

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday 20 June 2012

9.30 – 15.30

Bangor University

Present:

Directors:

Professor R. Merfyn Jones, (Chair)
Gareth Pierce, Independent Director (Vice-Chair)
Jacqui Hare, Higher Education Sector Director
Professor Aled Jones, Higher Education Sector Director
Geraint James, Independent 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
Luke Young, Student Representative Director

Officers:

Dr Ioan Matthews, Chief Executive, Coleg Cymraeg Cenedlaethol
Dr Gwennan Schiavone, Secretary, Coleg Cymraeg Cenedlaethol
Dr Dafydd Trystan, Coleg Cymraeg Cenedlaethol Registrar

Observer:

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

Also present:

Emeritus Professor Gareth Roberts, Member of the Coleg Appointments Committee

Apologies:

Professor Iwan Davies, Higher Education Sector Director
Professor Medwin Hughes, Higher Education Sector Director
Lisa Newbery, Higher Education Wales, Observer

Item	Main discussion points	Action Points	Timescale
1 Opening Comments and Apologies	<p>1.1. All were welcomed to the meeting and Bangor University was thanked for hosting the meeting. Specific thanks were noted to Wyn Thomas for the arrangements made for the reception the previous evening in the presence of the University's Vice-Chancellor.</p> <p>1.2. A special welcome was extended to Emeritus Professor Gareth Roberts to the meeting as a member of the Coleg's Appointments Committee. It was noted that Committee members would attend meetings of the Board occasionally to develop a full understanding of the nature of Board meetings and what is expected from Coleg Directors.</p> <p>1.3. It was noted that apologies had been received from Professor Iwan Davies (Higher Education Sector Director) Medwin Hughes (Higher Education Sector Director) and Lisa Newbery (observer: Higher Education Wales).</p>		
2 Declarations of interest	<p>2.1. There were no declarations of interest to note.</p>		
3 To receive and consider the minutes of the meeting held on 29 February 2012	<p>3.1. One correction to the minutes was noted; amendment to minute 13.1 to note that one of the directors had suggested that "consideration should be given to adding a clause to the constitution of universities to note the requirement that institutions commit fully to the work of the Coleg".</p> <p>3.1.1. In relation to the Coleg's relationship with the institutions, it was noted that the Chair and Chief Executive would attend a</p>	<p>Secretary to amend the minute.</p>	<p>At once</p>

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	<p>joint meeting of Higher Education Wales and the Chairs of Higher Education Wales in September 2012.</p> <p>3.2 The minutes were accepted as an accurate record of the meeting.</p>		
<p>4 Matters Arising</p>	<p>4.1. <u>Coleg's visible presence in the branches</u> - Concern of Coleg officers was noted in relation to the lack of dedicated signs promoting the visible presence of Coleg branches at the universities. It was noted that officers had raised the matter with senior officers at individual universities but that progress to date - for whatever reason - was slow and insufficient. The Board's attention was drawn to the fact that this specific matter had attracted unfavourable attention to the Coleg.</p> <p>It was noted that Bangor University had ensured visible presence for the branch on the university campus, and that they intended to place additional signs and banners. It was noted that some other universities had placed signs on branch offices, but that there were no permanent signs outside university buildings to ensure that the branches were visible to staff and students and the general public.</p> <p>4.1.1. The directors noted that the situation was unacceptable and it was agreed that the matter be raised again with senior officers at the universities as well as raising the matter in meetings to be held in July with branch officers. It was suggested that the Coleg should also consider creating compliance criteria on this issue, based on good practice.</p> <p>4.2. <u>Modern Languages</u> - An update was provided on the German post discussed at the last Board meeting. It was noted that the post had been advertised and following the interview process a</p>	<p>Coleg Officers to raise the matter with senior university officers and branch officers.</p>	<p>At once / Start of Autumn Term</p>

