

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday 30 March 2011

11.30 – 16.00

Council Chamber, The University of Wales: Trinity Saint David.

Present:

Directors:

Professor R. Merfyn Jones, Chair
Jacqui Hare, Higher Education Sector Director
Professor Medwin Hughes, Higher Education Sector Director
Professor Aled Jones, Higher Education Sector Director
Wyn Thomas, Higher Education Sector Director
Geraint James, Independent Director
Gareth Pierce, Independent Director
Dr Ian Rees, Independent Director
Linda Wyn, Independent Director
Dr Hefin Jones, Academic Staff representative Director
Katie Dalton, Student representative Director

Officers:

Dr Ioan Matthews, Chief Executive of the Coleg Cymraeg Cenedlaethol (IM)
Dr Gwennan Schiavone, Secretary of the Coleg Cymraeg Cenedlaethol (GS)

Observers:

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

Apologies:

Helen Marshall, Higher Education Sector Director
Professor Hywel Thomas, Higher Education Sector Director

Also present:

Emyr Lewis, Morgan Cole Solicitors (present for part of the meeting only)

Item	Main discussion points	Action Points	Timescale
1 Opening Comments	<p>1.1. A formal welcome was extended by the Chair to the first meeting of the Board of Directors [the Board] of the Coleg Cymraeg Cenedlaethol [the Coleg]</p> <p>1.2. It was noted that the meeting's agenda was long and formal because of the demands of the work needed to establish the Coleg and company formally. It was noted that meetings of the Board in future would require full discussions of strategic issues.</p>		
2 Minutes of the Coleg Ffederal Implementation Group (BC/11/01/02)	<p>2.1. It was noted that the minutes had been distributed to the Directors for information. The minutes were accepted formally by the Board and it was noted that the minutes showed clearly all the work that has already been accomplished as part of the process of establishing the Coleg.</p>		
3 Governance Matters (BC/11/01/03)	<p>3.1. It was noted that there were several governance matters that the Directors needed to consider in relation to the formal establishment of the Coleg. All the matters contained in the paper were discussed individually.</p> <p>3.1.1. <u>The Coleg's Memorandum and Articles of Association [the Memorandum]</u> The Memorandum was noted and accepted formally, and the recommendation made by Coleg officers to prepare a Code of Practice to be agreed and formally adopted in the next meeting of the Board was agreed.</p> <p>3.1.2. <u>Membership of the Board of Directors:</u> The resignation of Geraint Talfan Davies, who had been acting as Director in the period until 30 March 2011 was formally noted, and he was thanked for all his work during the establishment of the Coleg. The recommendation that the Board adopt full terms of reference at its next meeting was agreed.</p>	<p>Coleg Officers to prepare a Code of Practice to be agreed and adopted at the next Board meeting.</p> <p>Full terms of reference to be considered and adopted at the next Board meeting.</p>	<p>27 June 2011.</p> <p>27 June 2011.</p>

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	<p>3.1.3. <u>Delegation Procedure</u>: The Directors agreed to the delegation procedure as outlined in the paper, and noted that full arrangements would be outlined in the Code of Practice which would be prepared by the next meeting.</p> <p>3.1.4. <u>Coleg Secretary</u>: The roles and responsibilities of the Secretary, as outlined in the paper were noted and formally accepted.</p> <p>3.1.5. <u>Directors' Term of Office</u>: The need for Directors to agree a system of staggering their terms of office was noted, in line with the requirements of the Memorandum (Article 30). The following order was agreed:</p> <ul style="list-style-type: none"> (i) To retire in 2012 (but eligible for re-appointment for two further three year terms): Katie Dalton, (noting that the student representative could change every year), Jacqui Hare, Helen Marshall, Dr Ian Rees. (ii) To retire in 2013 (but eligible for re-appointment for one further three year term): Dr Hefin Jones, Professor Medwin Hughes, Professor Hywel Thomas, Gareth Pierce. (iii) To retire in 2014 (but eligible for re-appointment for one further three year term): Professor Aled Jones, Wyn Thomas, Linda Wyn, Geraint James. <p>3.1.6. <u>Personal Conduct Rules for Coleg Directors</u> The draft Personal Conduct Rules as attached with the paper were noted, and their formal adoption agreed. It was noted that the rules would be incorporated into the Code of Practice.</p> <p>3.1.7. <u>The Status of Board Papers and Minutes</u>: The recommendation in relation to the status of Board papers was</p>	<p>The Coleg to adopt the arrangements outlined in the paper.</p> <p>Rules to be adopted at once and implemented fully.</p> <p>Recommendations to be implemented.</p>	<p>At once</p> <p>At once</p> <p>At once</p>

