

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday, 26 November 2014

11.00 – 16.15

Aberystwyth University

Present:

Directors:

Andrew Green (Chair)
Beth Button, Director representing students
Professor Jerry Hunter, Higher Education Sector Director
Dr Hefin Jones, Director representing academic staff / Coleg Dean
Dr Gwyn Lewis, Independent Director
Dr Rhodri Llwyd Morgan, Higher Education Sector Director
Professor Catrin Thomas, Higher Education Sector Director
Ieuan Wyn, Independent Director
Linda Wyn, Independent Director (Vice-Chair)

Observers:

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

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 Gwennan Schiavone, Senior Academic Manager, Coleg Cymraeg Cenedlaethol
Dr Dafydd Trystan, Registrar, Coleg Cymraeg Cenedlaethol
Nia Brown, Development Officer, Coleg Cymraeg Cenedlaethol

Apologies:

Professor Iwan Davies, Higher Education Sector Director
Jacqui Hare, Higher Education Sector Director
Geraint James, Independent Director
Professor Hywel Thomas, Higher Education Sector Director
Rachel Cable, Universities Wales observer

Item	Main discussion points	Action Points	Timescale
<p>1. Welcome and introduction</p>	<p>1.1 Members were welcomed to the meeting, and in particular Dr Gwyn Lewis as Independent Director and Beth Button as Director representing students, who were attending their first meeting. Dr Gwennan Schiavone, the Coleg's Senior Academic Manager, was welcomed on her return from maternity leave.</p> <p>1.2 Apologies were received for inclusion in the minutes. The Chair emphasised the importance of member attendance in order to ensure quorum in the meetings. It was agreed that meeting dates should be circulated once again and the importance of attendance and quorum emphasised.</p> <p>1.3 Presentations were given by Dr Mari Elin Jones, Centre for Welsh Language Services, Dr Anwen Jones, Chair of the Coleg Branch and Dr Tamsin Davies, Coleg Branch Officer, all from Aberystwyth University. Following on from the presentation, a discussion was held on the success of default registration at Aberystwyth University. They were thanked for their presentations.</p>	<p>Secretary to re-circulate the dates</p>	<p>Before the end of 2014</p>
<p>2. Declarations of interest</p>	<p>2.1 Members were reminded of the arrangement by which members are asked to specify on the attendance form any declarations of interest additional to those already specified in the Register of Interests.</p>		

	2.2 There were no declarations beyond those already recorded.		
3. Receive and consider the minutes of the 18 June 2014 meeting	3.1 The minutes were agreed as a correct record of the meeting held on 18 June 2014.		
4. Correspondence	4.1 There was no correspondence for the Board of Directors.		
5. Confirmation of the appointment of Directors	5.1 <u>Closed Discussion</u> Beth Button and Dr Gwyn Lewis left the room for this discussion. The Appointments Committee's recommendation to appoint Dr Gwyn Lewis as an Independent Director for three years until 31 July 2017 and to appoint Beth Button as a director representing students for the period of three years until 5 October 2017 was considered and accepted. At this point, Beth Button and Dr Gwyn Lewis returned to the meeting.		
6. Constitutional Matters	6.1 The Chief Executive gave a report on some changes in the duties of Coleg senior managers following Dr Gwennan Schiavone's return from maternity leave. Dr Gwennan Schiavone will focus on her duties as Senior Academic Manager in future, with Catherine Rees continuing as Coleg Secretary. 6.2 The Secretary gave a report on the arrangements for appointing / re-appointing Directors for the period 2014 to 2017. The terms of Professor Iwan Davies, Jacqui Hare and	Independent Director Advertisement	January 2015

