was reported that the Committee had co-opted Gareth Pierce as a member over a period of three years.</p> <p>10.2 The minutes of the Audit Committee held on 26 February 2013 were approved.</p> <p>10.3 A verbal report was received from Geraint James, Committee Chair. It was reported that a report on the 2012/13 budget had been received at the morning meeting and that they had considered a draft budget for 2013/14. It was reported that a suitable profile for grant payments had been agreed with HEFCW.</p> <p>10.4 The robustness of internal monitoring processes following the acceptance of the internal auditors' reports as considered by the Committee at its meeting was noted.</p> <p>10.5 A report of the Risk Register was presented to the Board. It was noted that high-level strategic risks should continue to be directed to the Directors, but the officers would deal with the operational risks. It was noted that the Committee would be meeting through video conference in October to approve the audited accounts and to discuss other matters including relevant</p>		

	reports by the internal auditors.		
11. Planning Matters	<p>11.1 A verbal report was received from the Chief Executive regarding the seminar held the previous evening, 18 June 2013, at Cardiff University on the Strategic Discussion of Welsh Language Provision Funding Arrangements. Celia Hunt was thanked for her comprehensive presentation.</p> <p>11.2 Certain members of the Board noted that the change in funding arrangements would cause problems for some institutions. The officers reported that they would be holding discussions with individual institutions to consider the possible effects of the changes, but that the principle of joint funding Welsh-medium academic posts was crucial to the provision's continuation and growth.</p>		
12. Funding Council	<p>12.1 The Coleg's remit letter from the Higher Education Funding Council for Wales for 2013/2014 was received for information.</p> <p>12.2 The importance of clause 5, page 2 of the letter was noted.</p> <p>12.3 The Chief Executive emphasised the need for external consultants to be able to operate fully through the medium of Welsh since this was the Coleg's operating language.</p>		
13. Draft Budget 2013/14 (BC/13/02/13)	<p>13.1 A presentation was given by the Registrar on the Budget for 2013/14, which included a visual chart that had been considered by the Audit Committee during the morning meeting.</p> <p>13.2 The discussions with HEFCW regarding the grant payments profile were noted, and that the payment's exact profile for 2013/14 would be conclusively ratified subject to the Board's agreement to the Budget.</p>		

	13.3 The Budget was endorsed and approved formally by the Directors.		
14. 2012/13 Action Plan (BC/13/02/14)	14.1 The update to the Coleg Action Plan for 2012/13 was received and it was noted that the majority of targets had already been reached. The officers reported that the final report would be completed by the end of July 2013.		
15. Action Plan 2013/14	15.1 A draft of the Action Plan for 2013/14 was received and the timetable for its endorsement was noted. It was noted that the document would be discussed with the Funding Council at the end of June 2013 and distributed to Board members for comment during the summer.	Distribute the plan to the Board	Summer 2013
16. Academic Matters	<p>16.1 A verbal report was received from the Dean, Dr Hefin Jones, regarding a meeting of the Academic Board held on 8 May 2013 and subject planning. He noted that he had met with every branch throughout Wales this year and noted his thanks to the Branch Officers for the arrangements.</p> <p>16.2 The work of developing subject plans was referred to and because of the numbers and pressure involved, it was noted that an additional meeting had been arranged for 17 July 2013. It was noted that the Law plan was ready, the plans for Geography, Agriculture and Environmental Science were almost ready and that the plans for Welsh and Business were in development. It was noted that a Modern Languages national plan was being jointly developed. It is expected that a number of other subject plans will be approved at the next meeting. It was reported that the subject panels had their work cut out and that targets and strategic planning were in place for a number of the plans.</p> <p>16.3 It was noted that the Academic Board would be arranging</p>		