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	<p>noted and accepted, noting in particular the need to protect the confidentiality of the papers.</p> <p>3.1.8. <u>Board Meeting Dates</u>: It was noted that the Secretary was in the process of arranging dates of Board meeting for the period until June 2013. It was noted that the dates would be confirmed over the coming week.</p> <p>3.1.9. <u>Arrangements for the repayment of expenses</u>: The arrangements as outlined in the draft Financial Regulations were noted, and it was confirmed that the relevant documentation had been distributed to each Director.</p>		
<p>4 Coleg Membership (BC/11/01/04)</p>	<p>4.1. The paper was presented and the list of twelve Institutional Members of the Coleg was noted, and it was confirmed that the vice-chancellor / chief executive in each case had signed the Memorandum.</p> <p>4.2 It was noted that it was necessary for the Coleg, in accordance with the Memorandum, to have several stakeholder members equivalent to the number of member institutions. It was noted that the Coleg Ffederal Implementation Board in its meeting on 19 October 2010 had agreed a list of institutions / bodies to invite to become stakeholder members. Following correspondence from the Coleg Secretary, it was noted that several of the institutions / bodies concerned had indicated an interest in becoming stakeholder members of the Coleg.</p> <p>4.3. The Directors approved the list of bodies and institutions that should be invited formally following the meeting to become stakeholder members.</p>	<p>Coleg officers to invite the list of bodies and institutions noted to become stakeholder</p>	<p>By June 2011.</p>

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	<p>4.4 It was noted that the Coleg had to hold its first annual meeting within eighteen months of the Coleg's establishment and it was agreed to set a date at the next Board meeting.</p>	<p>members of the Coleg. Date of first annual meeting to be decided at the next Board meeting.</p>	<p>27 June 2011.</p>
<p>5 Staffing Issues (BC/11/01/05)</p>	<p>5.1. Dr Ioan Matthews (IM) gave an introduction to the paper, and Emyr Lewis was thanked for attending the meeting to provide legal advice on the issues concerned.</p> <p>5.1.1. The background to the discussion on staffing issues was noted, and the recommendation of the Coleg Ffederal Implementation Board on 10 July that the employment of staff at the Centre for Welsh Medium Higher Education should be transferred to direct employment by the Coleg was noted, and the recommendation had been accepted by Higher Education Wales in its meeting on 2 September 2010. It was reported that a formal process of transferring staff employment to the Coleg had been held under the TUPE procedure (Transfer of Undertakings (Protection of Employees) Regulations 2006), under the guidance of a Human Resources Consultant, with the aim of transferring staff to direct employment by the Coleg from 1 April 2011. However it was noted that it had not been possible to complete the transfer, because of complications in relation to a pension offer to staff.</p> <p>5.1.2. It was noted that the Coleg Implementation Board had resolved that the USS pension scheme should be offered to all staff employed by the Coleg. One of the USS pension scheme requirements is that a higher education institution needs to provide a guarantee to safeguard staff pensions. It was noted that the USS Board had considered the Coleg's application that staff join the pension plan, and the application</p>		

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	<p>had been approved by the USS Board on 25 March, subject to providing details of the guarantee. However, the Coleg has not yet been able to secure a guarantee from a higher education institution, therefore the transfer cannot be completed. It was noted that the current system was leading to further complications as the intention was to review the pension conditions of the USS scheme, and the hope was that staff could join the scheme before the new conditions were introduced.</p> <p>5.1.3. Emyr Lewis (EL) on behalf of the Coleg reported that the process of transferring staff employment was being delayed because the Coleg could not employ staff in the absence of a pension guarantee from a higher education institution. He confirmed that there were no legal problems involved with an arrangement whereby a higher education institution provided such a guarantee for the Coleg. It was also noted that it was possible for higher education institutions to provide a guarantee jointly for the Coleg. So as to resolve the pension position specifically, it was noted that it could be possible to look at a temporary arrangement for transferring staff from the employment of Trinity University College to the employment of the University of Wales: Trinity Saint David, by means of a protocol agreement which would ensure that Coleg staff could join the USS pension scheme at once, while discussions continued apace to resolve the position so as to confirm permanent arrangements.</p> <p>5.1.4. There was discussion on the present situation, and it was agreed that resolving the situation was a priority to ensure fairness for Coleg staff. It was confirmed that the implications of providing a guarantee for the Coleg had been estimated, and that the intention is for the Coleg to build a fund over a</p>		

