

Board of Directors of the Coleg Cymraeg Cenedlaethol

Wednesday, 17 June 2015

10.30 – 3.00

Swansea University

Present:

Directors:

Andrew Green (Chair)
Beth Button, Director representing students (from 11.15)
Professor Iwan Davies, Higher Education Sector Director (until 1.00)
Jacqui Hare, Higher Education Sector Director
Professor Jerry Hunter, Higher Education Sector Director (until 2.30)
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 (until 2.00)
Ieuan Wyn, Independent Director
Linda Wyn, Independent Director (Vice-Chair)

Observers:

Jacob Ellis, Welsh Language Officer, UCMC
Olivia Jones, Universities Wales
Kimberley Meringolo, Higher Education Funding Council for Wales (CCAUC/HEFCW)
Dr Cliona O'Neill, Higher Education Funding Council for Wales (CCAUC/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: Secretariat

Apologies:

Professor Hywel Thomas, Director

Item	Main discussion points	Action points	Timescale
1. Welcome and introduction	1.1 Members were welcomed, particularly Gwilym Dyfri Jones as a new member of the Board. 1.2 An apology was received for inclusion in the minutes. 1.3 Andrew Green, Chair, was congratulated on being awarded the degree of honorary Doctor by the Open University on 12 June 2015.		
2. Declarations of interest	2.1 Members were reminded of the procedure whereby members are asked to state on the attendance sheet any declarations of interest in addition to those already stated in the Register of Interests. 2.2 Two members and one observer declared an interest in the item on Neuadd Pantycelyn and one member declared an interest in the item on Translation Studies.		
3. Accept and consider minutes of the meeting of 4 March 2015	3.1 The minutes of the meeting held on 4 March 2015 were accepted as a correct record.		
4. Accept and consider minutes of the	4.1 The minutes of the meeting held on 24 March 2015 were accepted as a correct record.		

<p>extraordinary meeting held 24 March 2015</p>			
<p>5. Correspondence (BC/15/03/5a)</p> <p>(BC/15/03/5b)</p>	<p>5.1 The Education Secretary's remit letter to the Funding Council (HEFCW) as noted.</p> <p>5.2 HEFCW's Grant letter to the Coleg was received.</p>		
<p>6. Constitutional Matters</p>	<p>6.1 Confirmed that a meeting of the Constitution Working Party would be held on 13 July 2015 under the chairmanship of Professor Iwan Davies.</p> <p>6.2 A report was received from the Secretary on the change of wording of the Coleg's Objectives in the Constitution as approved by the Court members. Noted that the new wording reads as follows:</p> <p>The Coleg's objective shall be, for the benefit of the public, the promotion of learning and knowledge through:</p> <p>(a) the promotion, maintenance, development and supervision of Welsh-medium and Welsh language provision and related activities in higher education, further education and continuing education institutions in Wales, working with and through higher education, further education, schools and partner institutions in Wales; and</p> <p>(b) to promote, maintain, develop and supervise the teaching, acquisition, improvement and refreshing of Welsh language communication skills for people generally with appropriate institutions in Wales and beyond.</p> <p>6.4 <u>Appointment of Directors</u></p>		

	<p>For this item, Gwilym Dyfri Jones and Ieuan Wyn left the room.</p> <p>The recommendation to appoint Gwilym Dyfri Jones as higher education sector director in place of Professor Catrin Thomas, for a period of four years to 10 May 2019, and to re-appoint Ieuan Wyn as independent director for a period of four years to 31 March 2019, was considered and accepted. At this point, Gwilym Dyfri Jones and Ieuan Wyn returned to the meeting.</p>		
7. Chair's Matters	<p>7.1 The Chair and Chief Executive gave an oral report stating that (i) a meeting with Welsh Government officials would take place on 8 July, (ii) there was continued uncertainty regarding HEFCW's funding model but that the Government had extended the funding for undergraduate scholarships for a further period and (iii) that the Chief Executive and the Registrar had met Amanda Wilkinson, Chief Executive Universities Wales, on 16 June.</p> <p>7.2 The uncertainty regarding the financial situation was noted, as was the intention to continue the dialogue with the higher education institutions regarding the fact that the Coleg cannot at present commit to any support in the case of staffing scheme posts where the first five years' funding ends in 2016.</p>		
8. Chief Executive's Report (BC/15/03/08)	<p>8.1 A written report was received from the Chief Executive and updates given on relevant issues arising from the meeting of the Board of Directors on 4 March 2015.</p> <p>8.2.1 <u>Strategic Matters</u>. The Chief Executive presented a further report detailing strategic matters including:</p> <p>8.2.2 <u>Coleg long-term planning</u>. The following matters were noted:</p> <ul style="list-style-type: none"> • The Coleg's budget has been set until 2016/17 but thereafter, there is uncertainty. 		

