

Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday 23 November 2022 (10:30 – 14:10), Y Llwyfan, Carmarthen

Present

Directors: Dr Aled Eirug (Chair)
Ann Beynon
Nia Elias
Rhys Evans
Meri Huws
Professor Anwen Jones
Angharad Roberts
Llinos Roberts
Professor Enlli Thomas

Observer: Dr Cliona O'Neill (HEFCW)

Officers: Dr Ioan Matthews (Chief Executive)
Dr Dylan Phillips (Secretary)
Dr Dafydd Trystan (Registrar)
Nia Brown (Governance Officer)
Gwenllian Griffiths (Chief Engagement and Communications Officer)
Dafydd Gwyn Jones (Finance Manager) – Items 8, 9 and 18
Dr Lowri Morgans (Further Education and Apprenticeship Manager) – Items 12 and 13

Apologies: William Callaway, Gwilym Dyfri Jones, Pedr ap Llwyd and Alan Jones (Welsh Government)

Minutes of the 23 November 2022 meeting

1. Item 1 – Welcome, apologies and introductory matters

Number	Main points of discussion	Actions	Timescale
1.1	All those present were welcomed to the meeting.		
1.2	Apologies were noted as above.		

2. Item 2 – Declarations of interest

Number	Main points of discussion	Actions	Timescale
2.1	Members were reminded of the procedure by which they are asked to note any declarations of interest additional to those already noted in the Register of Interests.		
2.2	Angharad Roberts declared an interest in the recommendation to extend the agreements with Sgiliaith in the Chief Executive's report.		

3. Item 3 – Minutes of 6 July 2022 meeting

Number	Main points of discussion	Actions	Timescale
3.1	The minutes were received as an accurate record of the meeting held on 6 July 2022.		

4. Item 4 – Matters arising

Number	Main points of discussion	Actions	Timescale
4.1	There were no matters arising that did not appear on the agenda.		

5. Item 5 – Chair's Matters

Number	Main points of discussion	Actions	Timescale
5.1	The Chair reported that he had held conversations with each of the directors in turn and had joined in meetings of all of the Coleg's main committees and boards that had met during the term, which had been useful in understanding the breadth of the Coleg's work.		
5.2	He recommended adding an additional strategic meeting to the Board's calendar of meetings, and it was agreed to organise a meeting in May 2023.	Arrange a meeting in May 2023	By the end of 2022
5.3	He offered to provide a written report to Board meetings if members wished, but it was recommended that it would be sufficient to provide an email update between meetings if necessary.		

6. Item 6 – Chief Executive's Report

Number	Main points of discussion	Actions	Timescale
6.1	The Chief Executive's written report on recent activities was received.		

6.2	<p>Chair</p> <p>The Chief Executive reported that he was working closely with the new Chair, on matters of policy and strategy in particular, and that a system of regular update meetings had been established.</p>		
6.3	<p>Commission for Tertiary Education and Research and the Welsh Language Education Bill</p> <p>He reported that the closed meeting in the afternoon would be an opportunity to discuss the Coleg's relationship with the Commission for Tertiary Education and Research and the Welsh Language Education Bill.</p>		
6.4	<p>Higher Education</p> <p>It was reported that the London Economics study on the funding and costs of Welsh-medium higher education had been shared by the Funding Council, and would be available officially soon.</p> <p>Dr Cliona O'Neill added that the report confirms that there are significantly higher costs for delivering provision through the medium of Welsh.</p>		
6.5	<p>Further Education and Apprenticeships</p> <p>A report was given on the purposeful progress being made in Further Education and Apprenticeships and on the timetable for reviewing the strategy.</p> <p>Following an explanation of the context, a recommendation to extend existing agreements with Sgiliaith in training and mentoring was agreed. 31 July 2024 was agreed as the new end date. It was reported</p>		

	that this contractual variation will be reported to the next meeting of the Audit and Risk Committee.	Report the contractual variation to the Audit and Risk Committee	28 February 2023
6.6	<p>The Learned Society of Wales</p> <p>A report was given on the meeting that took place between the Chair, the Chief Executive and the President and Chief Executive of the Learned Society to re-establish a closer relationship.</p>		
6.7	<p>Collaboration with the National Centre for Learning Welsh</p> <p>The Chief Executive referred to the appointment of Efa Gruffydd Jones as Welsh Language Commissioner and welcomed this new working relationship. In relation to the Work Welsh scheme, it was reported that the Coleg would allocate the funding directly to further education colleges from 1 April 2023, rather than via ColegauCymru. It was noted that a case of TUPE arose as a result. This development will be reported to the next meeting of the Finance and General Purposes Committee.</p> <p>A report was given on a development that would mean sharing office space with the National Centre in the north in order to facilitate closer collaboration and ensure cost efficiencies.</p>	Report to the Finance and General Purposes Committee	25 January 2023
6.8.	<p>Wellbeing</p> <p>A report was given on the pilot scheme in which all members of full-time staff spend at least two days a week in the office. The Finance and General Purposes Committee will receive a report on the hybrid working pilot on 25 January 2023.</p>		

