

**Coleg Cymraeg Cenedlaethol Board of Directors**

**Thursday, 3 March 2016**

**9.30 – 10.00 Closed meeting**

**10.00 – 1.25 Full meeting**

**Cardiff University**

**Present:**

**Directors:**

Andrew Green (Chair)  
Beth Button, Director representing students  
Professor Jacqui Hare, Higher Education Sector Director  
Professor Jerry Hunter, Higher Education Sector Director  
Geraint James, Independent Director  
Gwilym Dyfri Jones, Higher Education Sector Director  
Dr Hefin Jones, Director representing academic staff / Coleg Dean  
Dr Gwyn Lewis, Independent Director  
Dr Rhodri Llwyd Morgan, Higher Education Sector Director  
Linda Wyn, Independent Director (Vice-Chair)

**Observer:**

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

**Officers:**

Dr Ioan Matthews, Chief Executive  
Dr Dylan Phillips, Senior Academic Manager  
Catherine Rees, Secretary  
Dr Gwennan Schiavone, Senior Academic Manager  
Dr Dafydd Trystan, Registrar  
Nia Brown, Development Officer

**Apologies:**

Professor Iwan Davies, Higher Education Sector Director  
Professor Hywel Thomas, Higher Education Sector Director  
Ieuan Wyn, Independent Director  
Olivia Jones, Universities Wales  
Kimberley Meringolo, Higher Education Funding Council for Wales (HEFCW) (Observer)

| Item                               | Main points of discussion  | Action points   | Timescale         |
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| <b>1. Closed meeting</b>           | <p>1.1 The closed meeting was chaired by the Vice-Chair, Linda Wyn. The members and the Secretary were welcomed to the meeting.</p> <p>1.2 Meirion Prys Jones, Chair of the Appointments Committee, presented a report on the Chair's role.</p> <p>1.3 It was agreed to send the report to the Directors following the meeting.</p>  | <p>Send the report to the Directors</p>                     | <p>March 2016</p> |
| <b>2. Welcome and introduction</b> | <p><i>At this point, the Chair, officers and observer joined for the full Board meeting.</i></p> <p>2.1 The Chair welcomed members to the meeting.</p> <p>2.2 Apologies were received for inclusion in the minutes.</p> <p>2.3 The Coleg's staff were congratulated on an excellent Annual Congregation at the Temple of Peace the previous night. It was recommended that the addresses given by speakers, which were first rate, should be published on the Coleg's website.</p> | <p>Arrange to publish the addresses made on the website</p> | <p>March 2016</p> |
| <b>3. Declarations of interest</b> | <p>3.1 Members were reminded of the procedure by which members are asked to specify on the attendance list any declarations of interest additional to those already noted in the Register of Interests.</p> <p>3.2 Dr Rhodri Llwyd Morgan declared an interest in the Centre for Excellence in Rural Health item, due to Aberystwyth University's involvement as a partner with the Mid Wales Health Collaborative.</p>  |   |                   |

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| <p><b>4. To receive and consider the minutes of the meeting of 25 November 2015</b></p> | <p>4.1 The minutes were accepted as a correct record of the meeting held on 25 November 2015.</p>  |  |  |
| <p><b>5. Correspondence (Item 4)</b></p>  | <p>5.1 Correspondence had been received from UCEA offering the Coleg associate membership. It was agreed to accept that membership.</p>  |  |  |
| <p><b>6. Chair's Matters and the Coleg's budgetary position</b></p>                     | <p>6.1 The Chair, the Chief Executive and the Registrar gave verbal reports on the Coleg's budgetary position. The Chief Executive noted that additional information had been submitted to the Diamond Review and that numerous meetings had been taking place with officers and politicians from various political parties.</p> <p>6.2 Beth Button reported on NUS Wales' campaign to support the Coleg.</p> <p>6.2 The Board noted its congratulations to the Coleg's officers for the way in which they had been raising awareness about the Coleg's work and achievements.</p> |  |  |
| <p><b>7. Constitutional matters</b></p>   | <p>7.1 The Secretary gave a verbal report on the meeting of the Court on 2 March 2016. A report was given on the work of the Constitution Working Group. It was reported that the Annual Report for 2014/15 and the Audited Accounts to 31 July 2015 had been approved, and that amendments to the Court's Terms of Reference had been accepted in light of changes to the constitution.</p>   |  |  |