<p>Appendix 8/1</p>	<ul style="list-style-type: none"> • Uncertainty also remains regarding the budget for the Academic Staffing Scheme and the potential for piloting new funding models. • Confirmation was received that funding for the undergraduate scholarships was being extended for a further three years, to 2018/19. • Arrangements were made between the Coleg and the Health Minister to discuss the consideration given to the Welsh language in planning healthcare training. <p>8.2.3 <u>Academic Plans.</u> Reported that the Academic board had put arrangements in place to review subject schemes. Noted that the new schemes placed more emphasis on identifying investment priorities through the Coleg.</p> <p>8.2.4 <u>Evaluation of the Coleg (Oldbell).</u> Reported that the steps identified following the Evaluation had been fully implemented. Following the Evaluation, Dylan Bryn Roberts was commissioned to hold a review of the Coleg's undergraduate scholarships schemes. A report will be made on the recommendations following receipt of the final report.</p> <p>8.2.5 <u>Targets.</u> The Registrar gave a presentation on the current 2013/14 situation. HEFCW officials were thanked for their cooperation in ensuring detailed data. Noted that the numbers of students studying 5 credits through the medium of Welsh had risen since 2011 from 4,300 to 4,900 in 2013/14 and that the numbers of students studying 40 credits through the medium of Welsh had risen since 2011 from 2,200 to 2,450 in 2013/14. Noted that the communications department would take full advantage of this good news.</p> <p>8.3 <u>Coleg 2014/15 Action Plan.</u> An update was given on the plan 2014/15 and a brief discussion ensued.</p> <p>8.4 <u>Diamond Review.</u> Reported that the Coleg had submitted a full</p>	<p>Add to the Action Plan</p>	<p>Summer 2015</p>
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	<p>and detailed response to this consultation.</p> <p>8.5 <u>Initial Teacher Training</u>. Reported that a pilot scheme will be held across the teacher training centres during 2015/16, funded by HEFCW. Noted that Dr Elin Meek has been appointed Chief Examiner for the Competence Certificate pilot scheme.</p> <p>8.6 <u>Standards Investigation</u>. Reported that a meeting had been held with the Welsh Language Commisisoner on 23 April 2015 to discuss the relevance of the Standards to the Coleg's work. Noted that the Commissioner was focussing on the Welsh-language services provided by institutions rather than on Welsh language provision.</p> <p>8.7 <u>Appointment of Legal Service Providers</u>. Reported that Capital Law Ltd. Have been appointed as legal services providers for the Coleg for the period 1 August 2015 until 31 July 2018.</p> <p>8.8 <u>Risks and opportunities</u>. The report was noted, as was the continuing risk concerning the Coleg's financial future post-2016/17. Noted that the Board would receive the full register at its November 2015 meeting.</p> <p>8.9 <u>Reports on activities</u> (November 2014 - June 2015): A list was received, for information, of activities and meetings attended by the Chief Executive during the period 1 November 2014 to 3 June 2015.</p>		
<p>9. Staffing Issues</p>	<p>9.1.1 Reported by the Secretary that the Staffing Committee had discussed and approved deputising arrangements for key posts, including that of the Chief Executive, should officers be unexpectedly absent.</p> <p>9.1.2 Noted that the Coleg would continue to review its financial situation before filling any vacant posts, and consider internal</p>		