7. Item 7 – Appointments and Governance Standards Committee

Number	Main points of discussion	Actions	Timescale
7.1	<p>Minutes</p> <p>The minutes of the Appointments and Governance Standards Committee meeting held on 21 May 2022 were noted and received.</p>		
7.2	<p>Revised Appointment Procedures</p> <p>It was noted that the appointment procedure for the Board of Directors and its committees had been updated in line with the Board's recommendations at the July meeting.</p>		
7.3	<p>Re-appointment of directors</p> <p>At this point, members agreed that there was no need for Nia Elias, Angharad Roberts and Meri Huws to leave the discussion.</p> <p>The re-appointment of directors for four years was confirmed as follows:</p> <ul style="list-style-type: none"> • Nia Elias – from 29 November 2022 • Angharad Roberts – from 1 March 2023 • Meri Huws – from 1 April 2023 		
7.4	<p>Appointment of members to the Board's committees</p> <p>Appointments to be made on the recommendation of the Appointments and Governance Standards Committee were noted, as follows:</p>		

	<ul style="list-style-type: none"> • Gwyndaf Tobias, Lowri Williams and Non Gwilym – Finance and General Purposes Committee • Paul Peters – Audit and Risk Committee 		
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8. Item 8 – Audit and Risk Committee

Number	Main points of discussion	Actions	Timescale
	At this point, Dafydd Jones joined the meeting.		
8.1	<p>Minutes</p> <p>The minutes of the Audit and Risk Committee meeting held on 26 October 2022 were noted and received.</p> <p>A summary of the main points arising from the 26 October 2022 meeting was given by the Registrar.</p> <ul style="list-style-type: none"> • that Bevan Buckland had been appointed as the Coleg's new External Auditors • that the committee was scrutinising cybersecurity including the possibility of carrying out a penetration test (ethical hack) in due course 		
8.2	<p>The Coleg's Audited Annual Accounts for 2021/22</p> <p>The Coleg's audited annual accounts for 2021/22 were presented by the Coleg's Finance Manager.</p> <p>A report was given on the long-term pension liabilities which meant that this year's accounts showed a loss.</p> <p>The External Auditors' clean audit was noted.</p>		

	The accounts were received and approved. It was noted that they would be formally reported to the Llys, the Coleg Court, on 20 March 2023.		
8.3	The Risk Register It was noted that the Risk Register was being reviewed by officers to reflect developments in the Coleg's work in the higher education, further education and apprenticeships sectors.		

9. Item 9 – Finance and General Purposes Committee

Number	Main points of discussion	Actions	Timescale
9.1	Minutes The minutes of the Finance and General Purposes Committee meeting held on 28 September 2022 were noted and received.		
9.2	Inflation In response to questions about the impact of inflation on the Coleg's activities, it was explained that there had been no increase in the Coleg's core budget for higher education from 2016/17 until this year, and that the increase this year was for specific new projects. Following a discussion, it was agreed to ask officers to consider the matter further with a view to holding a discussion at the strategic meeting in May.	Agenda item for the strategic meeting	May 2023

9.3	Marketing and Communication Strategies It was reported that Marketing and Communication Strategies will be presented to the next meeting of the Finance and General Purposes Committee.		
	At this point, Dafydd Jones left the meeting		

10. Item 10 – Academic Board

Number	Main points of discussion	Actions	Timescale
10.1	<p>The minutes of the Academic Board meeting held on 12 October 2022 were noted and received.</p> <p>A summary of the main points arising from the 12 October 2022 meeting was given by the Secretary.</p> <p>He noted:</p> <ul style="list-style-type: none"> • Future meetings of the Academic Board – following the Academic Board’s meetings that have been held virtually for three years, it was recommended that at least one of the Board’s meetings every year should be held face to face, with additional activity arranged to take place on the same day, dependent on the Covid situation • Project to measure student attitudes – it was reported that the project was ongoing • Initial Teacher Education – it was reported that the Coleg is of the view that the Education Workforce Plan, published by the Welsh Government, is not ambitious enough. 		

