

**Coleg Cymraeg Cenedlaethol Board of Directors**

**Wednesday 27 February 2012**

**10.30 – 2.30**

**Council Chamber, National Library of Wales, Aberystwyth**

**Present:**

**Directors:**

Professor R Merfyn Jones (Chair)  
Professor Iwan Davies, Higher Education Sector Director (from 11.30)  
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  
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  
Dr Dafydd Trystan, Coleg Cymraeg Cenedlaethol Registrar  
Rhinedd Williams, Coleg Cymraeg Cenedlaethol Development Officer

**Also present:**

Dr Alison Allan, Higher Education Funding Council for Wales (HEFCW)  
Rachel Cable Higher Education Wales (AUC/HEW)  
Celia Hunt, Head of Skills, Education and Funding, Higher Education Funding Council for Wales (HEFCW)  
Kimberley Meringolo, Higher Education Funding Council for Wales (HEFCW)

**Apologies:**

Andrew Green, Independent Director  
Adam Jones, Welsh Language Officer NUS Wales  
Stephanie Lloyd, Director representing students  
Dr Gwennan Schiavone, Secretary, Coleg Cymraeg Cenedlaethol

**Absent:**

Professor Medwin Hughes, Higher Education Sector Director



	noted that the Chair would contact him to discuss his absence from meetings.		
<b>2. Declarations of interest</b>	2.1 There were no declarations apart from the ones that have already been recorded. The Chair noted that the Register of Interests would be reviewed following changes in Board membership.	Coleg officers to review the Register of Interests	Before the end of March 2013
<b>3. To receive and consider the minutes of the meeting held on 28 November 2012</b>	3.1 The minutes were accepted as an accurate record of the meeting.		
<b>4. Matters Arising</b>	<p><b>Item 4.4 <u>Targets</u></b></p> <p>The Coleg Registrar provided a summary of the latest situation regarding the number of students studying at least part of their course through the medium of Welsh in 2012/13. There was general discussion of the current target, noting that the Coleg had set targets for individual institutions in order to attain the national target. It was added that institutional fee plans, which have been approved by the Funding Council, did not offer a model for meeting institutional targets. Officers reminded Board members that they had drawn attention to this in October 2011.</p>		
	<p><b>Item 7.8 <u>The status of the Coleg within the charters of individual institutions</u></b></p> <p>It was noted that initial discussions had been held with Higher</p>	WT IW and IM to meet	March 2013

	Education Wales regarding the status of the Coleg within the charter of individual institutions. It was agreed to ask Wyn Thomas, Ieuan Wyn and the Chief Executive to meet to discuss the matter and suggest possible wording.		
	<p><b>Item 7.9 <u>Representation of the Coleg on other bodies</u></b></p> <p>The Chief Executive reported that the Coleg had received an invitation to join the QAA's Welsh Committee and that he would represent the Coleg. It was also reported that the Registrar had also received an invitation to join the Digital Learning Board.</p> <p>Ieuan Wyn referred to the University of Wales Press Trust and suggested that it was key that the Coleg be represented on that body. It was agreed to write to the University of Wales in relation to this.</p>	To write to request representation on the Board of Trustees	As soon as possible
	<p><b>Item 13 <u>Academic Collaboration Committee</u></b></p> <p>It was reported that the Committee, having consulted further with Board members, had met for the first time. Huw Morris, Registrar of Swansea University was appointed Chair, and David Lloyd, Cardiff University was appointed Vice-Chair. A further report would be presented to the next meeting.</p> <p>It was confirmed that Dr Hefin Jones would join the Committee, to ensure representation from the Academic Board.</p>	Progress report in the meeting	June 2013
	<p><b>Item 14 <u>Translation Studies</u></b></p> <p>The Chief Executive gave an oral report on a meeting held on 1 February 2013 to discuss the creation of a national framework</p>		

	<p>for provision in the field of Translation Studies. He confirmed that there was strong support from the institutions to be part of the process of creating a business plan. It was emphasised that this was an example of the Coleg leading national planning to build on current provision rather than just coordinating it. The key contribution made by Heini Gruffudd as specialist consultant in relation to this work was noted.</p>		
	<p><b>Item 15.4</b> <u>Research Scholarships</u></p> <p>Dr Hefin Jones, Coleg Dean, presented an oral report on the Academic Board's unanimous decisions to confirm changes to the process of applying for Research Scholarships. It was explained that the new arrangements would be a one step process with institutions submitting applications directly to the Coleg, usually nominating an eligible research student for the proposed scholarship. This year's closing date will be 1 May.</p> <p>The arrangements for awarding the scholarships were approved.</p>		
	<p><b>Item 16.2</b> <u>Membership of the Education and Progression Policy Group</u></p> <p>Ieuan Wyn provided an explanation of the reasons for adding to the Group membership and this was approved by the Board.</p>		
<b>5. Correspondence</b>	<p>5.1 The Chief Executive reported on a letter from Meurig Roberts, of the Welsh Government, asking the Funding Council and/or the Coleg to prepare a report in relation to Welsh medium Initial Teacher Training (ITT). The intention to submit a draft of the report to the next meeting was noted.</p>	Draft report to be presented to the Board	June 2013