	<p>redistribution of posts or buying in external resources.</p> <p>9.1.3 Noted that the committee had discussed job descriptions and had subsequently upgraded one post in proportion to a substantial increase in responsibilities.</p> <p>9.1.4 Noted that the Staffing Committee had agreed on an Equal Opportunities policy and that the Policy would be circulated to the Directors in due course.</p>	Secretary to circulate the Equal Opportunities Policy	By the Board meeting on 25 November 2015
<p>10. Finance Matters (BC/15/03/10a)</p> <p>(BC/15/03/10b)</p>	<p>10.1.1 The Registrar gave a presentation on the Coleg Budget for 2015/16.</p> <p>10.1.2 Noted that HEFCW had agreed that the Coleg should secure a reserve fund to prepare for the uncertain period beyond 2016/17.</p> <p>10.1.3 The Board of Directors approved the Budget.</p> <p>10.2.1 The Chief Executive gave a presentation on funding sources for the Coleg in relation to future funding.</p> <p>10.2.2 A discussion ensued on means of generating income from various sources, since some uncertainty remained regarding the level of the Coleg's fund post-2016/17. The Directors agreed that means of generating income from different sources should be investigated, which accords with HEFCW's grant letter to the Coleg for 2015/16. The officials will prepare a paper on this for further discussion at a meeting of the Board in 2015/16.</p> <p>10.3 During the discussion, it was agreed that the Academic Board should, in consultation with the Chief Executive and Registrar, investigate projects for which funding applications could be made.</p>		

	10.4 During the discussion, it was also noted that former students and other supporters could contribute to the William Salesbury Fund		
11. Audit and Risk Committee (BC/15/03/11a/b)	<p>11.1 The minutes of the Audit Committee meetings held on 17 March and 19 May 2015 were accepted, and an oral report on the meetings was given by the Chair, Geraint James.</p> <p>11.2 Adaptations to the Remit were considered following the recommendations of the internal auditors. The Remit, including further comments, was accepted.</p> <p>11.3 Reported on the appointment of Gareth Eyres (co-opted member) and Jacqui Hare (insitutional member) and the needs, in view of the changes to the Remit, to appoint a further co-opted member.</p>	Reform the Remit	Summer 2015
12. Neuadd Pantycelyn (BC/15/03/12)	<p>12.2 Beth Button, Director representing students, gave presented a paper entitled <i>Concerns for Potential Closure to Pantycelyn Halls of Residence</i></p> <p>12.2 The Board noted the concern expressed in the paper and agreed to the following statement, proposed by Professor Iwan Davies:</p> <p>'The Board of Directors of the Coleg Cymraeg Cenedlaethol</p> <ul style="list-style-type: none"> - has received and discussed a paper by the director representing students entitled <i>Concerns for Potential Closure to Pantycelyn Halls of Residence,</i> - notes the concerns expressed in the paper, - supports the principle of providing a suitable atmosphere and experience for Welsh medium students in every university in 		

	Wales.’		
13. Further Education (BC/15/03/13)	<p>13.1 Dr Gwennan Schiavone, Senior Academic Manager, gave a presentation on co-operation between the Coleg and the further education sector including an action plan for 2015/16.</p> <p>13.2 The recommendations outlined below were accepted and agreed upon:</p> <p>that further education provision be included in the Coleg’s subject plans, and in vocational areas, and that we offer opportunities for joint planning and making effective use of resources</p> <p>to build on the co-operation which has already begun in the area of staff development, and that a conference or seminar be held during 2015/16</p> <p>that consideration be given to possible models of co-operation between the higher education and further education sectors in relation to staffing capacity</p> <p>that further discussions be held to ensure that students at further education institutions, and those following higher education provision at a further education institution, be given full opportunities to engage with the work of the Coleg.</p>		
14. Academic Matters	<p>14.1.1 The Dean, Dr Hefin Jones, gave an oral report on the meeting of the Academic Board held on 13 May 2015.</p> <p>14.1.2 Reported that student representatives had been elected to the Academic Board for 2015/16 and that membership was changing due to job changes and retirement. The contribution of Dr Siân Wyn Siencyn to the Academic Board’s work was particularly noted.</p>		

<p>(BC/15/03/14a)</p>	<p>14.1.3 A summary was given of the latest situation regarding the subject plans agreed by the Academic Board. Noted that subject plans in the areas of Business, Law and Modern Languages had already been reviewed, and that the Sports, Creative Industries and Politics areas would be reviewed before the end of 2015. Noted that the new plans placed more emphasis on the Coleg investment priorities in addition to the attention devoted to the student experience.</p> <p>14.1.4 An update was given on the national scheme of collaboration for Modern Languages, and the appointment of a national co-ordinator at Aberystwyth University in co-operation with Bangor University.</p> <p>14.1.5 Reported that discussions had been held on the Academic Staffing Scheme and the Research Scholarships Scheme; and the Coleg's Research Strategy.</p> <p>14.1.6 The Dean reported that he had completed his annual visits to the institutions, including a first visit to Glyndŵr University.</p> <p>14.1.7 The Dean was thanked for his work and his comprehensive report.</p>		
<p>(BC/15/03/14b)</p>	<p>14.2.1 Presentations were given by the Chief Executive on collaborative projects, and particularly the steps for implementing national projects. The Academic Collaboration Committee, and its members who are experts in the field of validation at their institutions, for their work in preparing the steps.</p> <p>14.2.2 A permanent procedure for implementing and placing national and collaborative projects was accepted and agreed.</p> <p>14.3.1 The Chief Executive gave a presentation on the strategic postgraduate project in professional translation studies. The</p>		

