

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday, 20 June 2018

9.30 - 13.10

Glyndŵr University, Wrexham

Present:

- Directors: Dr Haydn E Edwards (Chair)
William Callaway
Professor Jerry Hunter
Gwilym Dyfri Jones
Dr Hefin Jones
Pedr ap Llwyd
Llinos Roberts
Ieuan Wyn
- Observers: Dr Cliona O'Neill, Higher Education Funding Council for Wales (HEFCW)
Savanna Jones, Higher Education Funding Council for Wales (HEFCW)
- Officers: Dr Ioan Matthews, Chief Executive
Dr Dylan Phillips, Senior Academic Manager
Catherine Rees, Secretary
Dr Dafydd Trystan, Registrar
Nia Brown, Development Officer: Secretariat
- Apologies: Professor Iwan Davies
Dr Gwyn Lewis
Dr Rhodri Llwyd Morgan
Professor Hywel Thomas

Item	Main points of discussion	Action	Timescale
<p>1. Welcome and introduction</p>	<p>1.1 The Chair welcomed members to the meeting and Pedr ap Llwyd and Llinos Roberts, in particular, as new members of the Board.</p> <p>1.2 Apologies were received, for inclusion in the minutes.</p> <p>1.3 The Chief Executive congratulated the Chair who will be honoured with blue robes of the Orsedd at the National Eisteddfod 2018.</p> <p>1.4 Dr Hefin Jones, Dean, was congratulated on being named the winner of the Science and Technology Medal of the National Eisteddfod 2018.</p>		
<p>2. Declarations of interest</p>	<p>2.1 Members were reminded of the procedure by which they are asked to note on the attendance signature sheet any declarations of interest additional to those already noted in the Register of Interests.</p> <p>2.2 Gwilym Dyfri Jones declared an interest in Item 8 – Chief Executive's Report and Item 11 – Financial Issues, as he is employed by an organisation that is submitting an application to act as a centre for teacher education.</p> <p>2.3 The Chair and directors declared an interest in Item 6b – Appointments and re-appointments procedure for Chair, Directors and external committee members.</p> <p>2.4 William Callaway declared an interest in Item 6 – appointment of members to the Finance and General</p>		

	Purposes Committee as Bethan Emanuel was a former-colleague at the University of South Wales.		
3. To receive and consider the minutes of the 8 March 2018 meeting	3.1 The minutes were accepted as an accurate record of the meeting held on 8 March 2018.		
4. Matters arising	<p>4.1 <u>Item 4.2 – Ymddiriedolaeth William Salesbury</u> It was reported that the agreed procedure is to present the William Salesbury Scholarship at the Coleg’s annual congregation. The winner could not attend this year.</p> <p>4.2 <u>Item 4.3 – Seren Project</u> It was reported that it was not possible to arrange a presentation for this meeting.</p> <p>4.3 <u>Item 14 – Scholarships</u> It was reported that recommendations regarding the Scholarships have been discussed with Welsh Government and that the procedural details are to be agreed before the end of the summer term.</p>		
5. Audit and Risk Issues (Item 5a) (Item 5b)	<p>Audit and Risk Committee</p> <p>5.1 The minutes of the Audit and Risk Committee meeting held on 15 May 2018 were received and noted.</p> <p>Risk Register</p> <p>5.2 William Callaway, Chair of the Audit and Risk Committee, reported on the changes to the Risk Register. The risks were discussed and specifically the significant risk in the number of students who study at least a third of their</p>		