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	<p>period of time so that the Coleg could shoulder full responsibility if necessary.</p> <p>5.1.5. On the basis of this discussion, the following steps were agreed:</p> <ul style="list-style-type: none"> (i) It was agreed that IM, EL and Professor Medwin Hughes (MH) would continue with the discussions in relation to a protocol agreement as an interim arrangement for transferring staff. The intention to pursue this arrangement was supported so that current Coleg staff contracts could be moved to the University of Wales: Trinity Saint David, and to ensure that it would be possible to transfer staff to the USS pension scheme at once. (ii) It was agreed that a prompt solution was needed, and it was agreed that appropriate steps should be taken following the meeting to address the possible options to ensure the guarantee. (iii) It was agreed that it was crucial that the issue be presented for consideration by the Committee of HEW during the summer term, and that pressure be put to ensure that the matter could be resolved finally at the September 2011 HEW meeting. <p>5.1.6. Following the above discussion, Emyr Lewis left the meeting.</p> <p>5.2. The other recommendations to be considered and agreed in relation to staffing issues were noted, and the matters were discussed individually.</p> <p>5.2.1. <u>Coleg staff employment contracts:</u> The Director approved the employment contract prepared by the Human Resources</p>	<p>Steps noted in 5.1.5. (i) - (iii) to be implemented in line with Board recommendations.</p> <p>New employment agreements for Coleg</p>	<p>At once.</p> <p>Immediately once</p>

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	<p>Consultant. It was noted that the new contracts would come into force when the staff transferred to the employment of the Coleg, after resolving the above matters.</p> <p>5.2.2. <u>Appointment of a human resources consultant:</u> A report was received on the process of appointing human resource consultants to act on behalf of the Coleg, and the Directors formally approved the appointment of <i>Mabis</i> to fulfil this function.</p> <p>5.2.3. <u>Staffing structure:</u> A diagram of the current staffing structure was presented, and the location of the Coleg offices was noted. A brief report was given on day-to-day working arrangements, and the decision-making structure.</p> <p>5.2.4. At the request of the Directors, it was agreed that a copy of the diagram could be provided with the minutes of the meeting.</p> <p>5.2.5. <u>Chief Executive of the Coleg:</u> It was considered, and agreed unanimously, to support the recommendation to re-assign the title of the post of Director of the Centre as Chief Executive of the Coleg.</p> <p>5.3. <u>Staffing Levels:</u> IM gave a brief report on the current situation in relation to staffing levels. Despite noting the recommendation of the Coleg Implementation Board in relation to numbers of central staff, it was noted that it was necessary for staffing levels to reflect the work that staff are expected to accomplish, and specifically the additional duties introduced as a result of and during the process of establishing the Coleg. It was agreed that the Directors</p>	<p>staff to come into force when employment issues have been resolved.</p> <p>Diagram of staffing structure to be provided for Directors.</p> <p>Chief Executive job title to be adopted immediately.</p> <p>Matters in relation to central staffing levels to be considered further in due course.</p>	<p>employment issues are resolved.</p> <p>27 June 2011.</p> <p>At once.</p> <p>Unspecified.</p>