	<p>leuan Wyn will end in March 2015. The universities were asked, through Universities Wales, to submit two nominations, and Professor Iwan Davies and Jacqui Hare were nominated for a further term. They will be invited to interview before re-appointment. The Coleg will advertise for an Independent Director, and leuan Wyn will be eligible to apply for a further term.</p> <p>6.3 The arrangements for the Annual Meeting (the Court and Annual Congregation) were presented. They will be held on 3 March 2015 at Bangor University. Lord Dafydd Elis-Thomas will address the Court at 3.30pm, and the Congregation will be held at Powys Hall at 6pm. Following the recommendation of the Honours Committee, Coleg Fellows will be invited to an informal meeting in the afternoon, and to attend the meeting of the Court.</p>		
<p>7. Nominations – 2015 Fellows</p> <p>CONFIDENTIAL</p>	<p>7.1 The Chief Executive gave an update on the first meeting of the Honours Committee held on 15 October 2014. A process was agreed to select three names for approval by the Directors.</p> <p>7.2 Approval was given to invite Heini Gruffudd, Catrin Stevens and Professor Gwyn Thomas to receive Fellowships at the Annual Congregation in Bangor on 3 March 2015. It was emphasised that their names remain confidential until the official announcement.</p>	<p>Invitations to the prospective Fellows</p>	<p>Before the end of November 2014</p>
<p>8. Constitution Working Group</p>	<p>8.1 The Secretary gave a presentation on the report by the Working Group to review the Coleg’s constitution which was held on 6 October 2014. Following a discussion, the</p>		

	Working Group at present.		
9. Chief Executive's Report (BC/14/03/09)	<p>9.1 The Chief Executive gave a verbal report on the following planning meetings:</p> <ul style="list-style-type: none"> • <u>Diamond Review</u>. It was reported that the Chair and Chief Executive had given a presentation to the Diamond Review Panel on 10 October 2014 and had held a follow-up meeting with Professor Sir Ian Diamond on 20 October 2014. It was noted that the discussions had been constructive and there had been opportunities to establish a number of principles with regard to Welsh medium higher education and future funding arrangements. It was agreed to circulate the Coleg's formal evidence to Board member by correspondence, before it is submitted in February. • <u>Universities Wales (previously HEW)</u>. A report was given on a meeting with Professor Colin Riordan and Amanda Wilkinson on 21 October 2014. It was noted that there is continuing dialogue with Universities Wales in relation to future funding arrangements. • <u>Gregynog Seminar</u>. The Chair reported on the seminar held at Gregynog for Board members. Discussions were held on the Evaluation of the Coleg, the Diamond review, the academic staffing scheme and student targets for 2015/16 in the seminar on 21 and 22 October 2014. • <u>Funding Council</u>. Reference was made to the continuing discussions with HEFCW regarding general funding arrangements. It was noted that the sector had seen far-reaching changes since the Coleg was established. • <u>Other meetings</u>. It was reported that a number of 	Circulate the formal evidence to Board members	February 2015

<p>Appendix 9/1</p>	<p>meetings had been held between Coleg officers and representatives of the various political parties.</p> <p>9.2 The Chief Executive reported on the following matters:</p> <p>9.2.1 <u>Evaluation of the Coleg by Oldbell.</u> It was noted that the final report of the evaluation was received at the end of September 2014 and discussed at a seminar for the Directors at Gregynog on 21 and 22 October 2014. A discussion was held on the Coleg's response to the recommendations, and a final version of the document was approved. It was noted that the report was very positive overall, a reflection of the progress made since the establishment of the Coleg. It was agreed that the officers would submit an update on the Coleg's response to the recommendations at Board meetings in March and June 2015.</p> <p>It was noted that the Funding Council would publish the Evaluation by the end of January 2015. The Chair thanked officers for their work.</p>	<p>Submit an update</p>	<p>4 March / 17 June 2015</p>
<p>Appendix 9/2</p> <p>Circular 13/14 and Appendix 9/3</p>	<p>9.2.2 <u>Five year review of Gwerddon.</u> A review of Gwerddon was undertaken on 16 October 2014, and papers provided by the new Chair Dr Anwen Jones on the achievements of Gwerddon and its future were noted. Approval was given to the recommendation that the Coleg, subject to funding, would continue to fund Gwerddon for the next five years, up to the end of the 2018/19 academic year.</p> <p>9.2.3 <u>Registering students on Welsh medium modules.</u> A circular was published by the Coleg in June 2014 on arrangements to register students on Welsh medium/bilingual modules by default. The response from</p>	<p>Keep the pressure on institutions with regard to student registration.</p>	<p>Ongoing</p>