<p>(Item 5c)</p>	<p>degree course through the medium of Welsh. The Risk Register was accepted.</p> <p>List of fees</p> <p>5.3 The revised list of fees for committee and panel members were received and approved.</p> <p>Investments</p> <p>5.4 The Audit and Risk Committee's recommendation to appoint Sarasin as the Coleg's investors was discussed. The Coleg's moral attitude to investment was discussed and it was recommended that Sarasin could ensure a strong ethical investment fund which avoids alcohol, arms, tobacco and pornography before committing to any investment. It was agreed to draw up an ethical investment policy for the Coleg to be discussed at the next meeting of the Audit and Risk Committee and Board of Directors in the autumn term.</p>	<p>Discuss the ethical aspects with Sarasin and draw up a policy for discussion at ARC and BD</p>	<p>By 24 October 2018</p>
<p>6. Appointments and Governance Standards Committee (Item 6)</p> <p>(Appendix 6a)</p> <p>(Appendix 6b)</p>	<p>Report of the Chair of the Appointments and Governance Standards Committee</p> <p>6.1 A report was received by the Chair of the Appointments and Governance Standards Committee, Meirion Prys Jones.</p> <p>Appointment Procedures</p> <p>6.2 Appointments procedures for Directors, the Chair and external members of committees were received. However, the Committee was requested to reconsider the procedure for reappointing the Chair for a further term.</p> <p>6.3 Following a discussion it was recommended:</p>	<p>AGSC to reconsider the procedure</p>	<p>Next meeting</p>

<p>(Appendix 6c)</p>	<ul style="list-style-type: none"> • investigate good practice at other institutions when simplifying the process of reappointing directors • review the constitution in the future to increase the chair's term of office to 4 years to be consistent with directors • include secondary education sector experience in the appointments procedure • consider the role and appointment process of the Coleg Dean, as a specific matter and, possibly, separately to the appointment of Board members. <p>Directors' Evaluation Questionnaire</p> <p>6.4 A report was received on the Directors' responses to the questionnaire. It was noted that every director had completed the questionnaire. The recommendations were discussed and agreed.</p> <p>Appointment of new Directors</p> <p>6.5 The resignation of Ellen Jones; the end of Dr Gwyn Lewis's term of office on 31 July 2018, who will not seek a second term; and the end of both second terms of Professor Iwan Davies and Ieuan Wyn during 2018/19 were noted.</p> <p>6.6 The need to encourage women to apply for Board membership and the need for a broad breadth of expertise including the field of teacher training was noted.</p> <p>6.7 The recommendations to appoint 4 new directors during the next year, to advertise in September, were accepted.</p> <p>Student voice at Board level</p>		
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<p>(Appendix 6ch)</p>	<p>6.8 The recommendation to invite two student observers to Board meetings as it is no longer possible to nominate individuals as a director of the Coleg was accepted.</p> <p>6.9 It was noted that NUS Wales had named Gwyneth Sweatman, President-elect and Gethin Morgan, Welsh Language Officer-elect, as 2018/19 observers.</p> <p>Member of the Appointments and Governance Standards Committee</p> <p>6.10 The Appointments and Governance Standards Committee's recommendation to appoint Wyn Mears as a new external member of the committee at the end of Rhiannon Lloyd's term of office on 31 July 2018 was accepted.</p> <p>Members of the Finance and General Purposes Committee</p> <p>6.11 The Appointments and Governance Standards Committee's recommendations to appoint Bethan Emanuel and Rhys Harris as members of the Finance and General Purposes Committee was accepted. It was noted that one vacancy is to be filled in due course.</p> <p>6.12 It was noted that Professor Jerry Hunter, Pedr ap Llwyd and Llinos Roberts have agreed to serve on the Finance and General Purposes Committee on behalf of the Board.</p> <p>Minutes of the Appointments and Governance Standards Committee</p>		
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	6.13 The minutes of the Appointments and Governance Standards Committee meeting held on 16 May 2018 were received and noted.		
7. Academic Board (Items 7a/b)	<p>7.1 The minutes of the Academic Board meetings held on 7 February and 2 May 2018, were noted.</p> <p>7.2 The Dean, Dr Hefin Jones, gave a summary of the Academic Board meeting held on 2 May 2018.</p> <p>7.3 It was reported that student members had presented a paper on resources that support Welsh language modules. It was noted that it was the universities responsibility to provide suitable resources in Welsh.</p> <p>7.4 The need to keep an eye on the level of Welsh language provision with the changes to universities curriculum was also mentioned. This was corroborated as happening continuously through planning meetings that are held with universities.</p> <p>7.5 It was noted that the Dean had completed his annual visits to the higher education institutions. He praised the work of the lecturers, students and branches.</p> <p>7.6 Professor Jerry Hunter, Chair of the Research and Publication Committee, reported that publication guidelines in Welsh are being produced for the next REF (Research Excellence Framework).</p> <p>7.7 The Chief Executive explained that he reports on relevant matters from the Board of Directors to the Academic Board.</p>		
8. Chief Executive's Report	8.1 The Chief Executive gave a verbal summary of the written report circulated in advance of the meeting.		

