Coleg Cymraeg Cenedlaethol Board of Directors

Wednesday 22 March 2023 (10:30 – 14.25), Sport Wales, Cardiff

Present

Directors:	Dr Aled Eirug (Chair) Ann Beynon William Callaway Nia Elias Rhys Evans Meri Huws Professor Anwen Jones Gwilym Dyfri Jones Pedr ap Llwyd Llinos Roberts
Observers:	Dr Cliona O'Neill (HEFCW) Alan Jones (Welsh Government)
Officers:	Dr Ioan Matthews (Chief Executive) Dr Dylan Phillips (Secretary) Dr Dafydd Trystan (Registrar) Gwenllian Griffiths (Chief Engagement and Communications Officer) Nia Brown (Governance Officer) Joanna Evans (Technical Officer: Resources and E-learning) (Item 6) Mari Fflur (Academic Manager: Publications and Resources)
Apologies:	Angharad Roberts, Professor Enlli Thomas, Deio Owen

Minutes of the 22 March 2023 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	The Chair, Dr Aled Eirug, declared that his wife had been appointed Chair of the Arts Council of Wales.	Update the Register of Interests	Immediately
2.2	Ann Beynon declared that she had been appointed Chair of Farmers' Union of Wales Insurance Service (FUWIS). She was congratulated on this appointment.	Update the Register of Interests	Immediately

3. Item 3 – Minutes of the 23 November 2022 meeting

Number	Main points of discussion	Actions	Timescale
3.1	The minutes were approved as an accurate record of the meeting held on 23 November 2022.		

4. Item 4 – Matters arising

Number	Main points of discussion	Actions	Timescale
4.1	**The Learned Society of Wales** It was reported that the Coleg and the Learned Society were considering holding a range of joint activities including the Edward Lhuyd Lecture. It was reported that the Coleg's Research and Publications Committee is tasked with advising on research and publication matters, and that the Committee includes several members who are also fellows of the Learned Society. It was reported that the HEFCW Publication Fund Independent Panel convened by the University of Wales Press meets three times a year to discuss applications for publications in the field of 'Wales Studies' and that the next meeting would be held on 24 March.		
4.2	**Vocational provision survey** Reference was made to a questionnaire that was distributed to colleges by the Welsh Language Commissioner, and it was confirmed that the Coleg's officers were aware of this work. It was also noted that mapping work for vocational provision in schools is coordinated by CYDAG, although the exercise is not complete at present.		

5. Item 5 – Chair's Matters

Number	Main points of discussion	Actions	Timescale
5.1	The Chair reported on the success of the Annual Congregation held the previous night. He referred to the comments of Professor Sioned Davies, a new Fellow, at the Congregation about the situation in relation to Welsh-medium teachers.		
5.2	He reported on visits to Coleg y Cymoedd and Cardiff Metropolitan University, as well as the intention to visit other institutions in the coming months.		
5.3	He reported on meetings he and the Chief Executive had attended with the Minister for Education and Welsh Language and the chair and chief executive of HEFCW (Rob Humphreys and Dr David Blaney).		
5.4	He reported on the intention to discuss the Coleg's relationship with the Commission for Tertiary Education and Research as well as the Coleg's response to the consultation on the Welsh Language Education Bill at the Board's strategic meeting on 17 May.		
5.5	He reported that he would be meeting student representatives on 24 March.		

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	**Meeting with the Minister for Education and Welsh Language** A report was given on the meeting with the Minister for Education and Welsh Language held on 12 February to discuss the establishment of the Commission for Tertiary Education and Research; Initial Teacher Education; and the White Paper on Welsh Language Education.		
6.3	**Welsh Government monitoring report** The monitoring report submitted to the Welsh Government was noted, for information.		
6.4	**Commission for Tertiary Education and Research** It was reported that the Chief Executive and the Chief Engagement and Communications Officer had met with the Coleg's solicitors on 20 March to discuss taking specialist legal advice on the appropriate form for the Coleg to submit advice to the Commission for Tertiary Education and Research.		
6.5	**Higher Education** Dr Cliona O'Neill gave an update on the London Economics report on the funding and costs of Welsh-		