<p>(BC/15/03/14c)</p>	<p>complexities encountered in facilitating the project were noted, and Professor Iwan Davies, Professor Jerry Hunter and Dr Rhodri Llwyd Morgan were thanked for their assistance in the discussions.</p> <p>14.3.2 The recommendations outlined in the paper on translation studies were accepted and agreed.</p> <p>14.4.1 Dr Dylan Phillips, Senior Academic Manager, gave a presentation on the recommendations of the consultative panel on the Strategic Development Fund's awards.</p> <p>14.4.2 Following discussion, it was confirmed to continue to fund national activities and current projects in 2015/16 as laid out in Appendix A.</p> <p>14.4.3 Following discussion, the new projects in Appendix B which were recommended for funding from the 2014/15 Fund were approved.</p>		
<p>15. Research and Publications</p> <p>(BC/15/03/15a)</p> <p>(BC/15/03/15b)</p>	<p>The Secretary noted that the meeting was not now quorate, after Professor Iwan Davies and Dr Rhodri Llwyd Morgan had left the meeting.</p> <p>15.1.1 Professor Jerry Hunter gave a presentation on the Coleg's Research and Publications Strategy.</p> <p>15.1.2 The recommendations outlined in the paper were discussed and accepted.</p> <p>15.2.1 The Registrar presented a paper on the relationship between the Coleg and the Research Excellence Framework (FfRhY).</p> <p>15.2.2 Matters relating to the 2014 REF results were discussed, and the recommendations outlined in the paper accepted.</p>	<p>Re-submit the research papers to the Board at the meeting on 25 November 2015 for approval by a quorum</p>	

<p>16. National Eisteddfod: the Science and Technology Pavilion</p>	<p>16.1 The Secretary gave an oral report on the National Eisteddfod's request for the Coleg to co-ordinate the Science and Technology Pavilion for three years, beginning with the Monmouthshire Eisteddfod in 2016.</p> <p>16.2 The Directors agreed that the officers should draw up an agreement with the Eisteddfod which would raise the Coleg's profile and provide an opportunity to co-operate with higher education institutions and a range of other partners.</p> <p>16.3 Noted that the Coleg would continue to maintain its own independent presence on the Eisteddfod Field.</p>		
<p>17. Meredydd Evans Award</p>	<p>17.1 The Chief Executive gave an oral report on the Meredydd Evans Award awarded at the National Eisteddfod for the first time this year, with the support of his family and in his memory. The award will recognise the contribution of a student who is a current member of the Coleg to Welsh life and culture, within universities and beyond.</p>		
<p>18. Matters arising from the minutes of 4 March 2015</p>	<p>18.1 <u>Item 12.7 - BA Performance</u>. Reported that an open meeting had been held to discuss the relevant institutions' concerns as to the location of the provision in Cardiff.</p> <p>18.2 <u>Item 13.2 – Student Council</u>. Noted that it would not be possible to present a paper on incorporating the Student Council into the Coleg to this meeting until the Constitutional Working Party has discussed the matter.</p>		
<p>19. Reports by Directors</p>	<p>19.1 There were no reports by Directors.</p>		
<p>20. AOB</p>	<p>20.1 Jacob Ellis, observer, asked the Coleg to consider the possibility</p>	<p>Officers to discuss with the</p>	

	of creating membership cards to Coleg students.	Communications department	Summer 2015
21. Dates and locations of next meetings	<p>21.1 The next meetings of the Board of Directors for the 2015/16 academic year are as follows:</p> <ul style="list-style-type: none"> • 25 November 2015, University of Wales: Trinity St David • 3 March 2016, Cardiff University • 22 June 2016, Aberystwyth University <p>21.2 The simultaneous translators were thanked for their work, and the staff of Swansea University for their assistance in organising and hosting the meeting.</p> <p>21.3 Jacob Ellis was also thanked for his contribution as observer during his period as Language Officer for UCMC.</p>		