

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday, 29 February 2012

10.30 – 13.00

Swansea University

Present:

Directors:

Professor R. Merfyn Jones, (Chair)
Dr Hefin Jones, Academic Staff Representative Director / Dean
Jacqui Hare, Higher Education Sector Director
Professor Medwin Hughes, Higher Education Sector Director
Professor Aled Gruffydd Jones, Higher Education Sector Director
Wyn Thomas, Higher Education Sector Director
Geraint James, Independent Director
Gareth Pierce, Independent Director
Ieuan Wyn, Independent Director
Linda Wyn, Independent Director

Officers:

Dr Ioan Matthews, Coleg Chief Executive
Dr Gwennan Schiavone, Coleg Secretary
Dr Dafydd Trystan, Coleg Development Manager

Observers:

Dr Alison Allan, Higher Education Funding Council for Wales (HEFCW)
Lisa Newberry, Higher Education Wales (HEW)

Apologies:

Professor Iwan Davies, Higher Education Sector Director
Professor Hywel Thomas, Higher Education Sector Director
Luke Young, Student Representative Director

Item	Main discussion points	Action Points	Timescale
1 Opening Comments and Apologies	1.1. All were welcomed to the meeting and Swansea University was thanked for hosting the meeting. 1.2. Ieuan Wyn was welcomed in particular to his first meeting as an Independent Director. 1.3. It was noted that apologies were received from Professor Iwan Davies (Higher Education Sector Director), Professor Hywel Thomas (Higher Education Sector Director) and Luke Young (Student Representative Director).		
2 Declarations of interest	2.1. There were no declarations of interest to note. 2.2. It was confirmed that the Register of Directors' interests would be updated following the retirement of two Directors, and the appointment of two new Directors.	Update the Register	June 2012
3 Matters arising from the minutes of the meeting held on 17 October 2011	3.1. It was noted that the minutes had been formally accepted at the special Board meeting on 13 December 2012, but it was noted that matters arising from the minutes needed consideration as there had not been detailed discussion of these matters at the December meeting. 3.2. <u>Institutional targets in relation to Welsh medium registrations</u> – It was noted that Coleg officers had entered into discussions with individual institutions regarding their Welsh medium targets. It was noted that these discussions would continue over the coming months and it was confirmed that the Coleg's final draft of the Academic Plan included national targets. 3.3. <u>Coleg support for universities without coordination officers</u> – Following discussion at the last meeting, it was reported that		

Item	Main discussion points	Action Points	Timescale
	<p>the Coleg had agreed to provide a grant corresponding to one full day of branch officer work to Newport University.</p> <p>3.4. <u>Learning Spaces</u> – It was noted that a circular had been issued on 16 February 2012 (Circular Ref:11/15) outlining Coleg plans to develop interconnected ‘Learning Spaces’ for Welsh-medium provision arising from Coleg plans. Higher education institutions who wished to be part of the scheme were asked to respond by 1 March 2012. It was noted that the Coleg had also entered into discussions with some universities regarding the practical issues associated with such a development.</p> <p>3.5. <u>Coleg undergraduate and M Level scholarship schemes</u> – It was noted that the Coleg had presented a monitoring report to the Higher Education Funding Council for Wales on the operation of the scholarships schemes in 2010/11. Based on experience of the first year of operating the scheme, Coleg officers asked for the Board’s support to submit a request to the Funding Council for the right to vary the balance between different categories of scholarships to avoid the need to reopen the scheme during the year, as well as a request to revisit the arrangements of M Level Scholarships (such as by funding fewer higher value scholarships) so as to increase the number of applications.</p> <p>3.5.1. The Board agreed to support the recommendation, noting its hope that there would be an increase in applications for motivational scholarships in future as the number of courses increased.</p>		
<p>4 To receive and consider the minutes of the</p>	<p>4.1 The minutes were accepted as an accurate record of the meeting.</p>		