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	<p>should keep an eye on this situation, and it was agreed that consideration should be given in due course to the appointment of a Staffing Committee.</p> <p>5.4. <u>Deputizing in the Absence of the Chief Executive:</u> The recommendations regarding delegating responsibilities in the absence of the Chief Executive were presented. It was noted that these arrangements would be outlined in the full Code of Practice, which would be presented in the second meeting of the Directors. In the meantime, it was agreed that if the Chief Executive were absent, for whatever reason for an extended period, Dr Dylan Phillips [Staff Development Manager] would be given authority to deputize on behalf of the Chief Executive in his role as Accounting Officer and that the Coleg Secretary be given authority to act on behalf of the Chief Executive in all other matters relating to the administration of the Coleg.</p>	<p>Recommendations in relation to deputizing to be implemented in full at once.</p>	<p>At once</p>
<p>6 Financial Matters (BC/11/01/06)</p>	<p>6.1. The paper was presented and matters arising were considered individually.</p> <p>6.2. <u>Interim Financial Regulations:</u> The Directors approved the Interim Regulations. It was confirmed that the intention was to secure specialist advice on the Regulations by the next meeting, so that they could be adopted formally in their final form.</p> <p>6.3. <u>The Coleg accounting year:</u> It was confirmed that the Coleg's accounting year would be 1 August to 31 July. It was noted that the first accounts would extend from 1 April 2011 to July 2012, in accordance with HEFCW guidance.</p> <p>6.4. <u>The Coleg's Banking Arrangements:</u> A report was received on</p>	<p>Coleg officers to receive specialist advice on the Financial Regulations.</p>	<p>By 27 June 2011.</p>

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	<p>the process of appointing bankers for the Coleg, and the appointment of <i>Barclays Bank</i> was approved for the provision of banking services to the Coleg.</p> <p>6.5. <u>Draft Funding agreement between the Coleg and HEFCW:</u> The Funding Agreement was presented and the Directors approved the agreement.</p> <p>6.6. <u>Audit arrangements:</u> It was noted that it was necessary to establish an Audit Committee, together with the appointment of three members to the Committee from among the Directors. It was agreed to discuss the matter further under item 10 on the agenda.</p> <p>6.7. <u>Arrangements for the provision of accounting services for the Coleg:</u> A report was received on the process of appointing accountants to act on behalf of the Coleg and formal approval was given the appointment of <i>Bevan and Buckland</i> as Coleg accountants.</p>	<p>Funding agreement to be approved immediately.</p>	<p>At once.</p>
<p>7 Office matters (BC/11/01/07)</p>	<p>7.1. A report was received on the current position regarding the location of the Coleg offices. It was noted that the main Coleg offices were located at y Llwyfan, in Carmarthen, and that the Coleg also has an office in Park Place in Cardiff.</p> <p>7.2. A report was received on Health and Safety issues in the context of offices, for information.</p>		
<p>8 Insurance Arrangements (BC/11/01/08)</p>	<p>8.1. A brief report was received on the Coleg's insurance arrangements, and it was confirmed that arrangements were in place with <i>Thomas Carroll Ltd</i>, Swansea. The intention to review the arrangements in three months' time was noted, to ensure that the costs remain as competitive as possible.</p>		

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9 Legal Services Arrangements (BC/11/01/09)	9.1. A report was received on the process of appointing lawyers to act on behalf of the Coleg and formal approval was given the appointment of <i>Morgan Cole</i> as Coleg lawyers.		
10 Standing Committee Structure (BC/11/01/10)	<p>10.1. An introduction to the paper was given and it was noted that the Memorandum notes that the Directors must establish two committees, namely (a) an Audit Committee and (b) an Academic Planning Group. An introduction was given to the draft terms of reference drawn up for both committees and the committees were discussed individually.</p> <p>10.2. <u>Audit Committee</u>: There was discussion of the draft terms of reference, and the following points were made:</p> <ul style="list-style-type: none"> (i) It was agreed that the number of meetings of the committee should be increased to at least three meetings a year. (ii) It was agreed that the Audit Committee should have responsibility for scrutinizing the detail of the risk register, but that the Board of Directors should be responsible for managing the register. (iii) It was noted that the Board of Directors was responsible for setting Coleg budgets. <p>10.2.1. The terms of reference of the Audit Committee were approved subject to amending the paper in line with the Directors' comments.</p> <p>10.2.2. The need to appoint three members to the Committee from among the Directors was noted, with one of those members being Chair. It was agreed to appoint the following Directors</p>	<p>Terms of reference to be adapted in accordance with Directors' comments in 10.2 (i) – (iii).</p>	<p>At once.</p>