	<p>published on the Coleg's website.</p> <ul style="list-style-type: none"> • <u>Initial Teacher Training</u>. It was reported that the work of preparing a Competence Certificate for Teachers was ongoing. A question was asked about the relevance of the certificate for the further education sector, but it was noted that this had not been part of the task set by the Government in their remit letter to the Funding Council for 2014/15. • <u>Partnership between the Coleg and the further education sector</u>. It was reported that a meeting on 8 October 2014 had identified a number of opportunities to collaborate in promoting progression between the two sectors. The Coleg and ColegauCymru / CollegesWales have agreed to strengthen the partnership in relation to meeting the objectives of the Government's Welsh medium Education Strategy. A letter has been sent to the Education Minister outlining the intention to establish a strategic group in relation to this matter. <p>9.4 Other current developments:</p> <ul style="list-style-type: none"> • <u>Staffing Matters</u>. It was reported that Dr Gwennan Schiavone, Senior Academic Manager, had returned from maternity leave, and that one member of staff was currently on maternity leave. It was also reported that Marc Haynes (Wikipedia Co-ordinator – a post funded by external funding) had left the Coleg in September. • <u>The Coleg's International Conference</u>. It was noted that the Conference held 1-3 July 2014 was a great success. A full review will appear in the Annual Report. • <u>Standards Investigation</u>. Reference was made to the 	<p>Respond to the consultation</p>	<p>By the closing date</p>
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	<p>Welsh Language Commissioner’s standards consultation with higher education institutions. Following a discussion, the Board authorised officers to submit a response to the Standards Investigation on the Coleg’s behalf.</p> <p>9.5 Risks and opportunities:</p> <ul style="list-style-type: none"> • It was noted that the Risk Register is a specific item on the agenda (15). From now on, Directors will receive the full Register at the November meeting and will receive the usual report at other meetings. <p>9.6 Reports on activities (June – November 2014):</p> <ul style="list-style-type: none"> • A list was received, for information, of activities and meetings attended by the Chief Executive during the period 4 June – 21 November 2014. 		
10. Reports by Directors	<p>10.1 Professor Jerry Hunter gave a verbal report on the meeting of the Research and Publications Committee held on 6 November 2014. The Coleg’s Research and Publications Strategy will be submitted to a meeting of the Board in 2015.</p>		
11. Appointments Committee	<p>11.1 The Secretary gave a verbal report on a meeting of the Appointments Committee. The minutes of the meeting, held on 5 November 2014, were received.</p> <p>11.2 <u>Closed Discussion</u> Andrew Green (Chair) left the room for this item. This part of the meeting was chaired by Linda Wyn (Vice-Chair).</p>		

	The recommendations of the Appointments Committee on arrangements for the Chair's performance evaluation were considered and accepted. At this point, Andrew Green returned to the meeting.		
12. Staffing Committee CONFIDENTIAL	<p>12.1 The Secretary gave a verbal report on Staffing Committee matters.</p> <p>12.2 The minutes of the Staffing Committee meeting held on 29 September 2014 were received.</p> <p>12.3 The terms of reference were discussed and agreed.</p> <p>12.4 The recruitment policy and redundancy policy were discussed and agreed with one correction.</p>	Correct the recruitment policy	Immediately
13. Finance Matters (BC/14/03/13)	<p>13.1 The Registrar gave a presentation on the Coleg's Audited Accounts for 2013/14.</p> <p>13.2 Following a discussion on the accounts, reference was made to the need to ensure that information about the Coleg's activities continues to be published regularly. It was noted that this is part of the communication strategy and that full details would appear in the Annual Report.</p> <p>13.3 The accounts were approved by the Board of Directors, and it was agreed to submit them to the meeting of the Coleg Court on 3 March 2015.</p>		
14. Audit Committee	14.1 The minutes of the Audit Committee meeting held on 17 June 2014 were received.		

