

Coleg Board, 3 July 2024 (9:30 – 2:50), Cardiff Metropolitan University

Present

Board Members:

Dr Aled Eirug (Chair)

Ann Beynon

William Callaway

Nia Elias

Dr Rhys Evans

John Hayes

Meri Huws

Professor Anwen Jones

Professor Pedr ap Llwyd

Llinos Roberts

Professor Enlli Thomas

Observers:

Alan Jones (Welsh Government)

Rhian Huws Williams (Chair of the Appointments and Governance Standards Committee)

Officers:

Dr Ioan Matthews (Chief Executive)

Gwenllïan Griffiths (Director of Policy, Communications and Engagement)

Dr Dylan Phillips (Director of Higher Education and Coleg Secretary)

Dr Dafydd Trystan (Director of Strategic Development, Further Education and Registrar)

Nia Brown (Governance Officer)

Mari Fflur (Senior Manager for Policy)
 Suzanne Lewis (Senior Manager for Corporate Services)
 Dr Lowri Morgans (Senior Manager for Further Education and Apprenticeships)
 Rebecca Williams (Senior Manager for Language Skills and Workforce Planning)
 Angharad Roberts, Gwenllïan Owen

Apologies:

Minutes of the 3 July 2024 meeting – full meeting

1. Welcome, apologies and introductory matters

Number	Main points of discussion	Action	Timescale
1.1	All those present were welcomed to the meeting.		
1.2	Alan Jones and Rhian Huws Williams were welcomed to the meeting.		
1.3	Suzanne Lewis and Dr Lowri Morgans were welcomed to their first meeting as senior managers.		
1.4	Apologies were noted as above.		

2. Declarations of interest

Number	Main points of discussion	Action	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	John Hayes noted that he was involved in Ceredigion's post-16 education feasibility project.		

3. An update on the context of post-16 education in Wales

Number	Main points of discussion	Action	Timescale
3.1	The Senior Manager for Policy gave a data update on the context of post-16 education in Wales.		
3.2	She noted the Coleg's initial analysis in assessing post-16 provision in schools and colleges and the strategic planning implications in providing advice to Medr.		

3.3	A number of matters were discussed, including the importance of reliable and meaningful data.		
3.4	The update was received.		

4. Presentation by CYDAG (the association of schools for Welsh-medium education)

Number	Main points of discussion	Action	Timescale
	<i>At this point, Dr Gwennan Schiavone, Senior Leader of CYDAG; Catrin Evans, Assistant Headteacher at Ysgol Llangynwyd; Jeff Evans, Ysgol y Strade; Matthew Evans, Headteacher of Ysgol Gyfun Gymraeg Glantaf; and Simon Davies, Headteacher of Ysgol Gyfun Bryn Tawe joined the meeting, and were welcomed by the chair.</i>		
4.1	They gave a presentation on sixth form provision in secondary schools, and a number of questions were asked by members of the Board.		
4.2	During the discussion, the Coleg's officers reported on the intention to establish a formal relationship with CYDAG in the form of a memorandum of understanding.		

	<i>They were thanked for their presentations after which they left the meeting.</i>		
4.3	Members made a number of comments arising from the presentation, which were discussed and noted.		

5. Presentation by ColegauCymru and Coleg y Cymoedd

Number	Main points of discussion	Action	Timescale
	<i>At this point, Kelly Edwards, acting Chief Executive of ColegauCymru and Jonathan Morgan, Principal of Coleg y Cymoedd, joined the meeting and were welcomed by the chair.</i>		
5.1	Kelly Edwards gave a presentation on the role of ColegauCymru and vocational provision in Wales. At the end of the presentation, a number of questions were asked by members of the Board.		
5.2	A presentation was given by Jonathan Morgan on the impact of the Coleg Cymraeg's investment on Coleg y Cymoedd's bilingual provision.		

	At the end of the presentation, a number of questions were asked by members of the Board.		
	<i>They were thanked for their presentations after which they left the meeting.</i>		
5.3	A number of comments arising from the presentations were discussed and noted.		

6. Item 1 – Minutes of the 20 March 2024 meeting

Number	Main points of discussion	Action	Timescale
6.1	The minutes were approved as an accurate record of the meeting held on 20 March 2024.		