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	<p>as members of the committee: Geraint James, Gareth Pierce and Wyn Thomas. It was noted that it would also be necessary to co-opt up to three independent members.</p> <p>10.3. <u>Academic Planning Group</u>: An introduction to the draft terms of reference was given and the principles behind the decision to establish the committee were noted, and the proposals regarding its terms of reference and membership. There was discussion among the Directors, and the following points were made:</p> <ul style="list-style-type: none"> (i) The constitutional need to establish the committee was noted, and the principles and reasons for establishing the group were approved. (ii) The need to define clearly the link between the Group and the Board of Directors was noted, as was the need to outline clearly the function and authority of the Group in relation to the Board of Directors. It was suggested that consideration be given to the presence of Director(s) at the committees, or the possibility of appointing a Chair for the Group from among the Directors to ensure an appropriate link between both committees. (iii) There was discussion of the function of the Group in relation to academic planning, and the intention to ensure that academics were central to the planning work by establishing such a committee was approved. (iv) The intention to include student representation on the committee was welcomed, however it was suggested that further consideration should be given to the possibility of increasing the 		

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	<p style="text-align: center;">number of representatives.</p> <p>10.3.1. On the basis of the discussion, the Directors agreed that there should be wider consultation on this paper before the next meeting.</p> <p>10.4. <u>Other Standing Committees</u>: The Directors were invited to consider whether they would wish to establish any other standing committees to meet regularly, or as necessary to advise the Board on specialist matters. It was agreed to consider the matter further over the coming year so as to set a structure that would facilitate the Board's work, and provide advice and guidance on specific matters.</p> <p>10.5. <u>Specialist Groups</u>: It was noted that the Centre for Welsh Medium Higher Education had run groups in three specific fields - Marketing and Progression; Staff Training and Development; and E-Learning and Blended Learning, since 2007. It was noted that Coleg officers were recommending maintaining the current structure and appointing a small number of experts who would meet, as necessary, to advise and assist the Coleg and its assistants in specific fields. In addition to the current three groups, the recommendation to establish a group in the field of 'Publication and Research' was noted.</p> <p>10.5.1. The Directors approved the recommendations and also the suggestion to review arrangements in due course, to reflect any changes or needs that may arise in future.</p> <p>10.6. <u>Network Panels</u>: It was noted that the Centre and its predecessors had run several network panels on a discipline /</p>	<p>Directors / Coleg officers to consult further on the paper.</p> <p>The matter to be discussed further over the coming year.</p> <p>Coleg officers to establish specialist groups as outlined in the paper.</p> <p>Current arrangements to continue but with the aim of reviewing the</p>	<p>By 27 June 2011.</p> <p>Unspecified.</p> <p>By September 2011</p> <p>Unspecified.</p>

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	subject basis. The intention to maintain the current system in the short term was approved, but with the intention of reviewing arrangements in the light of any decisions regarding the establishment of an Academic Planning Group.	system in due course.	
11 Practical Arrangements, including proposals for the establishment of an Operational Group (BC11/01/11)	<p>11.1. An introduction to the paper was given and it was noted that the recommendation to establish an Operational Group had arisen from the desire to formalise the relationship between the Coleg's central officers and colleagues at the institutions who have responsibility for Welsh medium matters, and experience of the field within the institutions on a day to day level. It was noted that a 'shadow' meeting of the Group had already been held to consider recommendations to present to the Directors.</p> <p>11.2. The draft terms of reference were presented and it was noted in particular that the purpose of the committee would be to ensure a forum for ongoing discussion between Coleg officers and officers in the other institutions to discuss and consult formally on the Coleg's plans and activities.</p> <p>11.2. The Directors formally approved the recommendation to establish the group, but it was recommended that the group be renamed a 'Consultative Group' to reflect appropriately its function within the Coleg committee structure.</p> <p>11.3. The intention to invite the members noted in the paper to act as sector representatives on the Group was approved, and it was agreed that the expenses of members attending meetings should be recognised.</p>	<p>Coleg officers to establish a 'Consultative Group' to adopt the terms of reference outlined in the paper.</p>	<p>At once.</p>
12 Draft Coleg	<p>12.1. An introduction to the draft budget for 2011/12 was received,</p>		

