

**Coleg Cymraeg Cenedlaethol Board of Directors**

**Wednesday, 19 February 2014**

**10.00 – 2.40**

**Coleg Cymraeg Cenedlaethol, Y Llwyfan, Carmarthen**

**Present:**

**Directors:**

Professor R Merfyn Jones (Chair)  
Professor Iwan Davies, Higher Education Sector Director  
Andrew Green, Independent Director  
Jacqui Hare, Higher Education Sector Director  
Professor Jerry Hunter, Higher Education Sector Director  
Geraint James, Independent Director  
Dr Hefin Jones, Director representing Academic Staff / Coleg Dean  
Stephanie Lloyd, Director representing students (until 2.30)  
Dr Rhodri Llwyd Morgan, Higher Education Sector Director  
Dr Catrin Thomas, Higher Education Sector Director  
Professor Hywel Thomas, Higher Education Sector Director  
Ieuan Wyn, Independent Director  
Linda Wyn, Independent Director

**Observers:**

Jacob Ellis, Welsh Language Officer, NUS Wales  
Dr Cliona O'Neill, Higher Education Funding Council for Wales (HEFCW/CCAUC)

**Officers:**

Dr Ioan Matthews, Chief Executive, Coleg Cymraeg Cenedlaethol  
Dr Dylan Phillips, Senior Academic Manager, Coleg Cymraeg Cenedlaethol  
Catherine Rees, Secretary, Coleg Cymraeg Cenedlaethol  
Dr Dafydd Trystan, Registrar, Coleg Cymraeg Cenedlaethol  
Nia Brown, Coleg Cymraeg Cenedlaethol Development Officer

**Also present:**

Meirion Prys Jones, Chair of the Coleg's Appointments Committee (Item 5 only)

**Apologies:**

Rachel Cable, HEW observer  
Kimberley Meringolo, Higher Education Funding Council for Wales (CCAUC/HEFCW) observer

Item	Main discussion points	Action Points	Timescale
<b>1. Opening Comments and Apologies</b>	<p>1.1 The members were welcomed to the Coleg offices in Carmarthen.</p> <p>1.2 Apologies were received for inclusion in the minutes.</p>		
<b>2. Declarations of interest</b>	<p>2.1 Members were reminded of the arrangements introduced at the previous meeting whereby members would be asked to note on the attendance sheet any declarations of interest further to those already noted in the Register of Interests.</p> <p>2.2 There were no declarations apart from the ones that have already been recorded.</p>		
<b>3. To receive and consider the minutes of the meeting held on 27 November 2013</b>	<p>3.1 The minutes were accepted as an accurate record of the meeting held on 27 November 2013.</p>		
<b>4. Correspondence</b>	<p>4.1 Correspondence had been received from the University of Wales Press asking whether the Coleg would consider contributing to the cost of publishing two books written by lecturers who are sponsored by the Coleg. Although members supported the publication of work by Coleg sponsored academics it was agreed that any action needed careful consideration. It was agreed to refer the matter to the Research and Publications Committee.</p> <p>4.2 Correspondence had been received from Ysgol Gyfun Rhydywaun in relation to cuts in student transport. It was noted that the Coleg had corresponded with Merthyr's Chief Education</p>	Refer the matter to the Research and Publications Committee	At once

