

**CANOLFAN CYMRAEG I OEDOLION GOGLEDD CYMRU  
WELSH FOR ADULTS CENTRE NORTH WALES**

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A meeting of the Group was held on Tuesday, 28 November 2006 at 10.30am in the Council Chamber, University of Wales, Bangor.

Present: Meri Huws (Chair); Ifor Gruffydd (Welsh for Adults Centre North Wales); Trefor Fôn Owen (Coleg Harlech/WEA); Jim O'Rourke (Nant Gwrtheyrn); Fred Cunnigham (Coleg Llysfasi); Dr Haydn Edwards (Coleg Menai); Rhian McCarthy (Coleg Llandrillo Cymru); Ioan Talfryn (Popeth Cymraeg); Verona Pritchard Jones (Popeth Cymraeg); Gwenan Owain (Coleg Llysfasi); David Jones (Deeside College); Richard Lewis (Welsh College of Horticulture); Steve Smith (Yale College); Iwan Davies (Secretary).

Apologies: Huw Evans (Coleg Llandrillo Cymru); Professor Michael Scott (NEWI); Dr Ian Rees (Coleg Meirion Dwyfor)

**Action**

## 1. WELCOME AND INTRODUCTION

The Chair thanked everyone for attending the meeting and extended a warm welcome to Ifor Gruffydd, Director, Welsh for Adults Centre North Wales, and Iwan Davies, P.A to the Director, both having stated in their posts on 1 November. The Chair explained that Ann Jenkins could not attend the meeting but that she would join us for lunch. The Chair and Director would have a meeting with Ann Jenkins after lunch and questions on behalf of the providers would be put to her.

## 2. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 8 SEPTEMBER 2006

The minutes of the meeting held on 8 September 2006 were confirmed as correct.

## 3. MATTERS ARISING

a) Rhian McCarthy (Coleg Llandrillo Cymru) was present in the meeting held on 8 September 2006.

b) The providers group will meet 3 times a year and also Sub-panels will be established and these will meet regularly.

c) The Chair explained that we are still waiting for a Third Party template, HE expressed that this entailed more work for the providers. A clear relationship between the Centre and providers will be essential. ***It was resolved that IG should contact the Assembly regarding this if nothing is heard before the end of January 2007.***

IG

ch) Concerns were expressed about the delay in hearing about the funding allocations. ***IG to contact the Assembly if nothing is heard by February 2007.***

IG

d) IG explained how the Centre hoped to finance the project and also continue in years to come. The intention is to use the underspend in order to fund the project's continuation.

### (i) THE CENTRE'S STAFFING SITUATION

It is hoped that all the Centre's staff will have been appointed by the end of the month – awaiting confirmation that the Development Officers have accepted their posts. A Data Manager and 2 Secretaries have started working in the Centre, and the Training and Quality Officer will start on 1 December 2006. ***IG to send staff details to the providers for information.*** Some of the providers believed that the quality should be linked to the Estyn National Framework – this will be the remit of the Training and Quality Officer. This was accepted.

IG, ID

IG

### (ii) LEARNERS OFFICER FOR FLINTSHIRE 2007

It was reported that David Jones had started in his post and IG will meet him at the end of the week. A work programme will be arranged for the Eisteddfod week. This will be a one year post initially until the end of the Eisteddfod. The Chair suggested that we should perhaps extend the post until the end of November 2007 to obtain feedback. ***IG to discuss this with the WAG and***

IG

**the National Eisteddfod.** HE said that Coleg Menai had appointed a Learners Officer for the Eryri Eisteddfod 2005 but that the person appointed had continued in post with the college after the Eisteddfod

#### 4. STRATEGIC PLAN

IG explained the document in detail, and members were invited to give feedback by Thursday, 30 November 2006. All the providers were asked to give confirmation of enrolment figures as soon as possible. As part of the discussion the following points were raised and the following decisions made:

a) Whilst accepting the submitted version, it was agreed that a simpler Mission Statement should be provided in the May 2007 document which will concentrate on the provision, and that a section on the aims and objectives should be added for the providers. The aims should be in addition to the corporate aims of each individual provider.

b) SS suggested that a meeting should be held with providers to discuss Welsh for Adults as the future of teaching in the community was fragile.

c) TFO stated that support for students was needed. IG said that the Glamorgan region had showed interest in this aspect.

ch) IG proposed that no targets should be set and that research into the field be undertaken and background data obtained before setting any targets.

d) SS suggested that we should collaborate with the other Centres in Wales and perhaps create quantitative targets.

dd) The possibility of creating a Quality Group to lead developments in quality control was mentioned. IG noted that a sub-panel had been formed by the Providers Panel.

e) Any Strategic decisions will be referred to/discussed at the Strategic Group.

f) Regarding data submission on learners, the Director/Data Officer will discuss requirements with the providers, but more guidance is expected from the WAG in the new year.

ff) IG suggested that there should be no duplication of providers' marketing work – we should rather concentrate on raising awareness across the region. The intention is to provide a website with an electronic prospectus containing details of each provider's courses. The providers believed this was a good idea. JO'R suggested that we should collaborate closely with other agencies and the media. IG's suggestion was accepted.

g) IG mentioned the intention to work with the mid Wales Centre on a market research project. **It was agreed that IG should organise this.**

IG

h) HE proposed that the providers accept the document as an Interim statement. **A final copy of the document to be sent to the providers.**

IG

i) A Welsh for Adults module should be created as part of teacher training. **IG to look into this.**

IG, ID

l) Training – it was important not to duplicate what is already being offered by individual providers. This to be borne in mind when drawing up the Training Scheme.

IG

m) Concern was expressed at the lack of reference to funding the provision regarding the continuation of the project after July 2008, and the lack of growth funding. **IG to include a reference to this.**

IG

5. **PROVIDERS WORKING GROUP**

RMcC reported on the meeting held on Friday, 24 November 2006.

**IG**

- Need guidance on how to deal with workplaces.
- Need to establish a learners tracking system.
- It was agreed that the Centre's function was to raise awareness and raise the profile of the field, and not involve itself in direct marketing.
- The Centre's Development Officers to support the Panel's sub-panels.
- Pam Evans-Hughes had been nominated to represent the Panel on the Strategic Group.

6.

**TRAINING**

This had been discussed previously under Strategic Plan.

7.

**MARKETING**

The intention is to launch the logo in April 2007 as further discussion is needed on the logo's colours. The providers prospectus will not include the logo

(i)

**FUNCTION OF THE NATIONAL ASSEMBLY**

- Raise awareness on a National level.
- Launch the logo in April 2007.

(ii)

**REGIONAL ACTIVITIES**

- Providers continuing to market individually (and in partnership where appropriate).
- Electronic prospectus for the region to be developed on the Centre's website.
- Marketing research to obtain quantitative and qualitative data.

**Providers**

**IG**

**IG**

8.

**STRUCTURE OF NEW WELSH FOR ADULTS COURSES**

Guidelines were circulated to the providers regarding labelling the courses, and members were asked to contact the Centre for more information if necessary.

9.

**A.O.B.**

**IG, ID**

A schedule of meetings must be drawn up before Christmas, to be circulated to all the providers.  
**Minutes of the Providers' Working Group must be circulated to all the providers.**

**IG, ID,  
RMcC**

10.

**DATE OF NEXT MEETING**

Wednesday, 28 March, Neuadd Powis, Main Building, UWB, at  
10.30 a.m.