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Budget	<p>and also the budget designated for the period between April 2011 and July 2011.</p> <p>12.2. IM provided guidance on the budget headings. A note was made of all that was contained in the figures, and particular reference made to the budgets of core activities of the Coleg, and the new plans introduced as a result of the Coleg's establishment. The approximate percentage distribution of the budget was noted, and particular reference made to the fact that around ¾ of the budget was distributed directly to the institutions to support Welsh medium activity through the Coleg schemes.</p> <p>12.3. An outline of the Coleg monitoring systems was given, and the processes for distribution of funding. It was noted that a new financial system had been established internally for the period from 1 April 2011 on, and that the system would be fully operational by September 2011.</p> <p>12.4. Various elements of the budget were discussed, and it was agreed that the Board would receive and consider the Coleg's detailed budget for 2011/12 at the next meeting. It was agreed that Coleg officers would give a presentation to Directors on the central monitoring processes at the next meeting.</p>	<p>Directors to consider the Coleg's detailed budget for 2011/12 at the next meeting.</p> <p>Coleg officers to give a presentation on monitoring processes at the next meeting.</p>	<p>27 June 2011.</p> <p>27 June 2011.</p>
13 Coleg Strategic Plan	<p>13.1. Following the recommendation of the Chair, this item was moved to the end of the meeting to allow time to discuss the Coleg's Strategic Plan.</p> <p>13.2. An oral presentation was given by IM, and it was noted that</p>		

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	<p>officers of the Coleg had already started to draw up a Strategic Plan by focusing on a series of themes that would deal with all aspects of the Coleg's work.</p> <p>13.3. Directors were invited to consider the themes presented, and to consider the type of model that they would wish to pursue to create and agree the Coleg's Strategic Plan.</p> <p>13.4. The Directors agreed to submit comments on the themes indicated via email following the meeting, and it was agreed to put the item on the agenda of the next meeting to ensure a full discussion of the Plan.</p>	<p>Directors to submit comments by email following the meeting.</p> <p>Matter to be included as an agenda item for the next meeting.</p>	<p>April / May 2011</p> <p>27 June 2011.</p>
<p>14 Academic Staff and Student Membership of the Coleg (BC/11/01/14)</p>	<p>14.1. An introduction to the paper was provided, and the context of the discussion on staff and student membership of the Coleg was noted.</p> <p>14.2. It was noted that the recommendations under consideration were the result of the detailed discussions of the Task and Finish Group established by the Higher Education Sector Group to consider the principle of developing a method to ensure that students and academic staff could become a full part of the Coleg's activity.</p> <p>14.3. The recommendations presented in the paper were noted, and the action and implementation timetable outlined.</p> <p>14.4. There was discussion of the principles behind the intention to develop a process of 'membership' of the Coleg, and the recommendations were approved in full, subject to the</p>	<p>The recommendations noted in the paper and recommendations made</p>	

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	<p>following:</p> <ul style="list-style-type: none"> (i) adding 'Further Education students' to the membership categories; (ii) considering further the relationship with employers, and the possibility of including employers in the membership categories; (iii) holding further discussions with the student representative Director to define the nature of student membership, and the processes for electing student representatives in future. <p>14.5. In accordance with Directors' approval, it was noted that the work of planning a membership system and process was ongoing, with the aim of developing the system in full, and promoting it widely by September 2011.</p>	<p>by Directors as noted in minute 14.4 (i)-(iii) to be implemented in full.</p> <p>Coleg officers to plan a system and process for membership in line with the content of the paper</p>	<p>Work to start at once and to be completed by September 2011.</p>
<p>15 Recommendations of the advisory panel on awards from the Academic Staffing Scheme and the Research Scholarships Scheme (BC/11/01/15)</p>	<p>15.1. In presenting this paper, reference was made to the significance of the Academic Staffing Plan and it was noted that the majority of the new funding provided to the Coleg had been earmarked for this Plan.</p> <p>15.2. It was noted that the recommendations presented in relation to the Academic Staffing Plan and the Research Scholarships Scheme had been presented by an advisory panel appointed to consider all the applications received following an open process of inviting applications. It was noted that the process had been agreed by the Coleg Ffederal Implementation Board at its meeting on 19 October 2010, so as to ensure that the institutions could appoint to the posts before, or early in academic year 2011/12.</p> <p>15.3. The Directors were invited to consider the recommendations,</p>		