	medium higher education, which has been presented to the HEFCW Board.		
6.6	**Further Education and Apprenticeships** A report was given on planning work in Further Education and Apprenticeships. It was noted that the Welsh Government has asked the Coleg to set up two additional development grants for Teaching Assistants.		
6.7	**Qualifications Wales** It was reported that the Chief Executive and Registrar had given a presentation to the Qualifications Wales Board at the end of January. *Ann Beynon declared an interest as she has been a member of the CBI Wales Board.*		
6.8	**Initial Teacher Education (ITE)** A report was given on the Coleg's contribution to planning work in this area through the Welsh in Education Workforce Plan forum chaired by Dr Rhodri Llwyd Morgan. Specific responsibilities have been assigned to a number of bodies and organisations, including the Coleg. The Coleg has responded to a consultation on the criteria for ITE providers and has recommended that expectations need to be raised in light of policy and the results of the 2021 Census. The Coleg has received an invitation to give a presentation to the ITE Accreditation Board.		
6.9	**Collaboration with the National Centre for Learning Welsh**		

	A report was given on the collaboration between the Coleg and the National Centre for Learning Welsh on a number of schemes including Cymraeg Gwaith / Work Welsh. Following the publication of the White Paper, it is anticipated that further work to formalise the relationship will be needed in due course.		
6.10	**Secondment** A report was given on the part-time secondment of Dr Dafydd Trystan to the Welsh Government until the end of 2023. He will continue to work for the Coleg for two days a week. Cover arrangements are in place including the temporary promotion of Gwenllian Griffiths to the Senior Management Team.		
	At this point, Joanna Evans joined the meeting		
6.11	**The Coleg's new website** A presentation on the Coleg's new website was given by the Technical Officer: Resources and E-learning. Joanna Evans was thanked for her work, and she left the meeting.		

7. Item 7 – Discussion on Research

Number	Main points of discussion	Actions	Timescale
7.1	Mari Fflur presented the context of the paper on Research.		

7.2	It was explained that the paper was originally discussed at the Academic Board on 8 February.		
7.3	It was reported that a discussion was needed on the Coleg's plans to support research and the advice the Coleg should give the Commission for Tertiary Education and Research in relation to Welsh-medium research.		
7.4	The following questions were discussed: i. Consider the Coleg's current plans to support research. What gaps exist in this provision and what could the Coleg itself do to fill the gaps? What would the consequences be, as well as the financial implications? ii. Consider the role of the universities in relation to supporting Welsh-medium research. What kind of directive or change does your university need in order to stimulate Welsh-medium research? iii. The new Commission will have a statutory duty to increase Welsh-medium research. The Coleg will be tasked with advising the Commission on this. What do you think of the approach suggested above? iv. With regard to the governance of CTER, what is needed to ensure that Welsh-medium research is given its rightful place on the agenda?		
7.5	During the discussion, points were raised in relation to the following:		

	• that the Coleg should identify priorities rather than the detail at this point • the significance of the Welsh language within the Research Excellence Framework (REF) criteria • the need for a national strategy for Welsh-medium publication • the role of the Learned Society of Wales • institutions' duty following the Coleg's investment in research • that the Commission should place Welsh-medium Research as a standing item on every agenda • the independence of the Coleg's advice i.e. the status of the Coleg's designation • what about Welsh-medium research outside Wales? • the importance of the Coleg's Research Scholarships scheme • the Coleg to influence rather than control this field		
7.6	The paper will be presented for discussion at the Research and Publications Committee meeting on 28 March with the intention of feeding into the advice presented to the Commission in due course		

8. Item 8 – Appointments and Governance Standards Committee

Number	Main points of discussion	Actions	Timescale
8.1	**Minutes**		

	The minutes of the Appointments and Governance Standards Committee meeting held on 18 January 2023 were noted and approved.		
8.2	**Evaluation questionnaire** The timeline for the questionnaire to evaluate the Board and directors was noted.		
8.3	**Appointing a new director** A report was given on the steps to appoint a new director to the Board by the strategic meeting on 17 May.		
8.3	**Governance document** The governance document, revised by the committee to reflect good practice in equality and diversity in the public sector, was approved.		