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|   | 7.2 The Secretary gave a verbal report on the Appointments Committee. Changes to the Appointments Committee's Terms of Reference were considered and approved, with any further comments to be sent via e-mail.   | NB to circulate the terms of reference for comments | By 16 March 2016 |
| <b>8. Chief Executive's Report<br/>(Item 8)</b> | 8.1 An update was given on the Coleg's work in a report by the Chief Executive. The following matters were discussed: <ul style="list-style-type: none"> <li>• Extending the current funding agreements for a year in order to bridge the period until the Coleg's next funding period is agreed</li> <li>• An update on the Staffing Scheme</li> <li>• The Competency Certificate for Teachers Pilot Scheme</li> <li>• Collaboration with the further education sector</li> <li>• An update on the preparations for the Science and Technology Pavilion at the National Eisteddfod in Abergavenny, 2016</li> <li>• An update on the Coleg's Operational Plan 2015/16</li> <li>• Confirmation of the procedures and arrangements for the Coleg's Awards</li> <li>• The internal auditors' plans to undertake a review of the operation of Coleg branches</li> <li>• Confirmation that the Coleg had agreed to accredit the Welsh Language Skills Certificate through WJEC</li> <li>• Relevant developments in higher education in England, and specifically the development of the TEF (Teaching Excellence Framework)</li> <li>• Developments in health, and plans to contribute towards the process of preparing the Welsh Government's new strategy <i>More than Just Words 2</i></li> <li>• Updates on marketing and communication work, the Coleg's activities in Information Services, Academic Training Programmes and <i>Gwerddon</i></li> <li>• An update on the Risk Register.</li> </ul> |   |                  |

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| <p><b>9. Staffing Matters</b></p>               | <p>9.1 The Secretary gave an update on staffing matters. It was reported that Rhian Davies, Development Officer (Academic), had left the Coleg, and would not be replaced for the time being. It was noted that another post remains vacant and that another member of staff was about to start maternity leave. In response to members concerns about the wellbeing of staff as their numbers reduce, it was confirmed that workload had been restructured in consultation with staff and that elements of the Coleg's work would no longer be undertaken. It was noted that, if a member of staff in a specialist role were to leave with no way for other staff to take on their duties, officers would seek the Staffing Committee's permission to recruit. It was further noted that staff health checks are scheduled for April.</p>  |  |  |
| <p><b>10. Finance Matters<br/>(Item 10)</b></p> | <p>10.1 The Coleg's draft budget for 2016/17 (version 2) was presented by the Registrar. It was explained that the draft budget was based on the expected funding from the Welsh Government through HEFCW and that the cuts to the Coleg's budget were consistent with cuts to other bodies.</p> <p>10.2 The budget was accepted, noting that it would need to be further adapted after a confirmation of the expected budget from HEFCW. Officers confirmed that careful consideration had been given to the impact of the recommendations relating to the budget proposed.</p> <p>10.3 It was noted and agreed that the Coleg's funding period for 25 academic posts funded through the Staffing Scheme expires on 31 July 2016. The need to monitor any changes in the level of Welsh medium provision as a result was reiterated.</p> <p>10.4 It was noted and agreed, following a review of the 'Part Time Welsh Medium Studies' project held on 29 January 2016, that the current project would end on 31 July.</p> |  |  |