7. Item 2 – Matters arising

Number	Main points of discussion	Action	Timescale
7.1	<p>Human resources policies</p> <p>It was reported that the human resources policies had been fully reviewed by employment solicitors during the past year and that there was a link to the policies in the human resources section of the Chief Executive's report.</p>		

7.2	<p>Welsh Government Grant Letter</p> <p>It was reported that the Welsh Government Grant Letter had been circulated to Board members on 22 April 2024.</p>		
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8. Item 3 – Chair's Matters

Number	Main points of discussion	Action	Timescale
8.1	<p>The Chair reported that he had attended the Technology and Bilingualism Conference at Merthyr College on 26 June.</p>		
8.2	<p>The Chair reported on the annual discussions with individual members of the Board which had been held in June, and noted the following matters / suggestions:</p> <ul style="list-style-type: none"> • the Board's character and discussions are good • members to come together socially • the location of Board meetings • a desire to be part of sub-committees 		

8.3	It was reported that the Chief Executive's performance management process had been completed in April and that priorities for 2024/25 had been agreed.		
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9. Item 4 – Chief Executive's Report

Number	Main points of discussion	Action	Timescale
9.1	The Chief Executive's written report on recent activities was received.		
9.2	<p>Advising Medr</p> <p>The Chief Executive reported on the work of drafting initial advice for Medr in the autumn, to be discussed under Item 12.</p>		
9.3	<p>Welsh Language Education Bill</p> <p>It was reported that the Welsh Language Education Bill would be published in two weeks.</p>		
9.4	<p>The Coleg's Manifesto</p> <p>It was reported that a timetable had been agreed to prepare the Coleg's manifesto for the Senedd election in 2026.</p>		

9.5	<p>Welsh Government monitoring report</p> <p>The monitoring report (March 2024) submitted to the Welsh Government was noted.</p>		
9.6	<p>Stakeholders</p> <p>A report was given on the many meetings held with stakeholders. It was also reported that the presentations received during the morning session are an example of the engagement work taking place with stakeholders.</p>		
9.7	<p>Higher Education</p> <p>It was reported that the Chief Executive and the Director of Higher Education had met with seven vice-chancellors between March and June 2024; the meetings included reports on the current situation at the universities and an opportunity for the Coleg to share plans and details relating to the role of advising Medr.</p> <p>There was a short discussion on the Seren Network. It was reported that a meeting would be held in July with the Welsh Government official who is responsible for the project.</p>		

9.8	<p>Further Education and Apprenticeships</p> <p>It was reported that the review of the Further Education and Apprenticeships action plan was proceeding with formal consultation taking place.</p> <p>It was reported that planning meetings with the further education colleges and the apprenticeship providers were ongoing.</p>		
9.9	<p>National Eisteddfod</p> <p>A draft programme of the Coleg's activities at the National Eisteddfod was shared during the meeting.</p>		

10. Item 5 – Appointments and Governance Standards Committee

Number	Main points of discussion	Action	Timescale
10.1	<p>Minutes (Item 5i)</p> <p>The minutes of the Appointments and Governance Standards Committee meeting held on 24 April 2024 were noted and approved.</p> <p>The Secretary reported:</p>		

	<ul style="list-style-type: none"> • on a strategy to appoint a member to the Board at the end of William Callaway's second term in November 2024 • on the positive feedback for the awareness sessions for members of the Coleg's Board and committees which had been held recently on specific aspects of the Coleg's work. 		
10.2	<p>Report on the Board's evaluation questionnaire (Item 5ii)</p> <p>A report on the Board's evaluation questionnaire was presented by the Secretary.</p> <p>The report included:</p> <ul style="list-style-type: none"> • the changes to the questionnaire which included a section on members' skills and experiences and a section on current developments, which focused this year on Medr • the encouraging and positive results of the questionnaire • the main themes of the responses <p>The report was received.</p>		

10.3	<p>Annual report (Item 5iii)</p> <p>An annual report was presented by Rhian Huws Williams, chair of the Appointments and Governance Standards Committee.</p> <p>She reported on the autumn term's internal audit of governance and the intention to carry out a full external review in due course.</p> <p>The report was received.</p>		
	<p><i>At this point, Rhian Huws Williams left the meeting.</i></p>		