Item	Main discussion points	Action Points	Timescale
meeting held on 13 December 2011			
5 Matters Arising	<p>5.1. <u>Appointments Committee</u> – Following the appointment of Meirion Prys Jones to chair the Appointments Committee, it was noted that two other members had been appointed to the panel, Rhiannon Lloyd (former head of Ysgol Glantaf) and Professor Gareth Roberts (former Pro Vice-Chancellor, Bangor University). The Committee’s work over recent weeks in appointing new directors to the Board was noted, and it was confirmed that those appointments (Professor Iwan Davies and Ieuan Wyn) had been confirmed at the Coleg’s Annual Meeting (Coleg Court Meeting) on 28 February.</p> <p>5.2. <u>Funding for Further Education institutions</u> – It was noted that the Funding Council had confirmed that Further Education institutions were eligible to receive funding from Coleg funds, if the relevant provision receives direct funding from the Funding Council. If institutions wish to apply for funding to support developments associated with franchise provision, it was confirmed that the application would have to be submitted by the relevant University. To avoid doubt, it was confirmed that the Funding Council would provide data to the Coleg noting which specific courses at Further Education institutions were eligible to receive Coleg funding.</p> <p>5.3. <u>University of Wales Press</u> – It was noted that the Press had presented a draft publication agreement for consideration by the Coleg to formalise the relationship between the two institutions, and that the document had been presented for consideration to the Coleg’s Research and Publications Group at its meeting on 24 February. Following discussions</p>	<p>Funding Council to provide Coleg with information.</p> <p>New document to be drafted and considered by the Research and Publications Group.</p>	By September 2012.

Item	Main discussion points	Action Points	Timescale
	<p>by Group members of the contents of the agreement, it was agreed that the Coleg should not commit to that agreement but, rather, that a generic agreement should be formed for presses / publishers in general, without restricting to one press only.</p> <p>5.3.1. It was noted for information that the Research and Publications Group had agreed to look at how the institutions have used the money distributed to them by the Funding Council for Welsh publications, and how they intend distributing the money over the next 2/3 years.</p> <p>5.3.2. The Board approved both decisions.</p>		
6 Correspondence	6.1. There was no correspondence to note.		
7 To appoint a Vice-Chair	7.1. It was noted that the Chair had invited Gareth Pierce to be appointed Vice-Chair of the Board of Directors, and it was confirmed that he had accepted the invitation. Members agreed to approve the appointment.		
8 Academic Matters (BC/12/01/08)	<p>8.1. In opening this agenda item, it was noted that this would be a fixed item on the agenda of Board meetings in future, following the establishment of the Academic Board. In addition, it was noted that the minutes of the Academic Board and any meetings of relevant subcommittees would be attached for information with Board of Directors' meeting papers in future.</p> <p>8.2. The minutes attached with this meeting's papers were noted, and the fact that there was no translation of these minutes currently available.</p> <p>8.2.1. It was noted that there were specific matters to note at this meeting in the context of the Research and Publications Group. The Chair of the Group, Professor Aled Gruffydd</p>	DT to contact relevant officers at the Funding Council to discuss.	At once.

Item	Main discussion points	Action Points	Timescale
	<p>Jones, noted that the Group had agreed the need to deal, as a matter of urgency, with matters related to the Research Excellence Framework (REF). It was noted that not all institutions had paid/were paying due attention to enabling academic staff's prospects of submitting Welsh-medium work as part of the assessment. It was agreed that the situation needed to be addressed immediately. As a first step, it was agreed that DT would contact the relevant officer at the Funding Council and that the Coleg would consider the next steps following that discussion.</p> <p>8.2.2. It was noted that the <i>Gwerddon</i> Editorial Board had also discussed this matter, noting the challenge facing lecturers because of the negative attitude of some departments and disciplines towards publishing through the medium of Welsh. It was noted that the Editorial Board was also certain that prompt action was needed to ensure that there was no misunderstanding of the guidelines to lecturers in relation to their REF submissions.</p> <p>8.3. The Chair of the Academic Board (Dean of the Coleg), Dr Hefin Jones (HJ), gave an oral report on the work of the Academic Board to date.</p> <p>8.3.1. Before reporting on the work of the Board in particular, he noted that he wished to fulfil some duties in his capacity as Dean of the Coleg, in addition to acting as chair of the Academic Board. He noted in particular that he wished to spend one day a month at the Coleg's central office in Carmarthen; that he would try to visit, and spend one day, at each university and attend each institution's committee meetings once during the year; that he would try to attend as many Coleg conferences and workshops as possible during the year.</p>	<p>Coleg officers to consider the next steps subject to the outcome of that discussion.</p>	