	<ul style="list-style-type: none"> • Academic Planning – the Secretary presented the executive summary of the academic plan approved by the Board of Directors on 6 July 2022. Specific reference was made to the plan's three priorities and it was noted that the action points were underway • Student activities – the student representatives gave an update on student activities at their respective institutions during the first few weeks of the new term • The keeping in touch project – a presentation was given on the project to keep in touch with students outside Wales. 		
10.2	<p>In discussing the role of the Academic Board when the Coleg's higher education subject planning strategy was established a decade ago, it was reported that the Post-16 Strategic Board was developing a strategy in the same way in higher education and apprenticeships. It was explained that this was the forum for raising matters at university, student and branch level. During the discussion, consideration was given to how best to bring the voice of the higher education student and the further education learner together in one forum. It was recommended that an assessment of the Academic Board should be carried out as the term of Gwilym Dyfri Jones (chair) comes to an end.</p>	Undertake an assessment of the role of the Academic Board	Summer 2023

11. Item 11 – Higher Education

Number	Main points of discussion	Actions	Timescale
11.1	<p>Academic Plan – Item 11i and Appendix A</p> <p>The Secretary presented a paper on determining the Coleg's Higher Education student targets.</p> <p>A report was given on the model and formula, outlined in the internal planning document that had been shared, to determine targets for the next 10 years following the initial implementation of the new Academic Plan from September 2022.</p> <p>It was reported that setting ambitious but credible and reasonable targets for each provider would be dependent on (i) the situation of various subjects within an institution and (ii) the nature of the linguistic audience within an institution.</p> <p>In response to questions, it was noted that the model and formula are provided as national guidance for the sector and that the framework would allow grants to be cut if providers did not meet their targets.</p> <p>During the discussion, it was reported that the Advisory Group had welcomed the model and formula.</p> <p>Dr Cliona O'Neill confirmed that institutional and national targets are important and referred to the 2021 national metric data that she would share with officers.</p> <p>Following a full discussion, the model and formula, outlined in the internal planning document that had been shared, were approved as a way to determine</p>		

	targets for students studying through the medium of Welsh.		
11.2	<p>Initial Teacher Education – Item 11ii</p> <p>The Registrar gave an update on Initial Teacher Education.</p> <p>A report was given on the Welsh Language Workforce in Education 10-year Plan and the fact that the objectives are not ambitious enough.</p> <p>The discussion included the implications for the sector and the importance of the Coleg's role in advising and influencing the Welsh Language in Education Workforce – External Action Group chaired by Dr Rhodri Llwyd Morgan.</p> <p>The update was noted, and it was accepted that the Coleg has a strategic role to influence and respond to the Welsh Government's goals in Initial Teacher Education.</p>		

12. Item 12 – Post-16 Strategic Board

Number	Main points of discussion	Actions	Timescale
	At this point, Dr Lowri Morgans joined the meeting		
12.1	<p>Meri Huws, the Post-16 Strategic Board's Chair, gave a summary of the main points arising from the 25 October 2022 meeting:</p> <p>She noted:</p>		

	<ul style="list-style-type: none"> • that a paper on the Further Education and Apprenticeship Action Plan metrics had been presented • that a presentation had been given by Qualifications Wales • that an update on the review of vocational qualifications had been given by Sharron Lusher. 		
12.2	An invitation to the Post-16 Strategic Board meetings was extended to Board members.		

13. Item 13 – Further Education and Apprenticeships

Number	Main points of discussion	Actions	Timescale
13.1	<p>Further Education and Apprenticeships Update – Item 13i and Appendix A</p> <p>An update on developments in further education and apprenticeships was given by Dr Lowri Morgans.</p> <p>The fact that the language pyramid was part of Dr Steve Bell's recommendations to the Welsh Government in his report on the provision of initial teacher education for the sector was welcomed. The importance of embedding the language in training and the principle that the practice should be shared among all sectors was noted.</p> <p>It was noted that Lisa O'Connor had been appointed during Dr Lowri Morgans' maternity period.</p>		

	The update was noted including the metrics of the strategy that had been shared.		
13.2	<p>Vocational provision in schools – Item 13ii</p> <p>A document was presented on the Coleg's relationship with vocational provision in schools which had been prepared at the request of the Board in July.</p> <p>Following a full discussion, which recognised the sensitivity of the situation, it was recommended to conduct a review of the current vocational provision in schools and present recommendations to the Board in due course.</p> <p>The Chief Executive noted that this issue is very relevant in the context of the establishment of the Commission for Tertiary Education and Research.</p>	Carry out a review and present recommendations to the Board	Spring / summer term 2023
	At this point, Dr Lowri Morgans left the meeting		

14. Item 14 – Constitutional matters

Number	Main points of discussion	Actions	Timescale
14.1	<p>Governance Framework – Item 14i</p> <p>The Secretary presented the Coleg's Governance Framework.</p> <p>The document was drafted in order to define the responsibilities delegated by the Board to the Chief Executive and officers at the request of the Board in July.</p>		

	The document was approved and Pedr ap Llwyd was thanked for his contribution.		
14.2	The Coleg's Annual General Meeting (the Court) It was noted that the Coleg's Annual General Meeting (the Coleg Court) would be held virtually on 20 March 2023.		
14.3	Terms of Reference – Item 14iii Revisions to the remit of the Appointments and Governance Standards Committee were presented and approved.		
14.4	The remits of the Finance and General Purposes Committee, the Audit and Risk Committee, the Academic Board and the Post-16 Strategic Board were presented and approved with no changes.		

