

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday, 28 November 2012

11.30 – 3.10

Cardiff University

Present:

Directors:

Professor R. Merfyn Jones (Chair)
Gareth Pierce, Independent Director (Vice-Chair)
Professor Iwan Davies, Higher Education Sector 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
Linda Wyn, Independent Director

Officers:

Dr Ioan Matthews, Chief Executive, Coleg Cymraeg Cenedlaethol
Dr Gwennan Schiavone, Secretary, Coleg Cymraeg Cenedlaethol
Dr Dafydd Trystan, Coleg Cymraeg Cenedlaethol Registrar
Nia Brown, Coleg Cymraeg Cenedlaethol Development Officer

Also present:

Dr Alison Allan, Higher Education Funding Council for Wales (HEFCW)
Rachel Cable, Higher Education Wales (HEW)
Adam Jones, Welsh Language Officer, NUS Wales
Kimberley Meringolo, Higher Education Funding Council for Wales (HEFCW)

Apologies:

Professor Medwin Hughes, Higher Education Sector Director
Ieuan Wyn, Independent Director

Item	Main discussion points	Action Points	Timescale
<p>1 Opening Comments and Apologies</p>	<p>1.1 All were welcomed to the meeting and Cardiff University was thanked for hosting the meeting.</p> <p>1.2. It was noted that apologies had been received from Ieuan Wyn (Independent Director) and Professor Medwin Hughes (Higher Education Sector Director). As Professor Hughes had been absent from every meeting over a period of six months and for two successive meetings, he was given the Board's consent to be absent on this occasion.</p> <p>1.3 It was explained that Gareth Pierce had to leave before the end of the meeting and that Dr Hefin Jones had to leave for part of the meeting.</p> <p>1.4 Stephanie Lloyd (Director representing students) was welcomed to her first meeting.</p> <p>1.5.1 It was explained that Dr Alison Allan (HEFCW) would be retiring from her post in March and that Kimberley Meringolo would be acting as observer in future and was present at this meeting.</p> <p>1.5.2 Rachel Cable (HEW) was welcomed as observer following the appointment of Lisa Newbery as Deputy Director of HEW.</p> <p>1.5.3 Following a request from NUS Wales to have an observer at Board meetings, it was noted that the Chair had agreed to the request. Adam Jones, present as an observer, was welcomed.</p> <p>1.5.4 Nia Brown was welcomed as a new member of Coleg staff.</p>		
<p>2 Declarations of interest</p>	<p>2.1. There were no declarations of interest to note.</p>		

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3 To receive minutes of the meeting held on 20 June 2012	<p>3.1 Two corrections to the minutes were noted: the need to revise minute 3.1. to read “so as to note” and 17.1 in the English version to correct the month to June.</p> <p>3.2 The minutes were accepted as an accurate record of the meeting.</p>	Secretary to amend the minute	At once
4 Matters Arising	<p>4.1 <u>Signage</u> - It was noted that there was still concern regarding the lack of signage at some institutions but it was reported that steps were being taken to resolve this at other institutions. It was added that Coleg expectations in this context would be strengthened in the grant letters to branches next year. .</p> <p>4.2 <u>Evaluation Framework</u> - A document on the Evaluation Framework had been circulated before the meeting and the Coleg Secretary explained the context, noting that undertaking evaluation was one of the conditions of the Funding Agreement with HEFCW. The Board was asked to agree to a framework whereby an external assessor would conduct the evaluation every two years, with one member of the Board acting as liaison. In practical terms, the External Assessor would lead the work. Linda Wyn was appointed the Board member to act as liaison for the exercise. The Board was asked to authorise the Chair to appoint an external assessor in accordance with Coleg regulations. This proposal was approved.</p> <p>4.3 <u>Meeting with the Minister for Education and Skills</u> - An oral report was provided on the meeting between the Minister and his officers, the Chair and Chief Executive. It was reported that such a meeting would be an annual event.</p> <p>4.4 <u>Targets</u> - The Coleg Registrar gave a report on the latest position regarding current targets, and also the discussions on agreeing</p>	Chair to appoint a consultant	At once