	Officer noting its concern in relation to the situation but no reply had so far been received.		
<b>5. Constitutional Matters</b>	<p><u>Closed Discussion</u></p> <p>5.1 All Coleg Officers and all observers, Andrew Green, left the meeting for part (i) of this item and Geraint James for part (ii) so that Directors could consider the matter. Present for the discussion were the Directors, namely Professor R Merfyn Jones, Professor Iwan Davies, Jacqui Hare, Professor Jerry Hunter, Dr Hefin Jones, Stephanie Lloyd, Dr Rhodri Llwyd Morgan, Dr Catrin Thomas, Professor Hywel Thomas, Ieuan Wyn and Linda Wyn. The Coleg's Secretary, Catherine Rees was also present. Meirion Prys Jones, Chair of the Appointments Committee, joined the meeting.</p> <p>5.2 Meirion Prys Jones gave a presentation on (i) the Appointments Committee's recommendation in relation to the appointment of Chair of the Board of Directors for 2014-17 and (ii) the appointment/reappointment of an Independent Director for 2014-17. Meirion Prys Jones left the meeting immediately after his presentation.</p> <p>5.3 The decision of the Directors was to appoint Andrew Green as Chair of the Board of Directors for 2014-17 and to reappoint Geraint James as Independent Director for 2014-17.</p> <p>5.4 At this point officers and observers re-joined the meeting.</p> <p>5.5 The timetable for appointing Independent Directors was accepted and approved.</p>		
<b>6. Data and targets</b>	6.1 The Registrar gave a presentation on the national targets for increasing student numbers studying at least a part of their		

<p><b>(BC/14/01/16b)</b></p>	<p>course through the medium of Welsh by the academic year 2015/16.</p> <p>6.2 In this presentation it was noted that 4,440 students studied through the medium of Welsh in 2011/12 with the majority studying in the fields of Education, Languages (Welsh mostly), Nursing and the Creative Industries. It was explained that a substantial proportion of the students were in fields (for instance Initial Teacher Training or very specific part time provision offered in one institution) where it is very difficult for the Coleg to influence numbers. As a result the focus must be on those fields where the Coleg has the potential to influence.</p> <p>6.3 In order to achieve the national target an increase of 1,000 students must be ensured by 2015/16. At present the subject plans suggest that an increase of 700 could be achieved and so an additional 300 must be found.</p> <p>6.3 The Directors noted that the Officers and the Academic Board had discussed the targets and that ensuring the necessary increase was challenging. The Directors stressed that this was the responsibility of the education system as a whole and not solely the responsibility of the Coleg, and this was to be conveyed to the Welsh Government.</p> <p>6.4 Dr Hefin Jones presented a proposal that had been adopted by the Academic Board and which reflected the feeling of members that universities needed to be more proactive in recruiting students onto Welsh medium provision. The following was recommended:</p> <ul style="list-style-type: none"> <li>a. The establishment of a procedure to identify students' language skills before they arrive at university and then to target them when they start university</li> <li>b. The adoption of a policy to place every Welsh speaking student in a Welsh tutorial group</li> </ul>		
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	<p>c. Automatic registration of Welsh speaking students onto Welsh medium modules</p> <p>d. Allowing students to opt out of Welsh medium provision.</p> <p>6.5 Some members noted that this type of system was already in place in individual departments. Following discussion it was agreed that the Coleg would issue a circular inviting institutions to implement such a system.</p>	Issue Circular	Summer Term 2014
<p><b>7. Coleg Strategic Plan</b></p> <p><b>(BC/14/01/07)</b></p>	<p>7.1 The Chief Executive presented a summary of the Coleg's new draft Strategic Plan for 2014/15 to 2018/19.</p> <p>7.2 A full and wide-ranging discussion on the draft Plan followed the presentation and several suggestions and comments were noted for inclusion in the next draft.</p>	Prepare a final draft	By 30 April 2014
<p><b>8. Chief Executive's Report</b></p> <p><b>(BC/14/01/08)</b></p>	<p>8.1 A written report was provided by the Chief Executive.</p> <p>8.2 Updates on pertinent matters arising from the meeting of the Board of Directors on 27 November 2013:</p> <ul style="list-style-type: none"> <li>• <u>Appraisal of the outcomes of Coleg activities.</u> Dr Cliona O'Neill, HEFCW, noted that the appointed consultants would be presenting their initial findings to the Board of Directors on 17/18 June 2014.</li> <li>• <u>The Coleg's relationship with the higher education institutions.</u> It was noted that the annual meeting between the Coleg and Higher Education Wales had been postponed pending the appointment of a new Chair of the Board of Directors. An update will be provided in the meeting on 18 June 2014.</li> <li>• <u>Initial Teacher Training.</u> It was reported that the report that had been presented to the Welsh Government through HEFCW at the end of July 2013 had been circulated to members of the Board of Directors, the Academic Board and the Initial Teacher</li> </ul>	Present an update	18 June 2014