Item	Main discussion points	Action Points	Timescale
	<p>8.4. In reporting on the Academic Board's work, HJ noted that a second draft of the Coleg's Academic Plan had been drawn up, and attached to the Board's papers, following full discussion at the Academic Board meeting on 1 February 2012.</p> <p>8.4.1. HJ thanked members of the Academic Board for their valuable contribution to the work of creating the Plan, noting that discussions at the meetings were wide-ranging and substantial. He also formally thanked DT for his hard work in guiding the process of creating the Plan.</p> <p>8.5. <u>Coleg Academic Plan</u></p> <p>8.5.1. In presenting the Plan to the Board, the key principles and themes that were at the core of the Plan's framework were noted. The Plan's sections were presented in turn, and the document was considered page by page.</p> <p>8.5.2. Before opening the discussion on the Plan's contents, and inviting comments from the Directors, the next steps in the process of approving and adopting the Plan were noted, including the intention of holding a formal process of consultation on the document between mid-March and the end of April, with the aim of ensuring that the Plan is in operation from 1 August 2012.</p> <p>8.5.3 There was a full discussion of the plan's contents, and the following points were noted:</p> <ul style="list-style-type: none"> (i) It was noted that there should be a stronger emphasis on postgraduate education at the start of the document; (ii) It was noted that there should be a clear link between the 'quality' of the provision and performance indicators, including noting clearly whether individual institutions or the Coleg was responsible for ensuring the quality of provision that receives funding through Coleg schemes; (iii) In the context of the suggestion in the plan that it is not 		

Item	Main discussion points	Action Points	Timescale
	<p>sustainable nor consistent with best academic practice for a School/Department to offer a subject widely through the medium of Welsh (e.g. at least 80 credits a year), without at least four members of academic staff offering the provision – it was noted that there needed to be a clause recognising unambiguously the differences between schools/departments and institutions, and the way that input from part-time staff, hourly paid staff etc. is used.</p> <p>(iv) The need to ensure that universities plan alongside the Coleg was noted. In this context, it was noted that it was therefore essential that the institutions respond meaningfully to the consultation. In order to ensure consideration and dialogue at the appropriate level between the universities and institutions, it was suggested that a formal letter be sent by the Coleg's Chief Executive to the Vice-Chancellors noting the consultation process, and noting that a formal response is expected from the universities to the content of the document. It was agreed that Coleg officers would send such a letter following the meeting.</p> <p>(v) The challenge of attracting students to study through the medium of Welsh was noted, and the need to address progression issues more widely. Following discussion, it was proposed and agreed that a sub-committee of the Board of Directors should be established to discuss the Coleg's involvement with issues of progression and the work of promoting Welsh-medium higher education.</p> <p>(vi) The need to include fuller engagement with lifelong learning in the plan was noted, and it was agreed to add details to the document in relation to this.</p> <p>8.5.4. Following the discussion it was agreed that Coleg officers</p>	<p>Formal letter to be sent to Vice-Chancellors by the Coleg's Chief Executive noting the consultation process, and the importance of ensuring a formal response from the institutions during that process.</p> <p>The Coleg to establish a sub-committee to discuss all the Coleg's involvement with progression matters, and the promotion of Welsh medium higher education.</p> <p>Coleg officers to revise</p>	<p>March 2012</p> <p>April / May 2012</p> <p>At once</p>