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	<p>but to avoid conflict of interest, comments were not invited from institutional Directors.</p> <p>15.4. The Directors unanimously approved the recommendations regarding the awards of both Schemes.</p> <p>15.5. It was confirmed that the institutions would receive confirmation of the awards after the meeting, and that Coleg officers would work closely with the institutions to agree job descriptions and arrangements for advertising and appointing.</p>	<p>Recommendations of awards for both schemes to be published.</p>	<p>At once.</p>
<p>16 Welsh Language Skills Certificate (BC/11/01/16)</p>	<p>16.1. An introduction to the paper was provided and it was noted that the recommendations presented were the fruit of many discussions of the principle of offering a common way of recognising Welsh language and bilingual skills in higher education students.</p> <p>16.2. It was noted that the report of the Task and Finish Group, which was established by the Higher Education Sector Group to consider the principle of developing a Welsh language skills certificate, summarised a series of recommendations, as well as providing a possible framework for introducing such a national scheme.</p> <p>16.3. There was discussion regarding the recommendations contained in the paper, and the enthusiastic support of the Directors to the idea of the Coleg developing a scheme that would make it possible to recognise the Welsh language skills of higher education students was noted. In addition, the intention to develop a relationship and maintain an ongoing dialogue with employers in planning and introducing the scheme was commended.</p>		

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	<p>16.4. It was noted that there was detailed planning work and a lot of practical work to be done before the scheme could be introduced, and the opinion was noted that the differences between various student study fields needed to be recognised and considered when developing the scheme.</p> <p>16.5. The Directors agreed to recommend that the Task and Finish Group continue with its work and take necessary steps and supervise the development of the qualification.</p>	<p>Task and Finish Group to continue its work and to supervise the development of the qualification.</p>	<p>At once.</p>
<p>17 Coleg Strategic Developments Fund (BC11/01/17)</p>	<p>17.1. The paper was presented and the principles forming the basis for awards from the Fund for 2011/12 were outlined.</p> <p>17.2. The Directors were invited to approve the arrangements and the timescale as recommended in the draft Circular included as an appendix to the paper.</p> <p>17.3. To avoid any conflict of interest, it was noted that it would not be appropriate for several Directors to offer comments on the principles and process.</p> <p>17.4. The arrangements and timescale were approved unconditionally and it was agreed that the circular should be distributed without delay.</p>	<p>Arrangements and timescale for the Fund to be implemented and circular distributed to the institutions at once.</p>	<p>At once, and in accordance with the timescale noted.</p>
<p>18 Undergraduate Scholarships and M Level Scholarships</p>	<p>18.1. An introduction to the paper was given and a report received on the first year's activity of the Coleg's Undergraduate Scholarships Scheme. It was noted that the Scheme's arrangements for 2011/12 had been approved by the Coleg</p>		

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<p>Scheme (BC/11/01/18)</p>	<p>Federal Implementation Board on 19 October 2011, and that the Scheme had been launched officially in the presence of the Education Minister, Leighton Andrews AM, on 2 November 2010 at the Millennium Centre, Cardiff.</p> <p>18.2. It was noted that the awarding process for the Scheme had been conducted in line with the timetable. Contrary to what was noted in the paper, as the first meeting of the Board of Directors had been postponed, it was noted that the list of successful candidates for the Main Scholarships had been approved by the Chair, rather than being presented to the first meeting of the Board of Directors, so that the awards could be announced without delay.</p> <p>18.3. The Directors noted the report and the recommendations contained in the paper regarding the scheme's arrangements for 2012/13 were approved.</p> <p>18.4. The Coleg's intention to introduce an M Level Scholarships Scheme to start in 2011/12 were noted and approved.</p> <p>18.5. A report was received on Welsh Assembly Government requirements and the additional conditions for this element of the Coleg's budget. It was noted that discussions on reporting and monitoring processes were ongoing and that a formal agreement outlining these arrangements would be in place in a few weeks.</p>	<p>Recommendations in relation to the scheme's arrangements for 2012/13 to be implemented.</p> <p>Recommendations in relation to introducing an M Level Scholarships Scheme to be implemented.</p>	<p>At once, and in accordance with the timescale noted.</p> <p>At once.</p>