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	lecturer had been appointed and located at Bangor University.		
5 Correspondence	5.1. There was no correspondence to note.		
6 Coleg Board of Directors	<p>6.1. An oral report and update was received on matters concerned with the Coleg's Board of Directors.</p> <p>6.2. <u>Processes for Appointing Directors</u> - It was noted that the term of office of four Directors would be coming to an end at the Coleg's Annual Meeting in 2013, but that they could be re-elected for one further term of three years. The names of the four concerned were confirmed; Dr Hefin Jones (Director representing academic staff), Professor Medwin Hughes and Professor Hywel Thomas (Directors from the Higher Education Sector) and Gareth Pierce (Independent Director).</p> <p>6.2.1. It was noted that the processes for appointing new Directors or re-electing current Directors would be as follows: (i) <u>Higher Education Sector Directors</u> - The Coleg would invite Higher Education Wales to submit two nominations by the end of November 2012. (ii) <u>Independent Directors</u> - The Coleg would follow a process of advertising publically in the press. (iii) <u>Directors representing academic staff</u> - The Coleg would invite nominations for Directors to represent academic staff in the Autumn Term. It was noted that the current Director had noted that he was prepared to be re-nominated.</p> <p>6.2.2. The opinion was noted that the process for appointing a Director to represent academic staff should be revisited in future, and the length of the Director's term of office considered, following the decision to create a Dean function. It was noted that this was a matter for consideration in the future.</p>		2013/14

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	<p>6.2.2. In addition to the positions of the four Directors noted above, it was noted that the student representative Director seat would become vacant in July, as the term of the current Director as President of the National Union of Students in Wales would end at that time. It was noted that this situation was likely to be repeated annually and so there should be different processes for appointment to this post. It was noted that the NUS Wales Conference had discussed the matter in May and it was agreed that the Chair of the Coleg's Appointments Committee would meet with NUS Wales officers in July to discuss and confirm the process for nominating / appointing a representative to the Board in academic year 2012/13.</p>		
<p>7 Audit Committee (BC/12/02/07)</p>	<p>7.1. This agenda item was introduced by Geraint James, Chair of the Audit Committee.</p> <p>7.2. <u>Minutes of the meeting held on 28 February 2012</u> 7.2.1. The minutes were presented and accepted by the Board. 7.2.2 An update was provided on the action points noted in the minutes, and it was confirmed that all the points had been actioned fully and on schedule. 7.2.3. It was reported that the Audit Committee had co-opted a new external member, Mererid Jones, Finance Manager of Mudiad Ysgolion Meithrin.</p> <p>7.3. <u>Oral report on the meeting held on 19 June 2012</u> 7.3.1. It was noted that the Committee had considered the Coleg's budget for 2012/13 and recommended its approval. 7.3.2 It was noted that the Committee had received the Coleg's quarterly accounts for information. 7.3.3 It was noted that the Committee had considered a paper</p>		

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	<p>outlining procedures for authorising orders on behalf of the Coleg, and had agreed processes that will ensure that a firm structure would be in place in this context.</p> <p><u>7.4. Internal Auditors' Report on Coleg Governance</u> 7.4.1. It was reported that the Committee had considered the report and it was noted that the report was positive on the whole. It was noted that there was room for improvement in some aspects, but that the main issue that needs attention is the need to provide more training for Coleg Directors and induction procedures for new directors.</p> <p><u>7.5. Audit of procedures: Report of the Internal Auditors</u> 7.5.1. It was reported that the Committee had considered the report and it was noted that the report was positive. The need to congratulate Coleg officers on all the work that they had done over the past year was noted. It was noted that the work of establishing financial processes and systems had been completed successfully and effectively. 7.5.2. It was noted that Coleg officers had formed a full response to the auditors' recommendations under the guidance of the Coleg Registrar, and that the auditors have now begun the detailed work of looking at the procedures and processes of individual universities in relation to the grants transferred to them by the Coleg.</p> <p><u>7.6. Risk Register</u> 7.6.1. It was noted that the draft register had been presented at the meeting and it was discussed in full.</p> <p>7.7. Following receipt of a report from the Chair of the Audit Committee on these issues, an outline was given of the action points that Coleg officers intended to set in response to reports</p>		

