

## CANOLFAN IAITH CYMRAEG I OEDOLION

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A meeting of the Group was held on Friday, 8 September at 1.00 p.m. in the School of Lifelong Learning, St. Asaph.

Present: Meri Huws (Chair); Haydn Edwards (Coleg Menai); Huw Evans (Llandrillo); Steve Smith (Yale); Verona Pritchard-Jones (Canolfan Iaith); Jim O'Rourke (Nant Gwrtheyrn); Elen Wyn Thomas (Nant Gwrtheyrn); Fred Cunningham (Llysfasi); Gwenan Owen (Llysfasi); Ian Dickson (Deeside); Diane Martin (Deeside); Andrew Parry (NEWI); Trefor Owen (Coleg Harlech/WEA); Ian Rees (Coleg Meirion Dwyfor); Nerys Hague (Sec.)

Also present: Ifor Gruffydd

Apologies: Merfyn Jones (UWB); Ioan Talryn (Canolfan Iaith); Pam Evans Hughes (NEWI)

	<b>Action</b>
<p>1. <b>WELCOME AND INTRODUCTION</b></p> <p>The Chair thanked everyone for attending the meeting and conveyed a warm welcome on behalf of the Group to Mr. Ifor Gruffydd who will be taking up his appointment as Director of <i>Welsh for Adults Centre North Wales</i> 1<sup>st</sup> November 2006.</p>	
<p>2. <b>OPERATING STRUCTURE</b></p> <p>(i) <b>Strategy Group and Providers</b> It was agreed that the Strategy Group would meet <b>three</b> times a year:</p> <p>28 November 2006, 10.00 a.m. UWB (to coincide with Ann Jenkins' visit) 28 March 2007, 10.00 a.m. UWB 27 June 2007, 10.00 a.m. NEWI/Yale</p> <p>The Provider's Group <b>six</b> times a year.</p> <p>(ii) <b>Staffing</b> Mr. Haydn Hughes has been appointed as the Quality Assurance Officer, starting 1 December 2006 on secondment from the School of Lifelong Learning, UWB. MH reported that it had not been possible to appoint to the two posts of Development Officers. The posts are to be re-</p>	

advertised as soon as possible with slight changes to the job description. Each applicant has been notified of the decision.

(iii) **Eisteddfod Sir Fflint 2007 Post**

The post will be advertised within the next couple of weeks. The Chair asked whether any of the group would like to provide accommodation for the successful applicant as place of work had not been decided. Deeside College expressed a wish to house the post.

(iii) **Letter of August 29**

Para. 2 It was confirmed that a Providers Committee has been established.

Para. 3 It was confirmed that a three year strategic plan will be in place by the end of November.

IG reported that it may be impossible to prepare a strategic plan by the end of November.

It was agreed that each institution would provide the Director with the following information:

- (a) What they think of as their strengths and weaknesses
- (b) Any information that they may have produced for 'Learn Direct'
- (c) Any Strategic Plan they may have on file

It was agreed that a letter be sent to Ann Jenkins informing her of the committee's concerns. The draft letter to be circulated to members for comment.

Para. 8 Budget. Training. Officer already appointed so this can be developed. Not many full time tutors in the North as in the South.

IG reported that the Assembly has confirmed that the contract with 'Learn Direct' would run for another two years.

4. **PROVIDERS WORKING GROUP**

It was agreed that the minutes from the Provider's meetings be presented at the Strategic Group meetings.

Key points from the minutes included the concerns regarding shortage of tutors; planning mechanisms; uncertainty after initial funding round.

HE expressed concerns that it was difficult to make changes. The Chair suggested that a sub-group be formed to look at future finance. HE suggested that the other centres be contacted. It was suggested that the Director sets up a meeting once in post.

5. **STRATEGIC PLAN**

It was agreed that each institution forward their Strategic Plan to Ifor Gruffydd.

6. **NATIONAL MARKETING PLAN**

The committee was not aware that a branding exercise had

happened. Concerns were expressed that increase growth will cost £1 million with no money put aside to pay this. It was agreed that more money is needed for other things before Marketing.

7.

**ANY OTHER MATTERS**

- (i) Third Party Contract - Concerns were expressed.
- (ii) WAG Strategy for Year 3 – need more information, is there finance for year 3?

It was agreed that Ann Jenkins be invited to the next meeting.