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	long term targets. It was reported that the situation was positive at some institutions where registrations have increased.		
5 Correspondence	5.1. There was no correspondence to note.		
6 Staffing Matters	<p>6.1 <u>Staffing Committee Minutes</u> - The Minutes of the Staffing Committee were presented at the meeting for information.</p> <p>6.2 <u>Maternity Appointments</u> - The following appointments for maternity cover were formally noted:</p> <ul style="list-style-type: none"> • Nia Brown (part time) • Rhian Dafydd (part time) • Rhian Davies (full time) • Rhinedd Williams (part time) 		
7 Governance (BC/12/03/07)	<p>7.1 It was noted, to ensure transparency in the process of appointing directors, that all Directors would henceforth be interviewed by a member of the Coleg Appointments Committee, before confirmation of the nomination and/or appointment.</p> <p>7.2 <u>Student Director</u> - The appointment of Stephanie Lloyd as director to represent students was approved and it was noted that she had been interviewed by the Chair of the Appointments Committee. The Chair's decision to allow an observer from NUS Wales to attend Board meetings was approved.</p> <p>7.3 <u>Appointment of Directors 2013 - 2016</u> - The Coleg Secretary gave a report which noted the following:</p> <ol style="list-style-type: none"> 1. Higher Education Sector Directors - It was reported that a request had been submitted to Higher Education Wales for two nominations. 2. Independent Director - It was reported that an advertisement would appear in the press in December with a closing date of 		

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	<p>early January.</p> <p>3. Staff Director - It was reported that nominations had been invited from staff members of the Coleg's academic community. It was noted that one nomination had been received, Dr Hefin Jones, so it was recommended to the annual meeting that he be reappointed for a further term.</p> <p>7.4 <u>Annual Meeting Arrangements</u> - It was noted that the Annual Meeting of the Coleg Court would be held at the Council Chamber of the National Library of Wales, Aberystwyth, on 26 February 2013. Following the formal proceedings, there would be an address by Meri Huws, the Welsh Language Commissioner.</p> <p>7.5.1 It was noted that the Coleg's Annual Assembly would be held in the evening at the Great Hall, Aberystwyth University Arts Centre, where Coleg Fellows would be honoured.</p> <p>7.5.2 Nominations for Fellows to be honoured by the Coleg in 2013 were considered. Four names were agreed for formal invitation. It was emphasised that the nominations would remain confidential until the press statement one week before the meeting. It was noted that members of the Board of Directors would present the individual Fellows at the Assembly.</p> <p>7.6 The Board was asked to agree that students who had secured doctorates under the auspices of the Coleg (or its predecessor the Centre for Welsh Medium Higher Education) should also be recognised during the Assembly. The Directors approved this and agreed to leave the practical arrangements to the officers.</p> <p>7.7.1 <u>Funding agreement between the Coleg and institutions</u> - The Chief Executive provided an update on the current situation,</p>		

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	<p>that each higher education institution in receipt of grants from the Coleg had now signed a Funding Agreement.</p> <p>7.7.2 It was reported that there had been a delay in relation to one institution which was not satisfied with the wording of one clause. However the institution has now signed the Agreement. It was agreed that the Coleg would review the wording of the Agreement and this matter will be referred to the meeting of the Audit Committee on 26 February 2013.</p> <p>7.7.3 It was noted that the Coleg would meet Higher Education Wales (HEW) on 16 January 2013.</p> <p>7.8 <u>The Coleg's status within the charter of individual institutions</u> - An update was provided by the Chief Executive. It was noted that the relationship between higher education institutions and the Coleg Cymraeg Cenedlaethol had been noted in the Memorandum and Articles of Association. However, there is not currently a corresponding article in the charter / constitution of individual institutions. After one of the Directors raised the matter at the Board meeting in Swansea on 29 February 2012 advice was sought on the situation and it was noted that the matter was complex. One Director proposed that the Coleg should provide wording for the institutions that could be added as an addendum to their constitutions.</p> <p>7.9 The Board was keen for the Coleg to be represented on other bodies. The Chief Executive noted that the Coleg already had representation on the National Library's Advisory Board.</p>	<p>Audit Committee to consider the matter</p> <p>The matter to be discussed with Higher Education Wales, 16 January 2013.</p>	
8 Financial Matters	8.1 The Audited Accounts and appended documentation were presented by Geraint James (Chair of the Audit Committee) and the Coleg's Registrar. The recommendations presented at the		