	<p>Training Panel.</p> <ul style="list-style-type: none"> <li>• <u>Memorandum of Understanding between the Coleg and Colegau Cymru.</u> It was reported that six applications had been received to conduct pilot projects in the further education institutions and it was agreed to fund five of them.</li> </ul> <p>8.3 Other current developments:</p> <ul style="list-style-type: none"> <li>• <u>Strategic Plan.</u> Following the initial discussion at the morning meeting it was reported that the intention was to present the final version at the meeting of the Board of Directors on 18 June 2014, following consultation with the higher education institutions and other partners.</li> <li>• <u>Academic Planning and Student Numbers.</u> Following the Registrar's presentation at the morning meeting on the challenging situation in relation to targets the intention to hold a seminar for Board members within the next few months was noted.</li> <li>• <u>Arrangements for Awarding Grants.</u> Arrangements for academic year 2014/15 were noted and approved.</li> <li>• <u>Staffing Plan Reviews.</u> Individual meetings are to be held with institutions to start considering the sustainability of the academic posts sponsored by the Coleg in March/April 2014.</li> <li>• <u>The Coleg's International Conference.</u> It was noted that a full programme was underway for the Conference which is to be held on 1-3 July 2014.</li> </ul> <p>8.4 Risks and opportunities:</p> <ul style="list-style-type: none"> <li>• It was reported that there had been no fundamental changes to the Coleg's Risk Register since the previous meeting.</li> <li>• One new high level risk was noted, namely that of the Coleg or the institutions being unable to sustain investment in the academic posts at the end of the initial funding period of five</li> </ul>		
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	<p>years.</p> <p>8.5 Reports on Activities (November 2013 – February 2014):</p> <ul style="list-style-type: none"> <li>• A list was received, for information, of activities and meetings attended by the Chief Executive during the period 16 November 2013 to 6 February 2014.</li> </ul>		
<b>9. Reports by the Directors</b>	9.1 There were no Directors' reports.		
<b>10. Communication Strategy</b>	<p>10.1 The Coleg's Communications Manager, Elin Williams, gave a presentation on the Coleg's Communication Strategy.</p> <p>10.2 She explained that she had reviewed the Coleg's communication strategy to raise awareness among the target group, give the Coleg a higher profile and improve communication with staff and students, and that an implementation timetable was in hand.</p> <p>10.3 The Directors welcomed the presentation and it was recommended that efforts should be made to target widening access, using current student ambassadors rather than former students only and to consider reaching a cross-section of society including disabled individuals. It was suggested that the focus should be on successes and reaching a wider audience through <i>papurau bro</i> and the national press.</p>		
<b>11. Promotional Scheme (BC/14/01/11)</b>	11.1 The Chief Executive presented a paper on regional pilot projects to promote progression in Welsh medium education. The background and context were outlined, identifying three possible areas for pilot projects, namely Gwynedd, Carmarthenshire and Rhondda Cynon Taf. These projects could consider the factors influencing decisions made by students in the secondary sector in relation to continuing to study through the medium of Welsh or		