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|   | <p>10.5 Consideration was given to the minimum number of students required in order to consider that provision was sustainable. It was recommended that flexibility was needed, depending on the discipline.</p>   |  |  |
| <p><b>11. Audit and Risk Committee</b><br/><b>(Item 11)</b></p>                 | <p>11.1 The minutes of the Audit and Risk Committee meeting, held on 9 February 2016, were noted, and a report on the meeting was given by the Chair, Geraint James. Reference was made to the fact that an internal audit of the Coleg's payroll and expenses systems had shown a high level of assurance in the systems.</p> <p>11.2 The committee members were thanked for their work.</p>  |  |  |
| <p><b>12. Centre of Excellence in Rural Healthcare</b><br/><b>(Item 12)</b></p> | <p>12.1 A presentation was given on the Coleg's plans to collaborate with the Mid Wales Health Collaborative to establish a Centre of Excellence in Rural Healthcare.</p> <p>12.2 Following a discussion it was agreed in principle to the plan; it was agreed to create a memorandum of collaboration on the condition that any risks to the Coleg, the details of the relationship between the Coleg and the Group and the benefits to the Coleg will be further explored, before being formally agreed. It was agreed that the Audit and Risk Committee would be responsible for the next steps.</p> <p>12.3 It was further recommended to consider an appropriate structure to consider similar opportunities in the future.</p> |  |  |
| <p><b>13. Academic Matters</b></p>  | <p>13.1 The Registrar gave a presentation on the process of creating the Coleg's new Academic Plan to supersede the original Academic Plan that was published in 2012. It was noted that the same questions had been presented to the Academic Board on 3 February 2016 and to the branches. A preliminary discussion was</p>  |  |  |

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|  | <p>held on a number of aspects to be agreed.</p> <p><i>At this point Dr Rhodri Llwyd Morgan left the meeting.</i></p> <p>13.2 The Dean, Dr Hefin Jones, gave a verbal report on the meeting of the Academic Board held on 3 February 2016, and reported on the following matters:</p> <ul style="list-style-type: none"> <li>• It was noted that reports and discussions had been held on the Diamond Report, the Coleg's budgetary position and the new Academic Plan.</li> <li>• The news of the death of Dr John S Davies, Swansea, was noted with sadness. Dr Davies was a Science academic and a member of <i>Gwerddon's</i> Editorial Board.</li> <li>• The Theology and Religious Studies Plan had been accepted and it had been reported that reviews of the Sports, Creative Industries and Distance Learning plans were planned.</li> <li>• A general discussion had been held on the Research Excellence Framework (REF), the publishing of articles in <i>Gwerddon</i> and the financial pressures on the University of Wales Press, and the intention to discuss the Coleg's Research Strategy at a meeting before the end of the summer.</li> <li>• A presentation had been given by Professor M Wynn Thomas, Vice President of the Learned Society, on its objectives and developments since its inception in 2011. The existing collaboration between the Society and the Coleg had been noted: the Edward Lhuyd Lecture and the <i>Gwerddon</i> Award.</li> <li>• It was noted that the students would continue to present a topic for discussion at the meetings and that marketing resources had been discussed on this occasion.</li> <li>• A report was given by Delyth Murphy on Widening Access. A wider experience questionnaire is planned, and the results will be reported in due course.</li> <li>• It was noted that there would be an additional meeting in July to discuss the Academic Board's business. This would allow the ordinary meeting in May to be set aside to discuss the new</li> </ul> |  |  |
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|  | <p>academic plan.</p> <ul style="list-style-type: none"> <li>The Dean noted that he had already visited six institutions on his annual trip, and the visits to other institutions would continue after Easter.</li> </ul> <p>The Dean and members of the Academic Board were thanked for their work.</p> <p>13.3 Dr Gwyn Lewis gave a verbal report on the Language Competency Certificate for Teachers. He explained that the pilot scheme includes primary and secondary PGCE trainees in three regional centres. In all, 176 trainees are enrolled for the Certificate this year. Following the success of the pilot, the Government could support the continuation of the Certificate in 2016/17.</p> |  |  |
| <b>14. Matters arising</b>                       | 14.1 There were no matters arising from the last meeting.   |  |  |
| <b>15. Reports from Directors</b>                | 15.1 The Directors had no reports to give.  |  |  |
| <b>16. Any other business</b>                    | <p><i>At this point, Professor Jerry Hunter left the meeting.</i></p> <p>16.1 Linda Wyn gave a verbal report on the 'Seren Network' and the challenges of encouraging Welsh-medium progression, where doing so is appropriate. There was a discussion on concerns about promoting institutions outside Wales at the expense of Welsh institutions.</p>  |  |  |
| <b>17. Date and location of the next meeting</b> | <p>17.1 The next meeting of the Board of Directors will be held on 22 June 2016 at Aberystwyth University.</p> <p>17.2 The simultaneous translators were thanked for their work, as</p>   |  |  |

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|  | were Cardiff University staff for their support in arranging and hosting the meeting. |  |  |
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