

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

NORTH WALES PROVIDERS' PANEL

A meeting took place of the Providers' Panel on Wednesday, 13 June, at 1.30pm at Ystafell Rhos, Coleg Llandrillo Cymru.

Present: Elwyn Hughes (Chairman, University of Wales, Bangor); Howard Edwards (Popeth Cymraeg); Jim O'Rourke (Nant Gwrtheyrn); Ioan Talfryn (Popeth Cymraeg); Ann Hughes (Coleg Menai); Gary Smith (Welsh for Adults Centre); Haydn Hughes (Welsh for Adults Centre); Pam Evans-Hughes (Welsh for Adults Centre); Jina Gwyrfai (Welsh for Adults Centre); Frances Jones (Popeth Cymraeg); Dona Padan (Coleg Llysfasi); Myfi Brier (Coleg Llysfasi); Rhian McCarthy (Coleg Llandrillo Cymru); Samantha Studt (Coleg Meirion Dwyfor); Meirionna Jones (Coleg Meirion Dwyfor); Dafydd Rhys (Coleg Harlech WEA); Iwan Davies (Secretary, Welsh for Adults Centre)

Apologies: Non Lewis Edwards (Deeside College); Sharon Owen (Coleg Menai); Llinos Price (Coleg Harlech WEA); Ifor Gruffydd (Welsh for Adults Centre); Gwenan Owain (Coleg Llysfasi); Jeni Harris (Yale College)

1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting.

2. CONFIRMATION OF MINUTES OF MEETING HELD ON 9 MARCH

The minutes of the meeting held on 9 March 2007 were confirmed as correct.

3. MATTERS ARISING

- a) Confirmation was received that JG and PEH were co-operating closely with relevant bodies such as Mentrau Iaith and the Welsh Language Board, but that no decision had yet been made regarding the best way of including them within the structure of Panel meetings.
- b) A meeting had taken place of the Quality Sub-Group in May. In the future, meetings should be timed in a way which would facilitate routes for reporting. It was agreed that, in the future, the Quality Sub-Group would meet in the morning, followed by the Providers' Panel that afternoon, and that the Strategic Group should meet soon after.

Action

- c) The courses have to be named in accordance with WJEC levels; a letter has been sent to the Heads of all providers.
- ch) WJEC examination registration forms for 2007/08 will be processed by the Centre.
- d) OCN has not yet appointed a temporary worker to create tasks. Members of staff at the Centres have undertaken the work.

4. PRESENTATION ON CENTRE'S WEBSITE

Gary Smith, Data Manager, gave a presentation on the Centre's website.

- The site was officially launched last week, with over 1,500 visitors to it in one day.
- A special zone has been allocated to the website, namely learncymraeg.org which, of course, is easy to remember.
- The Welsh for Adults Centre is the only Centre which currently has an entirely bilingual site.
- Details of courses on the website are collected from the 2.2.2. forms, therefore it is important to ensure that the information on those forms is complete and current.
- It will be necessary to add start dates to course details, together with clear information concerning the precise nature of the course. It is hoped that photographs of course venues will soon appear on the website and that some classes will also be filmed, in order to promote the provision further.
- The providers will forward all the information to JG and PEH, and the information will then be fed onto the website by GS.
- It was explained that there was no link with the other Centres in Wales; a strong recommendation was made that DELLS ensure that this should occur, and IG was asked ***to raise the matter at the next meeting of the Centres' Steering Group.***
- It should be ensured that courses which are cancelled are immediately removed from the website. All courses which run should remain on the website, since learners with some knowledge of Welsh join the course during the year.

IG

5. DIRECTOR'S REPORT

In the absence of the Director, a report was received from HH who stated as follows:

- a) DELLS has changed the funding formula, which currently means that the increase of 10% will not go ahead. The Centres are in discussion with DELLS on how to resolve the problem.
- b) Planning will be based on the current provision for 2006/07, until we receive further information from DELLS.
- c) Consultation will take place on draft agreements within a week. Dr Haydn Edwards and Janice Lewis, Coleg Menai, have been in co-operation with IG.