11. Item 6 – Audit and Risk Committee

Number	Main points of discussion	Action	Timescale
11.1	<p>Minutes (Item 6i)</p> <p>The minutes of the Audit and Risk Committee meeting held on 19 June 2024 were noted and approved.</p> <p>William Callaway, Chair of the Audit and Risk Committee, reported:</p> <ul style="list-style-type: none"> on the progress made on cybersecurity 		

11.2	The Risk Register (Item 6ii) The Risk Register was noted, for information.		
11.3	Risk appetite statement (Item 6iii) The risk appetite statement was received.		
11.4	Risk management policy (Item 6iv) The risk management policy was received.		
11.5	The committee's annual report (Item 6v) The committee's annual report was received.		
11.6	William Callaway was thanked for his contribution throughout his two terms of service as a member of the Board and as chair of the Audit and Risk Committee.		

12. Item 7 – Finance and General Purposes Committee

Number	Main points of discussion	Action	Timescale
12.1	Minutes The minutes of the Finance and General Purposes Committee meeting held on 12 June 2024 were noted and approved.		

	<p>Pedr ap Llwyd, Chair of the Finance and General Purposes Committee, reported:</p> <ul style="list-style-type: none"> • on a surplus of £79,773 at the end of the 2023/24 financial year • that the monitoring company Sterling is satisfied with the increase in the funds invested by Sarasin on behalf of the Coleg • on cyber insurance • on information-sharing platforms 		
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13. Item 8 – Academic Board

Number	Main points of discussion	Action	Timescale
13.1	<p>Minutes</p> <p>The minutes of the Academic Board meeting held on 15 May 2024 were noted and approved.</p> <p>Professor Enlli Thomas, Chair of the Academic Board, reported on:</p> <ul style="list-style-type: none"> • the discussion on student attitudes research • the presentations by the chairs of subject panels 		

14. Item 9 – Post-16 Strategic Board

Number	Main points of discussion	Action	Timescale
14.1	<p>Minutes</p> <p>The minutes of the Post-16 Strategic Board meeting held on 21 May 2024 were noted and approved.</p> <p>Meri Huws, Chair of the Post-16 Strategic Board, reported on:</p> <ul style="list-style-type: none"> • the discussion about the review of the further education and apprenticeships strategy • a presentation on the Coleg's equality, diversity and anti-racism strategy • the Technology and Bilingualism Conference held at Merthyr College on 26 June 		
14.2	<p>Ann Beynon reported that she had offered to facilitate a conversation between Coleg officers and representatives from business with the aim of organising an event to discuss Welsh-medium and bilingual apprenticeships in the private sector.</p>		

15. Item 11 – Next meetings

Number	Main points of discussion	Action	Timescale
15.1	The dates of the next meetings were noted: <ul style="list-style-type: none">• 20 November 2024• 26 March 2025• 25 June 2025		
	<i>At this point, Alan Jones left the meeting.</i>		

Minutes of the 3 July 2024 meeting – closed meeting

16. Item 12 – The Coleg’s draft initial advice to Medr – CONFIDENTIAL

Number	Main points of discussion	Action	Timescale
16.1	<p>An update on the Coleg’s designation to advise Medr was presented by the Director of Policy, Communications and Engagement.</p> <p>The update was noted.</p>		
16.2	<p>Memorandum of understanding between the Coleg and Medr (Item 12 Appendix 1)</p> <p>Following a discussion, the Memorandum of Understanding between the Coleg and Medr was approved, and it was agreed to consider within a year whether the document needed to be revised.</p>		
16.3	<p>Draft initial advice (Item 12 Appendix 2)</p> <p>The Coleg's draft initial advice to Medr on its statutory duties relating to the Welsh language was presented to the Board.</p>		
16.4	<p>Members had no comments to make at the meeting, but were asked to submit any comments via e-mail by 10 July.</p>	<p>Members to submit comments on the advice</p>	<p>By 10 July 2024</p>

16.5	<p>Additional meeting of the Board</p> <p>It was recommended that an additional meeting of the Board should be arranged in early autumn to discuss the Welsh Language Education Bill and to approve the initial advice to be presented to Medr.</p>	Arrange a meeting of the Board	Autumn 2024
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17. Close

Number	Main points of discussion	Action	Timescale
17.1	Nico were thanked for providing the simultaneous translation.		