9. Item 9 – Audit and Risk Committee

Number	Main points of discussion	Actions	Timescale
9.1	**Minutes** The minutes of the Audit and Risk Committee meeting held on 28 February 2023 were noted and approved. A summary of the main points arising from the 28 February 2023 meeting was given by William Callaway, Chair of the Audit and Risk Committee: • the risk posed to the Senior Management Team by losing Dr Dafydd Trystan for three days a week until 31 December 2023		

	• the high quality of the committee's administration which allows for effective action • the increased profile of cybersecurity including the appointment of a member who specialises in this area • the approval of the External Auditors' work plan on the annual accounts • a summary of the key financial controls report and the recommendation to share matters of high importance with committee members between meetings • the approval of the Internal Auditors' work plan • a procurement process for an Internal Audit service to be carried out in 2023/24		
9.2	**The Risk Register** The Risk Register, which had been reviewed by officers to reflect developments in the Coleg's work in the higher education, further education and apprenticeships sectors, was approved. Following a discussion: • consideration should be given to rephrasing and updating risk 4 on economic risk • the committee's recommendation that consideration should be given to adding cybersecurity to the Risk Register as a separate risk was agreed.	Consider updating the Risk Register	24 May 2023
9.3	**Cybersecurity** Following a discussion, it was agreed that training should be considered for members of the Board of		To be arranged

	Directors on issues relating to cybersecurity based on the training provided to staff on 7 March by Paul Peters of the Cyber Resilience Centre for Wales.	Consider providing Board members with cybersecurity training	

10. Item 10 – Finance and General Purposes Committee

Number	Main points of discussion	Actions	Timescale
10.1	**Minutes** The minutes of the Finance and General Purposes Committee meeting held on 25 January 2023 were noted and approved.		
10.2	**The Coleg's budget for 2022/23** It was reported that the 2022/23 budget was in line with expectations.		
10.3	**Budget for 2023/24 (Item 13i)** It was reported that there was an increase in the budget which allows for new activities. Income and expenditure is forecast at £11.2 million.		
10.3	**Investments** A report was given on the income of £90,000 from investments that form part of the funding for some other projects.		
10.4	**Inflation** A paper on the impact of inflation on the Coleg's work was presented by the Registrar.		

	The different aspects of the impact of inflation on the Coleg's operations were noted: i. the extent to which the Welsh Government adds an increase in line with inflation to the Coleg's grant ii. the rate of inflation for goods and services iii. the rate of inflation in staff salaries in line with the UCEA framework and annual increments iv. the impact of inflation on the real value of the grants allocated by the Coleg A discussion was held on mitigation for the impact of inflation, and it was explained that overheads are relatively low. The impact of inflation on the Coleg's budgets was noted.		

11. Item 12 – Post-16 Strategic Board

Number	Main points of discussion	Actions	Timescale
11.1	The minutes of the Post-16 Strategic Board meeting held on 15 February 2023 were noted and approved. Meri Huws, Chair of the Post-16 Strategic Board, gave a summary of the main points arising from the 15 February 2023 meeting: She noted: • that an update had been given by Dr Steve Bell on the findings of the interim report of the review of initial teacher education in the further education sector		

	• that the Education Workforce Council had given a presentation on staffing data. • that Dr Lowri Morgans was on maternity leave and that Lisa O'Connor was covering the role during that period		
11.2	She reported on positive comments from members of the Llys (the Coleg Court) on 20 March about the impact of the Coleg's support for further education.		
11.3	During the discussion, it was recommended that Dr Steve Bell should be consulted as part of the discussions on Initial Teacher Education.		

12. Item 11 – Academic Board

Number	Main points of discussion	Actions	Timescale
12.1	It was reported that this would be Gwilym Dyfri Jones's last meeting as director, and reference was made to his support for the Coleg's work in higher education and as a founding member and later chair of the Academic Board. In giving thanks for the privilege of being part of the Coleg's work, Gwilym Dyfri Jones extended his congratulations to the team led by the Chief Executive. He echoed the comments of Professor Sioned Davies, a new Fellow of the Coleg, in her response to the Annual Congregation the previous night, on the need to give due attention to the field of Initial Teacher Education. He added that without an adequate supply		

	of teachers, Welsh-medium education would be in jeopardy.		
12.2	The minutes of the Academic Board meeting held on 8 February 2023 were noted and approved. A summary of the main points arising from the 8 February 2023 meeting was given by Gwilym Dyfri Jones, Chair of the board: He noted: • that the next meeting in Swansea on 10 May would deal with the future role of the Academic Board • that the same discussion had taken place on Research (Item 7) • that student representatives had given an update on student activities		
12.3	In response to a comment about developing the Coleg's culture in the international context, it was reported that the Coleg had been attending NPLD conferences for over ten years.		
	At this point, Meri Huws left the meeting		