	<p>5.2.1 The Chair referred to a letter he had received as Chair of the Coleg from Dr Enlli Thomas, Chair of the Bangor Branch, in relation to Academic Staffing Plan awards.</p> <p>5.2.2 Wyn Thomas declared an interest in the matter and left the room.</p> <p>5.2.3 A full discussion of the content of the letter was held, and members agreed unanimously to respond with an expression of support for the decisions of the awarding panel, while recognising that the University was disappointed in the case of the particular post concerned.</p> <p>5.2.4 In response to a question by a Board member concerning the funding provided by the Coleg through grants to Bangor University compared with other institutions, it was noted that this information was in the Annual Report which had been published the previous day.</p> <p>5.2.5 Following the discussion, Wyn Thomas rejoined the meeting.</p> <p>5.3 The contents of a letter received from Professor Aled Jones, Senior Pro Vice-Chancellor of Aberystwyth University, in relation to the Academic Staffing Plan were noted, for information.</p>	<p>The Chair to respond by letter</p>	<p>As soon as possible</p>
<p><b>6. Governance</b></p>	<p>6.1.1 The decisions of the Court held on 26 February 2013 were confirmed, which were:</p> <p>6.1.2 To accept the Audited Accounts for 2011/12.</p> <p>6.1.3 To accept the Coleg Annual Report.</p>		

	<p>6.1.4 To appoint Andrew Green, Professor Medwin Hughes, Dr Hefin Jones and Professor Hywel Thomas members of the Board for the period from 2013 to 2016.</p> <p>6.1.5 To confirm the appointment of Stephanie Lloyd as a Member of the Board until 2015.</p> <p>6.1.6 To appoint Price Waterhouse Coopers to act as External Auditors for 2012/13.</p> <p>6.1.7 To appoint KTS Owens Thomas to act as Internal Auditors to 31 July 2014.</p>		
<p><b>7. Auditing Matters</b></p>	<p>7.1 The minutes of the Audit Committee held on 28 November 2012 were accepted.</p> <p>7.2 As Gareth Pierce was no longer a member of the Board it was agreed to appoint Professor Iwan Davies to the Audit Committee.</p> <p>7.3 An oral report was received from Geraint James, Chair of the Committee. It was reported that the Report of the Audit Committee for 2011/12, to be submitted to HEFCW, had been approved at the previous day's meeting. The audit had not drawn attention to any weaknesses and the Coleg was deemed to operate the system adequately and satisfactorily. There were no substantial recommendations to implement.</p> <p>7.4 It was noted that officers had acted following the internal auditors' report on the work of the branch officers and that the recommendations would be reflected in amendments to the conditions of the funding agreement for 2013/14 in relation to grants to maintain branch officers' employment.</p>		

	<p>7.5 It was reported that a full and comprehensive discussion had been held on Communication and that the Audit Committee had directed officers to follow specific steps in relation to this area.</p> <p>7.6 <u>Risk Register</u> - It was reported that the Committee had approved the Register in its new form and that the document would be circulated to Board members.</p>	To circulate the Register to the Board	By June 2013
<b>8. Welsh Medium Provision Funding Arrangements</b>	<p>8.1 Celia Hunt reported on the new funding arrangements following the introduction of a new fees system by the Welsh Government. As a result the current Welsh medium premium arrangement for full time students would end and institutions would be expected to compensate for this through their fee schemes.</p> <p>8.2 Some members of the Board expressed that they were not aware of this development and it was agreed that a close eye needed to be kept on the situation particularly in relation to the effect on the Coleg's work.</p>	To keep an eye on the situation	Ongoing
<b>9. Update on the Coleg's Operational Plan for 2012/13</b>	<p>9.1 Following an update on the Coleg's Operational Plan there were no further questions.</p>		
<b>10. Academic Matters</b>	<p>10.1 A comprehensive oral report was provided by the Dean, Dr Hefin Jones, on the meeting of the Academic Board held on 6 February 2013.</p> <p>10.2 Reference was made to the development of subject plans for several fields, and that the Geography/Environment and</p>	Membership of the Subject Panels to be	October 2013 meeting