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	<p>submitted by the Internal Auditors. Specific reference was made to the steps that Coleg officers intended taking in response to the Report on Coleg Governance, and the following were specifically noted;</p> <p>(i) It was noted that Coleg officers would give a full presentation in future on the responsibilities of Directors, Coleg Staff and Coleg Committees [4.1];</p> <p>(ii) It was noted that Coleg officers were prepared to provide any information that Directors wished to receive if they were clear as to the information requested [4.2];</p> <p>(iii) It was noted that Coleg officers would invite the Chair of the Coleg's Appointments Committee to create a framework for evaluating the Board's performance [4.4];</p> <p>(iv) It was noted that Coleg officers would plan training or an induction programme for new directors in future as well as providing a training session for current Directors [4.1 and 4.4];</p> <p>(v) The intention was noted to provide Board meeting papers electronically in future, so that papers could be distributed earlier, unless there were objections to this, or a request for paper copies [Appendix 2]. Directors agreed to the recommendation.</p> <p>7.8. The Registrar gave a short report on the situation in relation to creating a revised version of the Coleg's Risk Register, and copies of a revised draft drawn up following the Audit Committee's discussion on 19 June were distributed.</p> <p>7.8.1 It was noted that the Audit Committee would take responsibility for ensuring that the Coleg respond consistently to the risks identified, and that this matter would be a fixed item on the agenda of Audit Committee meetings.</p> <p>7.8.2. Comments were invited from Board Members on the draft Register and the following were noted:</p>	<p>Coleg officers to act in accordance with the recommendations.</p>	<p>At once / 2012/13</p>

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	<p>(i) It was suggested that the document format should be amended, using colour coding rather than the labels in the current draft;</p> <p>(ii) It was suggested that risk in relation to staffing issues should be added, in recognition of the risk facing the Coleg if key staff were to leave their posts and the risk of being unable to appoint suitable individuals to those posts.</p>	Coleg Registrar to amend the Register in accordance with the comments noted.	At once
<p>8 Staffing Committee</p>	<p>8.1. Copies of the minutes of the Staffing Committee meeting held via videoconferencing on 14 March 2010 were distributed for information. It was noted that these minutes had been received and approved at the Committee meeting on 19 June.</p> <p>8.1.1. An update was provided on the action points agreed at the 14 March meeting and it was noted that all the resolutions had been actioned.</p> <p>8.1.2. It was noted that the Coleg had advertised for a Senior Manager of Corporate Affairs and Human Resources, as recommended by the committee, and it was reported that Catherine Rees had been appointed to that post.</p> <p>8.2. An oral report was given on the meeting of the Staffing Committee on 19 June and the action points agreed in relation to staffing matters were noted.</p>		
<p>9 Strategic Discussion</p>	<p>9.1. This agenda item was presented by the Chief Executive and Registrar.</p> <p>9.2. The item was opened by noting the need to consider key external factors that affect the Coleg's work, and the Coleg's ability to achieve its objectives. It was noted that there were three specific matters to be considered:</p> <p>(i) The effect of changes in relation to student fees;</p> <p>(ii) The effect of cuts in student numbers being funded;</p>		

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	<p>(iii) The effect of internal reorganisation within universities in relation to Welsh medium provision and restructuring of academic departments.</p> <p>9.3. A discussion ensued on the relevant factors and the need to keep an eye on the effect of these matters on the Coleg's work was noted.</p> <p>9.3.1. The difficulties arising in relation to these factors were noted as they were beyond the Coleg's control.</p> <p>9.3.2. The opinion was noted that it was very difficult to foresee the effect of these changes and that it was difficult to judge how negative the effect of any changes such as internal reorganisation within the universities would be.</p> <p>9.3.3. The danger of losing an increasing number of Welsh medium students in Welsh universities was noted as a major concern, in light of the increase in numbers choosing to study at universities beyond Wales, and consideration would have to be given to facing this challenge. It was suggested that efforts should be made to increase Coleg engagement with Welsh medium students beyond Wales, so as to attract students back to Wales to study at postgraduate level.</p> <p>9.4. Following the discussion, it was agreed that the Chair would ask for a meeting with the Minister of Education and Skills to discuss the issues raised at the meeting, including the need to give full consideration to the Welsh language when making any policy decisions in relation to the higher education sector in future. It was agreed that the Chair and Chief Executive would also arrange a discussion with HEW regarding representation for the Coleg on HEW committees so as to participate in discussions and contribute to decisions.</p>	<p>Coleg to consider how its engagement with Welsh medium students studying outside Wales could be strengthened and specifically to promote Welsh medium postgraduate study opportunities.</p> <p>Chair to send a letter to the Minister of Education and Skills</p> <p>Chair / Chief Executive to discuss with HEW</p>	<p>2012/13</p> <p>At once</p> <p>Autumn Term 2012/13</p>