Item	Main discussion points	Action Points	Timescale
	<p>would revise the document to reflect the comments noted, before entering immediately into the consultation process.</p> <p>8.6. <u>Initial Teacher Training (ITT)</u></p> <p>8.6.1. The context and background of the Coleg's involvement with ITT was discussed, and the agreement that ITT needed to be included fully in the Coleg's work, and within the Academic Plan.</p> <p>8.6.2. The meeting held on 6 February 2012 between Coleg officers and representatives of all the institutions that are part of the regional Teacher Education Centres and a representative of the Funding Council was noted, to discuss the Coleg's future involvement with ITT, as was the agreement at the meeting that the Coleg, in collaboration with the centres, would prepare a Development Plan for the field.</p> <p>8.6.3. Directors were invited to consider the recommendation in the paper, that a specific sum be allocated from Coleg funds that could be awarded to institutions to support ITT activities. It was noted that this would be a short term arrangement until a Development Plan was in place that would identify funding priorities in the field.</p> <p>8.6.4. The recommendation was approved, and it was agreed that the Coleg would allocate a maximum of £100,000 a year from the Strategic Developments Fund that could be awarded to support activities in ITT, and that could award up to three ITT posts through the Academic Staffing Plan. It was noted that the activities funded would have to be consistent with priorities that would be identified in the Development Plan, when the Plan was agreed.</p> <p>8.7. <u>Modern Languages</u></p> <p>8.7.1. Before starting the discussion, Wyn Thomas, of Bangor University, declared an interest in the matter under</p>	<p>the document before progressing immediately with the consultation process.</p> <p>Coleg officers to work on forming a Development Plan for ITT.</p> <p>The Coleg to act in accordance with the recommendation, ensuring that the activities funded in ITT do not receive more than £100,000 a year through the Strategic Developments Fund, and to ensure that no more than three academic posts are funded annually through the Staffing Plan.</p>	<p>Summer Term</p> <p>April 2012 on</p>

Item	Main discussion points	Action Points	Timescale
	<p>discussion.</p> <p>8.7.2. An introduction was given to the matter concerned, and the developments in Welsh-medium provision in Modern Languages.</p> <p>8.7.3. The decision of the awarding panel in relation to the application for a post in German submitted by Bangor University to the Academic Staffing Plan was noted. The awarding panel's decision not to support the application in the form it was submitted was noted, but to recommend the funding of a post in German, with the location to be confirmed following interviews, with the expectation that the appointed person, wherever located, would act in a national capacity within the framework that would be agreed in the revised Development Plan for the field.</p> <p>8.7.4. The Board was asked, in light of some questions which have been raised following the announcement of this recommendation, to confirm the decision in relation to this post.</p> <p>8.7.5. The Board confirmed its decision that the post should be advertised in accordance with what is noted in 8.7.3 above, and that the location of the post be decided following interviews, with the clear conditions that the appointed person would act in a national capacity.</p> <p>8.6. <u>Small Grants Fund</u></p> <p>8.6.1. The process for applying for funding from the Small Grants Fund was noted, as was the process for considering the applications and presenting a recommendation for consideration by the Board. It was noted that this was the first round of applications to be considered through this Fund, as was the Coleg's intention to present a series of changes that would be included in the circular inviting the next round of</p>	<p>Coleg Officers to act in accordance with the recommendation, and to advertise the post in line with the Board's decision, noting the terms in 8.7.3 and 8.7.5.</p> <p>Coleg officers to introduce changes to the Small Grants Fund in line with the paper's recommendations.</p>	<p>March / April 2012.</p>

Item	Main discussion points	Action Points	Timescale
	<p>applications to the Fund.</p> <p>8.6.2. The recommendations regarding the changes to the process were approved unconditionally.</p> <p>8.6.3. The Board was invited to consider the recommendations regarding projects to support through the Fund, as outlined in Appendix 8/2.</p> <p>8.6.4. The recommendations were approved unanimously.</p>		April / May 2012
<p>9 To receive and consider a paper on establishing Coleg branches and the duties of branch officers (BC/12/01/09)</p>	<p>9.1. IM presented the paper, and it was noted that the paper (i) provided an update on the establishment of Coleg branches; (ii) suggested recommendations regarding the duties of branch officers for the future, following discussion at the Board meeting on 17 October 2011; and (iii) outlined the arrangements for Coleg grants for the branches for the period from academic year 2012/13 onwards.</p> <p>9.2. <u>Establishment of Coleg Branches</u></p> <p>9.2.1. It was noted that it was essential for the success of the Coleg that active branches be established at the different institutions, ensuring a visible presence for the Coleg at the various geographical locations, including a central and convenient location that students and staff could access to contact the Coleg about day to day matters.</p> <p>9.2.2. The current situations at the institutions was noted, in relation to establishing Coleg branches, as outlined in Appendix 9/1. It was noted that the picture was much more positive in some institutions than in others, and it was confirmed that the process of establishing visible branches had not been completed to the same degree at all institutions. The need for individual institutions to deal with this situation at once was noted.</p> <p>9.3. <u>Employment Arrangements and Duties of Branch Officers</u></p>	<p>The Coleg to consider further how to act in relation to this, to ensure that branches are established without delay.</p>	<p>As soon as possible.</p>