	<p>Law plans had been agreed in principle. It is foreseen that several other plans will be approved at the next meeting. It was reported that the membership of subject panels had been discussed and officers noted that they were aware that this was a complex matter that needed further consideration before the next academic year.</p> <p>10.3 In relation to awards from the Academic Staffing Plan to start in 2013/14 the Registrar reported that the details had been agreed in principle in all cases, apart from two, and that individual budgetary agreements were being prepared in accordance with the usual arrangements.</p> <p>10.4 There was discussion of the situation of applications from Glamorgan University for posts in Drama and Music and the condition set by the awarding panel which expected the University to invest in two posts in the Creative Arts from their own resources, in view of the fact that the Coleg invested extensively in Glamorgan in these fields. The officers were instructed to hold discussions with the University pursuing this principle and it was emphasised that any further investment by the Coleg in these fields in Glamorgan this year would be on the basis of equal investment by the University.</p>	<p>considered</p> <p>Officers to hold discussions</p>	<p>At once</p>
<p><b>11. To receive a review paper on (i) the Academic Staffing Plan (ii)The Strategic Developments Fund</b></p>	<p>11.1 There was discussion on presenting recommendations for reviewing arrangements for awarding grants through the Academic Staffing Plan and the Strategic Developments Fund.</p> <p>(i) <u>Academic Staffing Plan.</u> The Chief Executive reported that officers recommended to review the awarding</p>	<p>A paper to the next meeting of the Board</p>	<p>19 June 2013</p>

	<p>arrangements for posts to begin in 2014/15 and 2015/16 should at least be considered as it is foreseen that there will be strong competition for posts in the current budgetary context. It was agreed to consult formally with the sector during the Summer Term.</p> <p>(ii) <u>Strategic Developments Fund</u>. There was discussion of the arrangements for awarding grants from this Fund and it was agreed that the Coleg would consult informally with the universities before publishing the Circular so as to give notice that there would a maximum of £200,000 available this year.</p>	To conduct a consultation	Before issuing the circular
<b>12. To Review the Coleg's Scholarship Schemes</b>	<p>12.1 The Chief Executive and Registrar reported on the responses received to the proposals for changes to the Main Scholarships' awarding arrangements. In light of the fundamental difference of opinion between the universities it was recommended that any changes be postponed for a year to allow further discussions. In the short term the Coleg would introduce changes to the application form and the process of informing successful candidates to ease the practical problems that had come to the Coleg's attention through comments of students and parents.</p> <p>12.2 Funding Council officers emphasised that this budget was provided to increase the numbers studying a part of their course through the medium of Welsh. The responses of some universities ran contrary to this principle and it was advised that this would be unacceptable to the Welsh Government.</p> <p>12.3 It was agreed to arrange a seminar during the Summer</p>	To arrange a seminar	June 2013

	Term to discuss all the issues in full and to agree new arrangements for 2015.		
<b>13. To receive a report on (i) the Recruitment Campaign and (ii) the Coleg's Prospectus</b>	<p>13.1 Reports were received on the following:</p> <p>(i) <u>Recruitment Campaign</u>: The Registrar provided an update on the plans.</p> <p>(ii) <u>Coleg Prospectus</u>: The Registrar thanked the universities for their collaboration in providing subject material for the prospectus. He expressed the intention to publish the prospectus in May 2013. He explained that the prospectus included three sections:  Section 1 - General information about the Coleg  Section 2 - Subjects  Section 3 - Branch Background  He confirmed that a Welsh and bilingual version of the prospectus would be published as well as an online version and (possibly) interactive elements in due course.</p>	2014 Coleg Prospectus	May 2013
<b>14. Memorandum of Understanding between the Coleg and Colegau Cymru</b>	<p>14.1 The Chief Executive reported that discussions were under way with Colegau Cymru for a Memorandum of Collaboration that would be launched in May. It was agreed that the final document should be circulated for approval by Board members.</p>	To circulate the Memorandum to the Board	Before May 2013
<b>15. Any Other Business</b>	<p>15.1 The Chief Executive reported the following:</p> <ul style="list-style-type: none"> <li>• that discussions were under way with an individual who</li> </ul>		

	<p>intended to present a gift to establish a prize for students studying Law.</p> <ul style="list-style-type: none"> <li>• that an International Conference would be held by the Coleg on July 1-3, 2014 at the Millennium Centre, Cardiff.</li> <li>• that the Registrar had been appointed to the NPLD Committee.</li> </ul> <p>15.2 Following a suggestion by a member of the Board it was agreed to discuss the names of Fellows to be honoured in 2014 at the next Board meeting.</p> <p>15.3 The Chair thanked all who had arranged the Annual Assembly and meetings over the two days, and expressed that it was excellent to see that so many had attended. He thanked the Welsh Language Commissioner, Meri Huws, for her speech and to Coleg staff in general for their untiring work to ensure the success of the events.</p> <p>15.4 He also thanked the National Library for hosting the Board meeting.</p>	<p>To discuss potential Fellows at the next Board meeting</p>	<p>June 2013</p>
<p><b>16. Date and location of next meeting</b></p>	<p>16.1 It was noted that the next Board meeting would be held on 19 June 2013 at Cardiff University.</p>		