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	<p>9.5. Following the discussion, it was noted that all Welsh Assembly Members needed to hear this message and realise the possible effect of such policy decisions.</p> <p>9.6. The need to raise wider awareness of the Coleg's work among politicians and the public in general was agreed. In this context it was noted that it was intended to announce the Coleg's Academic Plan in Cardiff in September, with the intention of ensuring publicity for the Coleg's work and its achievements over the first year of the Coleg.</p>		
<p>10 To receive an oral report from the Dean</p>	<p>10.1. An oral report was given by the Dean on his work in that role over recent months. He noted that he spent one day a month at the Coleg's central office in Carmarthen. He noted that he considered the officers' workload to be very heavy and substantial with officers undertaking a very wide range of responsibilities, and that the Board would have to keep an eye on the situation.</p> <p>10.2. The Dean presented a short report on the Academic Board's main discussion at the last meeting.</p> <p>10.2.1. It was noted that there was one specific matter that the Academic Board wished to refer to the Directors for consideration, which was the proposal that the regulations of the Coleg's Postgraduate Research Scholarships be varied, to recognise the need for additional funding to support student research in sciences as research in these fields often involved additional cost.</p> <p>10.2.2. The matter was discussed and it was agreed that the Coleg would decide on a case by case basis whether it would be appropriate to provide additional funding to support PhD scholarships in specific fields.</p>	<p>Coleg officers to act in accordance with the recommendation</p>	<p>2012/13</p>

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	<p>10.3. A short report on the implementation of the Staffing Plan was given.</p> <p>10.3.1. The matters arising in the context of Staffing Plan awards in 2011/12 were noted, and specifically the posts that had caused concern to the Coleg leading to action by Coleg officers.</p> <p>10.3.2. An update was provided on the appointment processes in place following the Staffing Plan awards for posts to begin in 2012/13 and it was noted that several appointments had already been made by the relevant universities. Concern was expressed by officers regarding the delay by some universities in advertising posts awarded through the Staffing Plan and it was agreed that the timescale and conditions would be reviewed for 2013/14.</p>		
<p>11 To receive and consider the final draft version of the Coleg's Academic Plan (BC/12/02/11)</p>	<p>11.1. The Dean presented the final draft of the Academic Plan. Thanks were noted to members of the Board of Directors and members of the Academic Board for their contribution to the development of the plan and thanks were noted to the Registrar in particular for all his work developing the Plan. It was noted that the Plan set a national framework for Welsh medium higher education provision and the aim in developing the plan was to ensure that the foundations that the Coleg set were firm and sustainable.</p> <p>11.2. The Registrar presented the content of each section in turn, and invited comments from Board members, noting the changes since presenting the previous draft following formal consultation during the Spring term.</p> <p>11.2.1 The sections were discussed in turn, and then a series of further amendments and changes were suggested by Board members. It was agreed that the Plan would be amended to include these changes.</p> <p>11.2.2. It was confirmed that the Coleg would revise the plan according to the Board's comments and then go ahead with the work of</p>	<p>Coleg Registrar to amend the draft</p>	

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	<p>arranging a formal launch in Cardiff in September.</p> <p>11.3. In concluding the item, the next steps in relation to the academic planning process were outlined, which were to start considering individual subjects. This work would be undertaken in consultation with the universities and a circular would be published in July.</p>	<p>Academic Plan according to the Board's comments before publication in September</p>	<p>At once</p>
<p>12 To receive and consider a paper on targets</p>	<p>12.1. The paper was presented by the Coleg's Registrar.</p> <p>12.2. It was noted that the Welsh Government had set a target to ensure that 5600 students at Welsh universities studied some of their course through the medium of Welsh by 2012/13. It was noted that this target had been set before the Coleg was established. It was emphasised that this was a target for the sector and not the Coleg, but that the Coleg had to aim at ensuring that the sector achieved the target.</p> <p>12.3. It was noted that the Coleg in future would set specific targets for each field and location of study, raising the threshold to record students studying at least one third of their core course through the medium of Welsh. It was noted that the Coleg would also put pressure on the Government and HEFCW to ensure that any national targets set in future would be discussed with the Coleg.</p> <p>12.4. The current data for students studying through the medium of Welsh at individual universities was presented, and the targets that Coleg officers proposed should be set for the institutions so that they achieved the Government's targets.</p> <p>12.4.1. It was noted that Coleg officers wished to note their concerns about the official data because inconsistencies remained regarding the methods that the institutions used in gathering and</p>		