Item	Main discussion points	Action Points	Timescale
	<p>9.3.1. An outline was provided of the funding arrangements in relation to the employment of branch officers, as noted in the paper.</p> <p>9.3.2. The list of branch officers' duties was noted as outlined in Appendix 9/2. The Coleg's desire to add one further duty to the list following a recommendation presented at the Audit Committee meeting on 28 February was noted, which was that branch officers should act as the contact for the Coleg's internal auditors at the individual universities.</p> <p>9.3.3. The list of duties, including the addition, was approved. It was agreed that the Coleg would correspond with the institutions to confirm the list of duties.</p> <p>9.4. <u>Funding Arrangements</u></p> <p>9.4.1. The proposal regarding the funding arrangements in relation to the grant provided to the relevant institutions for employing branch officers was noted.</p> <p>9.4.2. The recommendation in the paper was noted, to ensure consistency between the institutions from 1 August 2012 onwards, and the Board approved the recommendation.</p> <p>9.5. The Coleg's intention to provide a budget for the different branches to pay for various activities that the Coleg will agree in advance to fund during the year was noted.</p> <p>9.5.1. The recommendation was approved.</p>	<p>Coleg officers to add the duty noted to the list of branch officer duties.</p> <p>Coleg to correspond with institutions to confirm the list of duties.</p> <p>The Coleg to act in accordance with the recommendations regarding the funding arrangements for employing branch officers.</p> <p>The Coleg to act in line with the recommendation</p>	<p>At once</p> <p>At once</p> <p>From 1 August onwards.</p> <p>Timescale to be confirmed</p>
<p>10 To receive a report from the Audit Committee on the audited accounts for</p>	<p>10.1. DT gave an oral report noting the six main activities that fall within the Audit Committee's remit, with an update on the work done so far in relation to these activities.</p> <p>10.2. The activities were reported as follows:</p>		

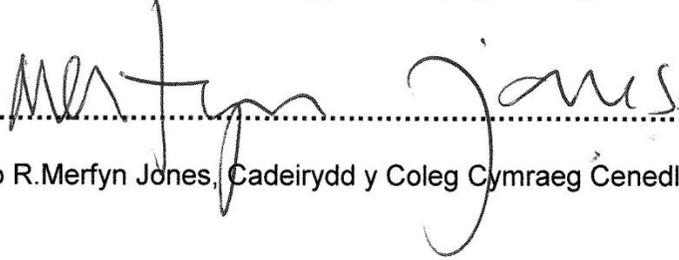
Item	Main discussion points	Action Points	Timescale
<p>April-July 2011</p>	<ul style="list-style-type: none"> <li data-bbox="689 300 1447 464">(i) It was noted that the Committee had received and considered the Coleg's quarterly Management Accounts, and that the Committee would receive the Coleg's management accounts for each quarter of the financial year at their meetings in future; <li data-bbox="689 464 1447 564">(ii) It was noted that a draft Risk Register had been drawn up, that would be developed in consultation with the internal auditors. <li data-bbox="689 564 1447 799">(iii) It was noted that the Committee was responsible for monitoring and overseeing the Coleg's financial systems. It was noted that the Committee had discussed the Coleg's processes and that there would be specific issues for consideration in this context in order to implement the External Auditors' recommendations. <li data-bbox="689 799 1447 1007">(iv) It was noted that the Committee had appointed Internal Auditors for the Coleg, following a process of open tender inviting applications. It was noted that the company appointed (KTSOwensThomas) would undertake detailed work on the Coleg's internal procedures over the coming weeks. <li data-bbox="689 1007 1447 1241">(v) It was noted that the Committee had appointed External Auditors for the Coleg, following a process of open tender inviting applications. The work undertaken by the company appointed (PriceWaterhouseCoopers) was noted, and that the Committee had discussed the recommendations presented by the Auditors. <li data-bbox="689 1241 1447 1374">(vi) It was noted that the Coleg's first audited accounts had been presented for the Committee's consideration, and they were approved in December. 		