<p>(BC/14/03/14)</p>	<p>14.2 In the Chair's absence, Professor Catrin Thomas gave a verbal report on the meeting held the previous afternoon (25 November). She reported on the following matters:</p> <ul style="list-style-type: none"> • The audited accounts for 2013/14 were received following a clean external audit • The annual report of the internal auditors was received • The work plan of the internal auditors was agreed following a discussion on the proportion of time to be spent auditing marketing systems. • The Risk Register was discussed with specific reference to operational and low risks • The resignation of Mererid Jones as co-opted member was noted, and she was thanked for her work. 		
<p>15. Risk Register (BC/14/03/15)</p>	<p>15.1 The Registrar gave a verbal report on the full Risk Register. It was noted that the full Register is presented to the Board on an annual basis, although it is regularly reviewed. It was noted that the highest risks are the Coleg's funding and uncertainty about the future sustainability of academic posts.</p> <p>15.2 Following a discussion on the current risks, the contents of the Register were formally noted.</p>		
<p>16. Academic Board</p>	<p>16.1 The Dean, Dr Hefin Jones, gave a verbal report on a meeting of the Academic Board held on 15 October 2014.</p> <p>16.2 The Dean reported that he had started his annual visits to the institutions with a visit to the University of Wales: Trinity Saint David.</p>		

	<p>16.3 An update was given on the position in relation to the preparation of subject plans. It was noted that most of the subject plans had been completed and that the process of reviewing the subject plans would start in 2015.</p> <p>16.4 It was noted that the national project in Translation Studies had been established at Aberystwyth University. A timetable had been agreed for validating new provision, through Coleg support, to be provided from September 2015.</p> <p>16.5 A report was given on a recent review of the Coleg's strategy and activities in European Modern Languages. Recommendations will be made to the Academic Board in February.</p> <p>16.6 It was noted that the Coleg had invited applications for academic posts through the Staffing Scheme, small grants and research scholarships.</p> <p>16.7 It was noted that the first report of the Widening Access Committee had been received from the Chair, Delyth Murphy.</p> <p>16.8 It was noted that administrative matters with regard to the Welsh Language Skills Certificate and the Competence Certificate for Teachers had been discussed.</p> <p>16.9 Dr Elin Walker Jones's report on health-related subjects had been received.</p> <p>16.10 It was reported that the Academic Board's next meeting would discuss the definition of Coleg-funded national</p>		
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	posts. 16.11 The Dean was thanked for his work and his comprehensive report.		
17. Matters arising	17.1 There were no matters arising.		
18. AOB	<p>18.1 Jacob Ellis, Welsh Language Officer for NUS Wales, gave a verbal report on student activities. The Board was informed of the Council of Welsh Language Officers; that a Welsh Language Charter had been agreed at Aberystwyth, Swansea and Cardiff; and a request was made to incorporate the Student Council with the Coleg. It was recommended that a paper should be prepared for the next meeting.</p> <p>18.2 Dr Hefin Jones referred to the matter of ensuring that institutions and Coleg-funded lecturers acknowledge the Coleg appropriately when given press and media coverage. It was recommended that the Coleg's marketing guidelines should be circulated to institutions and Coleg-funded lecturers once again.</p> <p>18.3 Dr Dylan Phillips, Senior Academic Manager, gave a verbal report on the arrangements for awarding posts from the Academic Staffing Scheme. It was reported that the panel would meet on 3 December 2014 to consider the 25 applications. The Board was asked for any comments to be presented for the Grants Panel's attention. Following a discussion, it was agreed to emphasise the importance of targets, and it was recommended that, generally, priority</p>	<p>JE to prepare a paper for the Board of Directors</p> <p>Circulate the Coleg's marketing guidelines</p>	<p>4 March 2015</p> <p>January 2015</p>

	<p>should be given to areas that showed robust evidence of potential demand rather than trying to break new ground in experimental subject areas.</p> <p>18.4 The Secretary reported that the Coleg would receive an Investors in People assessment in January 2015.</p> <p>18.5 The Chief Executive reported that correspondence had been received from the University of South Wales in relation to provision that the University of Wales: Trinity Saint David is intending to offer in a location in Cardiff. It was noted that the Coleg had encouraged the two institutions to explore opportunities for collaboration.</p> <p>18.6 It was proposed that an item regarding the establishment of a Coleg Graduates' Association should be placed on the agenda of the next meeting.</p>		
<p>19. Dates and locations of the next meetings</p>	<p>19.1 The next meetings of the Board of Directors for 2014/15 will be held as follows:</p> <ul style="list-style-type: none"> • 4 March 2015, Bangor • 17 June 2015, Swansea <p>19.2 The simultaneous translators were thanked for their work, as were the staff of Aberystwyth University for their support in arranging and hosting the meeting.</p>		