	<p>8.8 It was reported that Welsh Government had asked the Coleg to lead on the work of preparing a plan to promote Welsh as a subject as part of the Welsh Language Strategy (Cymraeg 2050). The intention is to launch the plan at the National Eisteddfod 2018.</p> <p>GDPR</p> <p>8.9 It was reported that the necessary steps had been taken to ensure that the Coleg complies with the general data protection regulation (GDPR) legislation.</p> <p>Extending the Coleg’s responsibilities to the post-16 sector</p> <p>8.10 The Registrar reported that the Planning Group had developed specific proposals to be presented to Welsh Government during the summer term 2018. It was agreed to provide a full update at the next meeting.</p> <p>General updates on the Coleg’s work</p> <p>8.11 Written reports were received in relation to Marketing and Communications; Academic Training and Staff Development; Gwerddon and other publication projects, <i>Cymraeg Gwaith</i> (Work Welsh Scheme); and the Associate Lecturers Scheme, for information.</p>	Progress report	28 November 2018
<p>9. Staffing Issues (Item 10)</p>	<p>9.1 A verbal report was given on staff appointments. It was reported that Mared Jones would begin her employment as Arts and Humanities Development Officer on 2 July 2018. Dr Catrin Richards will cover Lois McGrath’s maternity leave as Training and Research Development Officer on 3 September 2018.</p>		

	<p>9.2 In response to member concerns at the last meeting about staff wellbeing it was reported that the workload continues to be heavy, especially following extending the Coleg's responsibilities.</p> <p>9.3 It was reported that a staff meeting has been arranged in July and a staff satisfaction survey is scheduled for the autumn. The Coleg's staff structure was received, for information.</p>		
<p>10. Financial Issues (Item 11)</p>	<p>Welsh Government Grant Letter</p> <p>10.1 The Welsh Government Remit Letter for 2018/19 was received. It was reported that the budget for higher education is consistent with last year.</p> <p>Coleg draft budget for 2018/19 - 2022/23</p> <p>10.2 The Coleg's draft budget for 2018/19 - 2022/23 was received.</p> <p>10.3 It was noted that the projections are based on the fact that any new activities in the post-16 sector will have funding implications.</p> <p>10.4 It was further noted, subject to maintaining the current levels of funding for higher education, the projections outline the funding model until 2022/23 .</p> <p>10.5 It was reported that detailed planning work had been completed on modelling subject grants and that planning meetings with universities will reflect this model.</p>		

	10.6 Following a discussion the projected budget was agreed. The annual budget will continue to be presented at the Board's spring meeting.	Annual budget	Spring 2019
11.Academic Planning (Item 12)	<p>Welsh medium provision</p> <p>11.1 Dr Dylan Phillips gave a summary of the monitoring processes in Welsh medium provision at the universities.</p> <p>11.2 During the discussion members noted:</p> <ul style="list-style-type: none"> • concern in the decline of provision in some fields and institutions • that HESA data for 2016/17 registrations would be out of date • shortcomings in the information provided in a prospectus <p>11.3 It was reported that Welsh Government are attempting to unify data collection, in general, regarding the Welsh language as part of the Welsh Language Strategy 2050.</p> <p>11.4 The recommendations were accepted including reporting to the Board annually and conducting a full review of the subject grant model in 2021/22.</p>	Report to the Board annually Subject grant review	Summer 2019 2021/22
12. PCET (Item 9)	<p>12.1 The Chief Executive presented an advisory document on the Establishment of Tertiary Education and Research Commission for Wales (PCET).</p> <p>12.2 During the discussion the following were noted:</p> <ul style="list-style-type: none"> • the Coleg would provide a full response to the technical consultation which is happening at present 		