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	<p>presenting their data. However it was noted that this was the official data.</p> <p>12.5.The Board was invited to consider the targets suggested by Coleg officers and to consider the recommendation to allocate a fund of £15,000 to support developments that would lead to the development of accredited provision in new subjects at individual universities so as to attract more students to study some of their degree course through the medium of Welsh.</p> <p>12.5.1. The recommendations were approved.</p>	<p>Coleg officers to act in accordance with the recommendations.</p>	<p>At once</p>
<p>13 To receive recommendations for allocations from the Coleg's Strategic Development Fund (BC/12/02/13)</p>	<p>13.1. The paper was presented by the Coleg Secretary, and the process of considering the applications submitted to the Coleg for funding from the Fund was outlined.</p> <p>13.2. The recommendations on allocations from the Fund were presented and the Directors were invited to consider the recommendations presented in Appendix 13/2 and 13/3.</p> <p>13.2.1. The recommendations were approved unconditionally.</p> <p>13.3. Directors were invited to consider the recommendation in clause 11 of the paper to identify a strategic project in the Creative Industries.</p> <p>13.3.1. The recommendation was approved unconditionally.</p>	<p>Coleg officers to act in accordance with the recommendations.</p>	<p>At once</p>
<p>14 To receive recommendations on the allocation of Coleg Small</p>	<p>14. The paper was presented by the Coleg Secretary, and the process of considering the applications submitted to the Coleg for small grants from the Strategic Developments Fund was outlined.</p> <p>14.1. The recommendations noted in Appendices 14/1, 14/2 and 14/3</p>	<p>Coleg officers to act in accordance with the recommendations.</p>	<p>At once</p>

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Funding Council	information, and reference was made to specific clauses in the letter that the Coleg would need to consider further and incorporate in the Coleg's Implementation Plan for 2012/13.		
18 To receive and consider the Coleg's draft Implementation Plan for 2012/13	<p>18.1. Pursuant to the minute under item 17, it was noted that the plan as presented had been formed before the Coleg received its grant letter from HEFCW for the period between 1 August 2012 and 31 July 2013 as the letter had not arrived until 19 June. In the absence of the grant letter, the plan had been formed based on the Coleg's Strategic Plan. It was noted that Coleg officers would revise the Plan following the meeting, to incorporate the additional elements noted in the grant letter.</p> <p>18.2. Members of the Board were invited to submit any comments on the Draft Implementation Plan to the Chief Executive before 16 July.</p>	Directors to submit comments to the Chief Executive	Before 16 July
19 To receive and consider the Coleg's draft budget for 2012/13	<p>19.1. In accordance with the minute under item 7 it was noted that the Draft Budget had been considered by the Audit Committee on 19 June.</p> <p>19.2. There was a question regarding the position in relation to varying the sums allocated to individual aspects of the work and it was confirmed that these sums could be varied to reflect any decisions made during the relevant period.</p> <p>19.2.1. In this context, it was confirmed that the sum set in the budget for Postgraduate Research Scholarships could be varied, to reflect the decision made under item 10 to provide additional funding as part of individual research scholarships if necessary, such as in the sciences.</p>		