13. Item 13 – List of Higher Education Academic Planning Grants 2023/24

Number	Main points of discussion	Actions	Timescale
13.1	**List of Higher Education Academic Planning Grants 2023/24 (Item 13ii)**		

	The Secretary gave a summary of the higher education academic planning grants for 2023/24.		
13.2	The timetable and the detailed awarding process were reported.		
13.3	The grant list was approved.		

14. Item 14 – Welsh Government Grant Letter

Number	Main points of discussion	Actions	Timescale
14.1	It was reported that the Welsh Government Grant Letter was expected soon.	Circulate Grant Letter to Board members	When received
14.2	Alan Jones reported that all of the funding would appear in one grant letter this time, rather than a grant letter with added variations as had been the case in the past.		

15. Item 15 – Equality, Diversity and Anti-Racism Strategy

Number	Main points of discussion	Actions	Timescale
15.1	The Equality, Diversity and Anti-Racism Strategy was presented by the Registrar.		
15.2	It was reported that the strategy was developed by Noam Devey who has now left the Coleg. Emily Pemberton has been appointed in his place.		

15.3	A report was given on the priorities and mentoring plans that will be an opportunity to gradually introduce and grow the work.		
15.4	The risk considerations relating to this field were discussed and it was recommended that consideration be given to a structure for reporting on the updates.		
15.5	The strategy was approved.		

16. Item 16 – Constitutional matters

Number	Main points of discussion	Actions	Timescale
16.1	**The Coleg's Annual General Meeting (the Coleg Court)** A verbal report was given on the Coleg's Annual General Meeting (the Coleg Court) held virtually on 20 March 2023.		
16.2	The Court's new membership of the further education colleges was reported. It was reported that the Coleg's annual accounts up to March 2022 and the annual report for 2021/22 had been approved.		

17. Item 17 – Any other business

Number	Main points of discussion	Actions	Timescale
17.1	**Evaluation questionnaire**		

	It was noted that the directors' evaluation questionnaire would be circulated on 24 March for return by the end of the month.		

18. Item 18 – Next meetings

Number	Main points of discussion	Actions	Timescale
18.1	The dates of the next meetings were noted: • 17 May 2023, National Library, Aberystwyth • 28 June 2023, Merthyr College		
	At this point, William Callaway, Nia Elias, Professor Anwen Jones, Dr Cliona O'Neill, Alan Jones and the simultaneous translators left the meeting.		

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

Number	Main points of discussion	Actions	Timescale
19.1	The Chief Executive gave an update on the establishment of the Commission for Tertiary Education and Research.		
19.2	A further report was given on the legal advice the Coleg would be procuring from Gwion Lewis KC. At a meeting with the Coleg's solicitors on 20 March, advice was sought on the appropriate form to present advice, the status of the advice, as well as advice on establishing formal structures for discussing and developing a relationship with the Commission for Tertiary Education and Research from May.		

	The understanding was that the Commission's staffing profile would include officers transferring from HEFCW and from the Welsh Government's Further Education department coming together to form the Commission. Members were reminded that Health Education and Initial Teacher Education would not be part of the new Commission's remit.		
19.3	A number of matters relating to the basis of the Coleg's designation were discussed to be considered in full at the strategic meeting on 17 May 2023.		

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

Number	Main points of discussion	Actions	Timescale
20.1	The Chief Executive gave an update on the Welsh Language Education Bill.		
20.2	It was reported that the publication of the White Paper was expected within a week. It was agreed to circulate the White Paper.	Circulate the White Paper	Once published
20.3	Members discussed the potential implications for the Coleg's strategy; collaboration with the National Centre for Learning Welsh; and contribution to ITE.		