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	<p>Audit Committee during the morning of 28 November 2012 by PriceWaterhouseCoopers were reported, and it was noted that these would all be completed.</p> <p>8.2 The Accounts were accepted and it was noted that the content would remain confidential until the final version was presented to Companies House following the Annual Meeting on 26 February 2013, which will receive them formally.</p>		
9 Audit Committee	<p>9.1 This agenda item was introduced by Geraint James, Chair of the Audit Committee.</p> <p>9.2 Minutes of the meeting held on 19 June 2012 were presented for information.</p> <p>9.3 An oral report was given on the meeting held prior to the Board meeting. Specific reference was made to a report presented by the Internal Auditors who attend every meeting. It was noted that draft recommendations had arisen from the meeting and that Senior Coleg Managers would need to consider them before the Audit Committee and Board of Directors in February; namely:</p> <ul style="list-style-type: none"> • The Management Team to review the Coleg's work on Communication; • To consider, as a matter of urgency, the report on the work of branch officers, and the evidence showing that some of them are undertaking work which is in addition to the duties identified in the funding agreements. <p>9.4 Coleg Risk Register. A short update on the Risk Register was given by the Registrar. It was noted that the Auditors had suggested redesigning the register to enable more effective monitoring of strategic and administrative risks.</p>	Senior Managers to report to the Audit Committee	By 26 February 2013

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10 2011/12 Operational Plan (BC/12/03/10)	<p>10.1 The 2011/12 Operational Plan was presented for information.</p> <p>10.2 A report on the recent monitoring meeting with the Funding Council was given and the intention of the Coleg and the Funding Council to hold three meetings a year instead of two was noted.</p> <p>10.3 The final report on the 2011/12 Operational Plan was received. It was noted that Directors wished to congratulate Coleg officers on the way that the plan was implemented and targets achieved.</p> <p>10.4 An oral update was provided by the Secretary on the Welsh Language Skills Certificate, launched by the Minister for Education and Skills in August 2012, and which will be offered for the first time this year.</p>		
11 2012/13 Operational Plan (BC/12/03/11)	<p>11.1 The 2012/13 Operational Plan was presented for information. The plan was approved by Directors.</p>		
12 Academic Matters	<p>12.1 The Dean presented a report on the Academic Board meeting. It was noted that the Academic Board minutes had been circulated for information.</p> <p>12.2 The Dean and Registrar gave an update on Academic Planning. The Dean noted that he spent one day a month at the Coleg's central office in Carmarthen. He noted that he had started to visit every branch during the academic year. He had already visited the University of Wales: Trinity St David and would be visiting Bangor University in May 2013. During the visits he meets academic staff, scholarship holders, branch officers etc. It was reported that three final subject plans would be presented at the next Academic Board and that there would also be a</p>		

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	<p>number of draft plans.</p> <p>12.3 Medicine - The Registrar reported on this particular situation and explained the reasons why it had not been possible to appoint to the post at Cardiff University. It was noted that developing provision in Medicine was key in light of the Welsh Government's strategy on the Welsh language in the health sector.</p>		
<p>13 Collaborative provision (BC/12/03/13)</p>	<p>13.1 The Chief Executive presented a paper and recommendations in relation to collaborative provision, which is a key element of the Coleg's Academic Plan.</p> <p>13.2 It was emphasised that the Coleg recognised the basic principle that institutions are responsible for the academic provision offered, and for the standards of degrees awarded by them.</p> <p>13.3 However it is vital for the Coleg to be able to ensure that collaborative schemes and projects funded by the Coleg, including teaching undertaken by lecturers sponsored through the Academic Staffing Scheme, can be delivered and achieved within institutional quality and standards frameworks. The importance of ensuring clarity on this and the agreement of institutions to proposed plans before funding was noted.</p> <p>13.4 Following discussion, it was recommended that an Academic Collaboration Committee be established, inviting every higher education institution to become members.</p> <p>13.5 It was agreed that the Chief Executive would prepare an outline of the purpose of the proposed Committee, and circulate it to Board members. Subject to their agreement every institution would be invited to nominate a representative for the new</p>	<p>Secure agreement of the Board to establish the Committee</p>	<p>At once</p>

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	Committee.		
14 Translation Studies (BC/12/03/14)	<p>14.1 The Chief Executive presented a paper on Translation Studies, asking the Board to decide on the way forward.</p> <p>14.2 It was reported that the Coleg had commissioned Heini Gruffudd to prepare recommendations for a framework that the Coleg could support through the Academic Plan and that the initial recommendation proposed the concept of a ‘School of Translation Studies’ on a national basis. It was reported that the Welsh Language Commissioner was conducting a review of translation and that there was an opportunity to ensure that any plans developed by the Coleg corresponded with the results of that review.</p> <p>14.2 Following discussion, it was agreed that the Board should adopt the following main recommendations:</p> <ul style="list-style-type: none"> • That the Coleg stimulates the process of establishing a School of Translation Studies, by holding a discussion with the higher education sector • That academic posts funded by the Coleg be located within the ‘School’ framework • That any provision or activity funded by the Coleg within the proposed School responds directly to the needs of the translation industry, including provision of training and professional development for practitioners. <p>14.3 It was agreed that the Board should recommend the appointment of an appropriate individual to lead the work of stimulating the development on behalf of the Coleg by leading and facilitating discussions with universities. It would be essential to create a Business Plan for the School, as well as an Academic Plan.</p>		