15. Item 15 – Annual Congregation 2023

Number	Main points of discussion	Actions	Timescale
15.1	The Coleg's Annual Congregation It was noted that the Coleg's Annual Congregation would be held on 21 March 2023 in Cardiff to receive Coleg Fellows and to recognise the work of doctoral students.		
15.2	Honorary Fellows 2023 – CONFIDENTIAL The Board approved the recommendation to invite Professor Sioned Davies, Dr Haydn E Edwards and Delyth Murphy to be conferred as Honorary Fellows of the Coleg at the Annual Congregation.		

	It was emphasised that the names should remain confidential until the official announcement.		
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16. Item 17 – Next meetings

Number	Main points of discussion	Actions	Timescale
16.1	The dates of the next meetings were noted: <ul style="list-style-type: none"> • 22 March 2023, Cardiff • 17 May 2023, Aberystwyth* • 28 June 2023 		
16.2	* Shortly after the meeting, 17 May 2023 was confirmed as a date for another meeting.		
	At this point, Dr Cliona O'Neill and the interpreters left the meeting.		

17. Item 18 – The Coleg's investments and reserves (closed item)

Number	Main points of discussion	Actions	Timescale
	At this point, Dafydd Jones rejoined the meeting.		
17.1	A report on the Coleg's investments and reserves was presented by the Registrar. The historic background and recommendations of the External Auditors were noted.		
17.2	Following a full discussion, it was agreed that the level of reserves should be maintained.		

17.3	Following a full discussion, it was agreed that the investment manager should be asked to identify the right time to review the distribution of the investments across the different funds i.e. to move the medium-term funds to the long-term funds.	Ask the investment managers (Sarasin) to implement the recommendation when appropriate	Before the end of September 2023
	At this point, Dafydd Jones left the meeting		

18. Item 19 – Commission for Tertiary Education and Research (closed item)

Number	Main points of discussion	Actions	Timescale
18.1	The Chief Executive gave an update on the establishment of the Commission for Tertiary Education and Research.		
18.2	<p>It was reported that the positions of the Commission's Chair, Vice-Chair and Chief Executive Officer had been advertised.</p> <p>It was noted that the Coleg is a member of the Post-compulsory Education and Training Strategy Board that is advising on the establishment of the Commission.</p> <p>It was reported that agreeing the relationship between the Commission and the Coleg would be a priority during the next 6-12 months.</p> <p>It was reported that discussions with HEFCW will continue in terms of the costs of Welsh-medium higher education provision and there would be an opportunity to agree a suitable plan in this regard with the Commission.</p>		

	<p>It was further reported that a good working relationship had been established with Welsh Government officials in further education and apprenticeships, and it is hoped that there would be an effective transfer once the Commission is established.</p> <p>The timeline for the establishment of the Commission and the terms of reference were noted in the appendices distributed.</p>		
18.3	A number of questions were answered regarding the transfer of staff to work for the Commission from HEFCW and the Welsh Government's Further Education division, and the continuation of apprenticeship agreements.		
18.4	It was agreed that the Minister for Education and Welsh Language should be asked about the process for formally designating the Coleg as a body with which the Commission is expected to consult fully in line with the legislation.	Discuss with the Minister for Education and Welsh Language	Winter 2022/23

19. Item 20 – Welsh Language Education Bill (closed item)

Number	Main points of discussion	Actions	Timescale
19.1	The Chief Executive gave an update, based on the Chatham House rule, on discussions being held with Welsh Government officials. The publication of a white paper is expected in the spring		
19.2	A number of Board members expressed the need for clarity from the Welsh Government on the purpose of any legislation that would affect the Coleg's work, and	Discuss with the Minister for Education and Welsh Language	Winter 2022/23

	<p>how it would contribute to the aims of the national language policy, Cymraeg 2050.</p> <p>The importance of fully considering the advantages and disadvantages of offers within any proposed legislation which would affect the Coleg's governance structures was noted.</p>		
19.3	<p>It was agreed that the Coleg should request a date for a meeting with the Minister for Education and Welsh Language*</p> <p>*Soon after the meeting, 17 January 2023 was confirmed as a date for the meeting.</p>		