Item	Main discussion points	Action Points	Timescale
19 Current Statistics on Student Numbers and Welsh Medium Provision	<p>19.1. It was noted that the paper presented very basic statistics regarding the number of students studying through the medium of Welsh, based on an analysis of the latest HESA (Higher Educational Statistical Agency) data for 2008/09.</p> <p>19.2. The questions that had arisen in the past regarding the accuracy of the data were noted, arising from the differences between various institutions in the way that data is gathered and collected. Because of these inconsistencies, it was noted that the data could be misleading, or at least problematic in its interpretation.</p> <p>19.3 The opinion that full discussion was needed on the current methods of gathering and analysing data was noted, so that consideration could be given to the best way of providing detailed reliable statistical information for the purposes of the Coleg.</p> <p>19.4 It was recommended that the Data Task and Finish Group originally established by the Higher Education Sector Group should be reconvened so as to provide recommendations for consideration by the Board of Directors.</p>	<p>Data Task and Finish Group to reconvene to consider the matters identified and to present recommendations for consideration by the Directors.</p>	<p>Unspecified.</p>
20 To receive an oral report on the Draft Agreement between the Coleg and the institutions	<p>20.1. IM gave an oral report on the intention to draw up an operational agreement between the Coleg and the higher education institutions to create a firm framework for the practical implementation of the legal relationship between the Coleg and the institutions, as set out in the Coleg constitution. It was noted that the agreement would contain an outline of the arrangements for monitoring grants and the formal</p>		

Item	Main discussion points	Action Points	Timescale
	<p>process of reporting on investment outcomes. It was noted that the agreements would be updated and reviewed annually.</p> <p>20.2. It was noted that a draft agreement had already been drawn up and it was agreed that the Directors would receive a draft for approval at the next meeting.</p>	<p>Coleg officers to prepare a draft agreement to be approved by the Directors at the next meeting.</p>	<p>27 June 2011.</p>
<p>21 To receive and consider recommendations on collaborative provision</p>	<p>21.1. An introduction to the paper was given, with a brief report on the Task and Finish Group established by the Higher Education Sector Group to consider matters related to collaborative provision and structures for collaboration between universities.</p> <p>21.2. It was noted that the recommendations of the Task and Finish Group had been drawn up to offer a framework for developing and broadening collaborative provision in a structured way, acting on the core principle of ensuring that the provision was of the highest possible standard, and offering a learning and teaching experience of the highest standard for students.</p> <p>21.3. The recommendations were noted and the Directors commended the work of the Group. The Directors noted the importance of the Group's work and specifically the recommendations presented in relation to safeguarding academic quality, and the intention to develop full policies for staff and students.</p> <p>21.4. The Directors agreed to give responsibility to the Task and Finish Group to undertake the necessary steps to ensure appropriate structures and guidelines for planning, developing and delivering collaborative provision.</p>	<p>Task and Finish Group to continue its work and undertake necessary action as outlined in the paper.</p>	<p>Unspecified / ongoing.</p>

Item	Main discussion points	Action Points	Timescale
22 Any other business	<p>22.1. In concluding the meeting, a word of thanks was formally extended to the officers of the Centre for Welsh Medium Higher Education (now central officers of the Coleg) for all their work over recent years, and specifically all the work that has been accomplished recently to establish the Coleg. A word of thanks was also noted to members of all the previous committees that have contributed greatly to the development of the work to date.</p> <p>22.2. Thanks were extended to the University of Wales: Trinity Saint David for hosting the meeting, and to the translators for their work during the meeting.</p> <p>22.3. There were no other matters to be discussed</p>		
23 Date and location of next meeting	The next meeting will be held on 27 June 2011 at Aberystwyth.		

Derbyniwyd a chymeradwywyd y cofnodion yn ffurfiol yng nghyfarfod Bwrdd Cyfarwyddwyr y Coleg Cymraeg Cenedlaethol a gynhaliwyd ddydd Llun, 27 Mehefin 2011 ym Mhrifysgol Aberystwyth.

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

Dyddiad: 27. vi. 2011