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	<p>14.4 One Director suggested that the Coleg should make an early decision on funding academic posts in the field, following the two applications submitted to the Coleg in December 2011. But it was decided that it was premature to fund academic posts before establishing a strategic framework for locating these posts.</p> <p>14.6 It was noted that the Coleg supported plans by institutions to develop provision in Translation Studies including Modern Languages departments.</p> <p>14.7 It was noted that the Coleg would call a meeting in February 2013 to discuss and agree the next steps in establishing the School of Translation Studies.</p> <p>14.8 It was noted that the Coleg would distribute a circular before the end of the year reporting the Board's recommendations.</p>	<p>Coleg to call a meeting</p> <p>Coleg to distribute circular</p>	<p>February 2013</p> <p>December 2012</p>
<p>15 Coleg Scholarships (BC/12/03/15)</p>	<p>15.1 A report on Coleg Scholarships was received from the Registrar.</p> <p>15.2 The current arrangements for awarding Main Coleg Scholarships were discussed, and the inconsistencies that arose because of different arrangements implemented by individual institutions. It was recommended that the system be changed to either:</p> <ol style="list-style-type: none"> 1. Option A: To continue to transfer a specific number of Main Scholarships to each university on condition that the universities adopt uniform and consistent arrangements for their award; or 2. Option B: That the Coleg establish a national system for awarding Main Scholarships. 		

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	<p>15.3 The Board agreed unanimously to recommend Option B. The next step will be to publish a circular inviting comments from the universities on the way forward.</p> <p>15.4 In relation to Research Scholarships, the intention to review the scheme's conditions was approved in order to continue to attract applicants of the highest standard and it was agreed to deputise authority for confirming the details to the Academic Board.</p>	<p>Coleg to distribute circular</p> <p>Academic Board to approve changes</p>	<p>January 2013</p> <p>6 February 2013</p>
<p>16 Recruitment Campaign and Prospectus (BC/12/03/16)</p>	<p>16.1 The Registrar gave a brief presentation on the Recruitment Campaign and Prospectus; and the establishment of the Education and Progression Policy Group as a sub-committee of the Board. In addition it was reported that the Coleg's first Prospectus would be published in May 2013 for academic year 2014/15.</p> <p>16.2 Some members expressed concern about the number of additional members co-opted to the Education and Progression Policy Group and it was agreed to refer the matter to the Group's Chair.</p>		
<p>17 The Awarding of Grants</p>	<p>17.1 The Chief Executive presented a report on the arrangements and timescale for presenting recommendations to the Board in relation to grants from the Academic Staffing Scheme. These arrangements were approved unanimously.</p>		
<p>18 Coleg Annual Report 2011/12</p>	<p>18.1 The Secretary outlined the process for agreeing the content of the Annual Report. The intention of preparing a draft version before Christmas was noted so that it could be designed in the new year. The Report would be ready by the Coleg Court's Annual Meeting on 26 February 2013.</p>		

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	<p>18.2 The recommendation by Directors that a copy should be sent to the National Library archive was noted.</p> <p>18.3 The recommendation that the style of the report should be popular, avoiding too much text, was also noted.</p>		
19 Any Other Business	<p>19.1 It was noted that the Coleg's presence at the Vale of Glamorgan National Eisteddfod in August 2012 had been very successful. A full programme of daily events was held which created a striking variety of activities and enhanced the Coleg's presence. All this had attracted wider publicity and had reached different reporters. A foundation had been laid for presence at the Eisteddfod in future.</p> <p>19.2 Thanks were noted to Coleg staff with the hope of maintaining the same good work in future.</p> <p>19.3 The Chair noted that it would be useful if the Board received further presentations on the work of the Coleg at its meetings. The Chief Executive explained that this was quite possible but that the length of the meetings needed extending to achieve this.</p>		
20 Date of next meeting	<p>20.1 In drawing the meeting to a close the translators were thanked.</p> <p>20.2 All were wished a Merry Christmas and Happy New Year.</p> <p>20.3 It was noted that the next meeting of the Board will be held on 27 February 2013 at the National Library, Aberystwyth.</p>		