	<p>seminars and workshops in future to accompany their meetings, including a good practice workshop before July's meeting.</p> <p>16.4 Developments in the field of Translation Studies and the work of the Academic Collaboration Committee as well as high-quality applications for research scholarships were also noted.</p> <p>16.5 The Dean was thanked for his presentation and the Coleg staff were praised for their work.</p>		
17. Academic Collaboration Committee	<p>17.1 An update on the work of the Academic Collaboration Committee was given by the Chief Executive. It was noted that the Committee was already active and considering proposals including a Part-time Studies Plan and joint validation within a robust quality framework.</p>		
18. Academic Staffing Plan (BC/13/02/19)	<p>18.1 A paper on the Academic Staffing Plan and arrangements for the future was presented by the Chief Executive, and he explained the logic behind the recommendations to revise some awarding arrangements for posts to start in 2014/15 and 2015/2016. A discussion was held on the matter and the recommendations noted under clauses 9, 11 and 13 of the paper were approved.</p>	<p>Officers to amend the Plan</p> <p>Publish newsletter</p>	<p>Summer 2013</p> <p>September 2013</p>
19. The Strategic Development Fund (BC/13/02/19)	<p>19.1 The Directors were invited to consider and approve the proposals on allocations from the Strategic Development Plan, as included in Appendix 19/1, while noting the modest funding - £93,000 - compared with past funding.</p> <p>19.2 The Directors were reminded that this was a confidential matter until Coleg officials distributed formal correspondence to the individual institutions. It was noted that this would occur in the days following the meeting.</p> <p>19.3 A discussion was held on applications received from the</p>	<p>Distribute correspondence</p>	<p>June 2013</p>

	institutions to fund projects and activities and it was agreed unanimously that all should be funded in accordance to the recommendations.		
20. Review of Scholarships (BC/13/02/20)	20.1 The Directors were invited to consider the recommendations for reviewing the arrangements for the Coleg's undergraduate and Masters level scholarships, as was noted in the paper. After guidance from the Registrar on the matter, and a brief discussion, the recommendations were unanimously approved.		
21. Recruitment Campaign and Prospectus	21.1 A verbal report was received from the Registrar regarding the launch of the new Prospectus. It was noted that a Welsh-language version and a bilingual version had been published, as well as an electronic version with interactive elements to come. It was further noted that that copies of the prospectus had been distributed to secondary schools and further education colleges. The prospectus will be available at Welsh national festivals this year including Tafwyl, the Urdd Eisteddfod, the Royal Welsh Show and the National Eisteddfod. The prospectus was greatly welcomed and the Registrar was formally thanked for leading this work.		
22. Annual Meeting 2014	22.1 The next Annual Meeting of the Court will be held in Carmarthen on 18 February 2014. 22.2 <u>Honorary Fellows</u> - It was noted that nominations had been received by the Academic Board and that that there would be an opportunity for the Directors to nominate, via Nia Brown, over the summer. It was decided that the Chair will consult and present a final recommendation to the Directors at the November meeting.	Nia Brown to circulate invitation Final recommendations	Summer 2013 Autumn 2013
23. Any Other Business	23.1 It was reported that 34 students had succeeded in gaining the Language Skills Certificate and these would be presented to		

	<p>them at the National Eisteddfod in Denbigh in August 2013.</p> <p>23.2 It was reported that there would be a full programme of activities at the 2013 National Eisteddfod including the presentation of scholarships, an official reception and an annual lecture by Dr Enlli Thomas.</p> <p>23.3 The intention to establish a prize in memory of Eilir Hedd Morgan, a lecturer on the Staffing Scheme, who was killed in an accident earlier this year, was presented, subject to the agreement of the family.</p> <p>23.4 The Coleg's support was requested to put pressure on UCAS to grant potential students the right to submit applications in both English and Welsh rather than one or the other.</p> <p>23.5 It was noted that Gwynedd County Council had established a Coleg Cymraeg Cenedlaethol Gwynedd Scholarship, to be awarded annually.</p>	Contact UCAS	Summer 2013
<p>24. Date and location of the next meeting</p>	<p>24.1 It was noted that the next meeting of the Board of Directors would be held on 27 November at Bangor University. A concert in memory of Eilir Hedd Morgan will be held the preceding evening on 26 November in the Prichard Jones Hall, with proceeds going to the William Salesbury Fund.</p> <p>24.2 The simultaneous translators were thanked for their work and good wishes were extended to Dr Gwennan Schiavone during her maternity leave.</p>		