	<ul style="list-style-type: none"> • the Commission’s relationship with the Welsh language with regards to education and the Welsh Government’s Welsh Language Strategy. The recommendation to establish a Panel within the new body’s structure to be responsible for the Welsh language was noted • the merits and weaknesses of funding the Coleg via an arm’s length body • the present HEFCW board members lack of awareness of Wales, the context of devolved policy, and the Welsh language • the merits of direct funding by Welsh Government <p>12.3 Dr Cliona O’Neill outlined HEFCW’s position and welcomed hearing the Board’s opinion.</p> <p>12.4 Members unanimously agreed that they were not supportive of the proposal that the Coleg be funded through the proposed Commission based on the information available at present. It was noted that more information was needed about the Commission, as well as the proposed Welsh Language Commission. Officers were authorized to respond fully to the consultation document.</p>		
<p>13. Marketing and Communications (Item 13)</p>	<p>13.1 Elin Williams, Communications Manager gave a presentation on the Coleg’s Marketing and Communications Strategy for 2018/19 until 2021/22.</p> <p>13.2 During the discussion, the following points were noted:</p> <ul style="list-style-type: none"> • the universities marketing and communications departments to convene and discuss • Collaborate with Gyrfu Cymru (Careers Wales) • Extend messages to year 9 		

	<ul style="list-style-type: none"> • Begin spreading messages from primary ages • Develop Welsh language skills, in general • Raise awareness of the Coleg's work amongst teachers – possibility of teacher ambassadors • Coleg presence at school open days • Collaborate with Mentrau Iaith (Welsh Language Schemes) • Create a separate liaising strategy <p>13.3 Following the discussion, the recommendations were approved:</p> <ul style="list-style-type: none"> • the strategic principles and direction of the Coleg's Marketing and Communications Strategy for 2019/20 to 2021/22 as well as the core activities noted in its action plan including the points noted in 13.2 • that the Strategy should be introduced gradually and refined during 2018/19 with consideration for any relevant developments or decisions in terms of extending the Coleg's responsibilities, and come fully into force in 2019/20. The next version of the Strategy will be presented to the Finance and General Purposes Committee in September 2018. <p>13.4 In this part of the meeting a report/data on students from Wales who study in England was requested by the next meeting of the Board.</p>	<p>Strategy to FGPC</p> <p>Report on Welsh students studying in England</p>	<p>19 September 2018</p> <p>28 November 2018</p>
<p>14. Chair's Matters</p>	<p>14.1 The Chair reported that he had visited Bangor University but not the other higher education institutions.</p> <p>14.2 He reported that this would be Dr Gwyn Lewis' last meeting as a member of the Board. He would write to thank him formally for his service and his work with the Welsh Language Competency Certificate for Teachers.</p>	<p>Chair to write to GL</p>	<p>June 2018</p>

	<p>14.3 Pedr ap Llwyd and Llinos Roberts were given the opportunity to convey their impressions of their first meeting. They appreciated the standard of the pre-circulated papers and the professional running of the meeting.</p>		
<p>15. Dates and locations of the next meetings</p>	<p>15.1 The dates of the next meetings were noted:</p> <ul style="list-style-type: none"> • 28 November 2018, Swansea University • 20 March 2019, Bangor University • 26 June 2019, Cardiff <p>15.2 The simultaneous translators were thanked for their work.</p> <p>15.3 Sioned Roberts, Brach Officer, Glyndŵr University, was thanked for her assistance in arranging the meeting.</p>		