Item	Main discussion points	Action Points	Timescale
	<p>10.3. There was a discussion by Directors following the presentation and it was agreed that the Coleg's Risk Register should be a permanent item on Board meeting agendas. It was also agreed that the minutes of Audit Committee meetings should be presented at Board meetings in future.</p>	<p>Coleg Risk Register to be presented for the Board's consideration. Audit Committee minutes to be included with Board papers in future.</p>	<p>June 2012.</p>
<p>11 To receive a report from the Staffing Committee</p>	<p>Coleg officers, apart from the Chief Executive, left the room at this point.</p> <p>11.1. The Chair reported on the meeting of the Staffing Committee held on the morning of the Board's meeting.</p> <p>11.2 It was reported that the Committee had considered the Coleg's staffing structure and the fact that it had not been reviewed at the time that the Coleg was established and had incorporated the Centre for Welsh Medium Higher Education. The need to review the Coleg's requirements in terms of its management arrangements in order to ensure that managers' time was duly spent on strategic matters.</p> <p>11.3 It was agreed to delegate authority to the Staffing Committee to review management arrangements as soon as possible and to delegate authority to the Chair to authorise any recommendations in order to implement them forthwith.</p> <p>At this point the Chief Executive left the meeting.</p> <p>11.4 Arrangements for the Chief Executive's annual review were reported, which would be the responsibility of the Chair as the line manager.</p> <p>Following this item the officers re-joined the meeting.</p>	<p>Staffing Committee to meet.</p>	<p>March 2012</p>

Item	Main discussion points	Action Points	Timescale
12 To confirm the dates and locations of Board meetings for 2012/13 and 2013/14	12.1. The dates of Board meetings in 2012/13 were noted, and it was confirmed that the Coleg Secretary, for convenience, would circulate dates of Board meetings for 2012/13 and 2013/14 via email following the meeting.	Coleg Secretary to circulate dates of Board meetings for 2012/13 and 2013/14	March 2012
13 Any other business	<p>13.1. One of the Directors suggested the addition of a clause in the constitution of each university to note the requirement that institutions commit fully to the work of the Coleg.</p> <p>13.1.1. It was agreed to consider seeking legal advice on the matter.</p> <p>13.2. IM noted the intention to establish another sub-committee of the Board, which would be responsible for considering matters concerning the student experience, collaborative teaching processes and quality matters. It was noted that the committee would be established during the summer term.</p> <p>13.3. The need to agree rates for professional fees paid by the Coleg for specific work was noted, and a paper was distributed outlining the fees that it was recommended that the Coleg should offer.</p> <p>13.2.1. The fees as noted in the paper were approved, and it was agreed to adopt them at once.</p>	<p>Coleg Officers to consider seeking legal advice on the matter.</p> <p>Fees to be adopted at once</p>	<p>October 2012</p> <p>At once</p>
14 Date and location of next meeting	It was noted that the next meeting of the Board would be held on 20 June 2012, at Bangor.		

Derbyniwyd a chymeradwywyd y cofnodion yn ffurfiol yng nghyfarfod Bwrdd Cyfarwyddwyr y Coleg Cymraeg Cenedlaethol a gynhaliwyd ddydd Mercher, 20 Mehefin, ym Mhrifysgol Bangor.

Llofnod:



(Yr Athro R. Merfyn Jones, Cadeirydd y Coleg Cymraeg Cenedlaethol)

Dyddiad:

20.6.2012