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	19.3. The Draft Budget was approved unconditionally.		
20 Board of Directors Members Training Programme	<p>20.1. In accordance with comments presented in the Internal Auditors' report on Coleg governance, members were asked what type of additional training they would wish to receive to fulfil their function as Directors.</p> <p>20.2. It was agreed that Coleg officers, initially, would arrange a training session for the Directors during the Autumn Term that would include a presentation on different aspects of the Coleg's work.</p>	Coleg Officers to arrange a training session for Directors.	Autumn Term
21 The Future of the Wales Videoconferencing Network	<p>21.1. The current position in relation to the future of the Wales Video Network was noted, and it was noted that any decisions made in future could affect the Coleg's work.</p> <p>21.2. Copies of the letter sent to the Welsh Government by the Chair of the Coleg on 18 June were distributed so as to note the Coleg's concern in relation to the uncertainty regarding the Network's future.</p> <p>21.3. In light of the current situation, and the uncertainty regarding the Network's future, Coleg officers were asked to prepare a list of modules supported by the Coleg which are taught using the video network during 2012/13 so as to gain a clear picture of the likely effect on the Coleg's work if the uncertainty about the network's future were realised.</p>	Coleg officers to prepare a list of modules supported by the Coleg and taught using the video network during 2012/13	Autumn Term
22 Review of Undergraduate Scholarship Schemes	22.1. The Registrar presented the paper and the Coleg's plans in relation to review of the Undergraduate Scholarships Scheme were noted for information.		

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(BC/12/02/22)	22.2. The content of the paper was noted and it was confirmed that members of the Board did not wish to note any other matters for consideration.		
23 Recruitment Campaign (BC/12/02/23)	<p>22.1. In presenting this item, the Chief Executive noted his thanks to Ieuan Wyn (IW) for chairing the new committee established to consider matters associated with progression and other matters arising from the Government's Education Strategy, in accordance with the Board's decision in its meeting of 29 February.</p> <p>22.2. The paper was presented by IW who outlined the recommendations contained in the paper expressing how essential this work was to enable the Coleg to realise its aims and objectives.</p> <p>22.3. The intention of the Coleg to develop a prospectus for students who would be going to university and joining the Coleg in academic year 2014/14 was noted. It was noted that the aim is to publish the prospectus in May 2013, and to launch a recruitment campaign to accompany the prospectus with the aim of making a key contribution to achieving the targets that will be set and agreed for the period to 2017/18 and beyond. The main aims of the campaign were noted, and it was confirmed that a draft action plan for the campaign would be presented for the Board's consideration at its meeting in November.</p> <p>22.4. The recommendations noted in the paper were considered and the Board approved the proposed plans. The Board agreed to deputise responsibility for considering and developing a detailed plan for the campaign to the Education and Progression Policy Group and Coleg officers.</p>		

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24 To confirm arrangements for the 2013 Annual Meeting	<p>24.1. It was confirmed that the 2013 Annual Meeting of the Coleg Court would be held at the National Library of Wales on 26 February 2013. It was noted that the Coleg's Annual Assembly and honours ceremony would be held in the evening at the Great Hall at Aberystwyth University.</p> <p>24.2. The intention of presenting the Coleg's recruitment campaign at the meeting of the Coleg Court was noted.</p> <p>24.3. It was reported for information that Coleg officers were in the process of meeting stakeholder members of the Coleg in turn.</p>		
25 Any other business	<p>25.1. It was noted for information that the William Salesbury National Fund had been established as an independent charity to support students studying under the auspices of the Coleg. It was reported that the Fund was the vision of Dr Meredydd Evans and that the Reverend John Gwilym Jones had been appointed chair of the trustees.</p> <p>25.2. It was agreed that the Coleg should present a gift of £5000 to the Fund to support the work of establishing and promoting the Fund.</p>	The Coleg to present a gift of £5000 to the Fund.	July 2012
26 Date and location of next meeting	<p>26.1. In drawing the meeting to a close the translator was thanked.</p> <p>26.2. Luke Young was thanked for his contribution during his term as Director representing students and he was wished well for the future.</p> <p>26.3. It was noted that the next meeting of the Board would be held on 28 November 2012 either in Carmarthen or in Cardiff.</p>		

Derbyniwyd a chymeradwywyd y cofnodion yn ffurfiol yng nghyfarfod Bwrdd Cyfarwyddwyr y Coleg Cymraeg Cenedlaethol a gynhaliwyd ddydd Mercher, 28 Tachwedd ym Mhrifysgol Caerdydd.

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

Dyddiad: 28 Tachwedd 2012