	<p>not.</p> <p>11.2 Following discussions it was agreed that the Coleg could start discussions with schools who are prepared to participate in the project. In addition it was agreed that funding for this scheme would be included in the Coleg's Draft Budget for 2014/15.</p>	Start discussions with schools	Summer Term 2014
<b>12. Operational Plan 2013/14</b>	<p>12.1 It was noted that there were no significant updates to the Operational Plan for 2013/14 as the majority of targets had already been attained. A final version will be presented at the next meeting.</p>	Present final plan	18 June 2014
<b>13. Staffing Matters</b>	<p>13.1 The Coleg Secretary gave an oral report on the Staffing Committee which had met the previous day (18 February 2014) and other staffing matters.</p> <p>13.2 It was noted that the Staffing Panel (a) had evaluated the job descriptions of two members of staff and (b) had reconciled the job description of the manager role.</p> <p>13.3 It was noted that the Staffing Committee had adopted a new remit which will be circulated to the Board of Directors by the meeting on 18 June 2014.</p> <p>13.4 The intention to register for the Investors in People standard in May 2014 was noted.</p> <p>13.5 The dedication of Coleg staff was recognised with particular appreciation of the work involved in organising the Annual Meeting which had been held the previous evening (18 February 2014).</p>	Remit to be circulated	18 June 2014
<b>14. Financial Matters</b>	<p>14.1 The Registrar presented the Coleg's Budget for 2014/15. It was explained that the budget had a different structure including</p>		

<p><b>(BC/14/01/14)</b></p>	<p>changes to the headings and sub-codes which are a better reflection of the Coleg's work.</p> <p>14.3 The draft Budget was agreed by the Board of Directors and it was agreed to present it in its final form at the summer meeting.</p>	<p>Final budget</p>	<p>18 June 2014</p>
<p><b>15. Audit Committee</b> <b>(BC/13/03/16)</b></p>	<p>15.1 The minutes of the Audit Committee held on 26 November 2013 were received.</p> <p>15.2 An oral report was given by Geraint James, Committee Chair on the previous day's meeting (18 February) which included a report by the internal auditors on lecturer engagement and their role in implementing the Coleg's objectives.</p> <p>15.3 A report was also provided on the auditor's interviews and the recommendation to the Court which had also met the previous day to appoint Pricewaterhouse Coopers as External Auditors for 2014-17 and KTS Owens Thomas as Internal Auditors for 2014-16.</p> <p>15.4 It was noted that the internal auditors would prepare a report of the Coleg's human resources activity by the next meeting.</p>		
<p><b>16. Academic Board</b> <b>(BC/14/01/17a)</b></p>	<p>16.1 The recommendations of the awarding panel for applications to the Research Scholarships Scheme for 2014/15 as presented by Dr Dylan Phillips, Senior Academic Manager, were considered. 24 application had been received and it was recommended that 10 scholarships should be awarded, noting that the tenth was subject to an ensuring an applicant. The recommendations were approved.</p> <p>16.2 An oral report was given by the Dean, Dr Hefin Jones, on a meeting of the Academic Board held on 5 February 2014.</p> <p>16.3 The Dean reported that he had visited the branches at Cardiff</p>		



	17.2 <u>Item 13.3 Welsh Employment Agency</u> . It was reported that the matter had been raised with the Welsh Language Commissioner.		
<b>18. Any Other Business</b>	<p>18.1 It was reported that the parents of Eilir Hedd Morgan, a lecturer funded by the Coleg, who died in an accident in 2013, had contributed £1,000 to the Memorial Fund. It was agreed that the Coleg should contribute a corresponding amount. Coleg staff were thanked for welcoming Mr and Mrs Morgan at the Assembly the previous evening on the occasion of the award's establishment.</p> <p>18.2 <u>William Salesbury National Fund</u>. The trustees were thanked for their guidance in establishing the Fund as were the supporters who have already contributed to the Fund. The first £5,000 scholarship will be awarded during the Summer Term.</p> <p>18.3 On the occasion of Professor Merfyn Jones's last meeting, the Vice-Chair, Linda Wyn, thanked him for his work in establishing and leading the Coleg's work over the first three years. Reference was made to his wise, fair and balanced Chairmanship, and he was wished well for the future.</p>		
<b>19. Date and location of the next meeting</b>	<p>19.1 It was noted that the next meeting of the Board of Directors would be on 18 June 2014 at Cardiff Metropolitan University.</p> <p>19.2 The simultaneous translators were thanked for their work as were Coleg staff in Carmarthen for their help in organising and hosting the meeting.</p>		