- d) A report was received on the position of national working groups which will be answerable to WAG.
- dd) Gary Smith, Data Manager, will be organising a visit to the providers, in order to discuss what each provider needs in the way of data.
- e) The Centre will be organising an advertising campaign in the press during the first half of September 2007:
 - ***it will be necessary to co-operate with providers regarding advertisement, in order to avoid duplication.***
 - an advertisement will appear in all local papers in the area, only beginners' courses will be targeted with the providers, all providers are agreed on this.
 - It will be necessary to ensure that all providers receive a proof before it is sent out to the press. ***GS will make a CD for distribution to all providers, with the logo, in order to facilitate the process of including the logo on publicity material.***
- f) The leading field of the North Wales Centre within the national system will be the Intense Curriculum. As yet, one meeting of the Task Group has taken place, and IG will submit a paper to the Steering Committee at the end of June.

IG

GS

6. REPORT OF THE QUALITY SUB-PANEL

The reports on quality were received and, in particular, on the changes to the observation scheme, i.e.:

- To pilot a scheme in the eastern parts of the area in 2007/08.
- To evaluate the process thoroughly.
- Every establishment to be observed in 2008/09.
- Discussions with Coleg Menai and Coleg Meirion Dwyfor concerning the way forward.
- The Estyn training course will take place, but Estyn has given us to understand that one representative will be attending on behalf of each Centre. An equivalent course will be held on 17 and 18 July 2007, at the Bryn Howel Hotel, Llangollen.
- Co-operation with the Mid-Wales Centre in an effort at harmonising the quality procedures. ***Discussion will be necessary at the next Quality Sub-Group on how the providers will receive the information from Estyn.***

HH

7. PROVISION FOR 2006/07 AND 2007/08 – DEVELOPMENT OFFICERS' REPORTS

JG stated that the provision for 2006/07 was 98.8% complete, but that it would be necessary to receive full information as soon as possible. A statistical analysis was made of the information received, on the basis of county and level. It was noted that the Entry category does not show clearly which students are complete beginners and which are in their second year of learning. Extracurricular provision for 2007/08 has been mapped, any

information on extracurricular provision will be required from the provider. The Centre should have now received a full programme for 2007/08; JG stressed the importance of receiving the information as soon as possible. PEH explained that the national Welsh for the Family working group had met twice. A pilot scheme is going ahead in the areas of Wrexham and Bodorgan, Ynys Môn, where parents and children of reception and nursery classes are taught together. The working group is co-operating with Llew Jones, OCN, to create new credits for this provision. The Welsh in the Workplace working group has drawn attention to the unevenness of the provision throughout Wales. More research will need to be done with the providers, as well as co-operation with the OCN to create appropriate credits. JG has held taster sessions for incomers at Afonwen and Hafan y Môr.

8. PUBLICITY & MARKETING

A copy was circulated of a sample county handout which will list all the courses within that county. Lengthy discussion took place on the nature and detail of the information to be included on each course, and the Development Officers will adapt the handout based on recommendations made. The Centre was asked to inform the providers on how many handouts will need to be produced and where they will be distributed, in order to avoid the duplication of the providers' own publicity campaigns. The Welsh for Adults stand will be on Maes D at the National Eisteddfod, Flintshire and Area. Providers are invited to name volunteers to work on the stand. The marketing produce of all centres will be available on the stand. There will be 4 slots at the tent of University of Wales, Bangor, where the official launch of the Centre will take place, together with talks on research in the Basque Country.

9. TRAINING

The report was received, and the following matters were noted in particular:

- Targeting those who had not attended a training session.
- The National Qualification has been deferred until 2008.
- A new programme for October 2007.
- Access and Foundation sessions in Bangor and Llangollen on 19 July 2007.
- Training Conference at Bryn Howel Hotel, Llangollen, 8-9 February 2008, ***all providers should consider keeping the dates free from teaching so that tutors can attend.***
- DELLS conference to be held in Cardiff, 9-10 November 2007.
- Terms for the payment of tutors – the Strategic Group wishes to hold discussions on the terms of payments to tutors; we shall recommend to the Strategic Group that we should pay tutors £50.00 per day, and £30.00 per ½ day, together with travel costs.

Providers

10. DATA AND TARGETS

Nothing required discussion regarding data and targets.

11. EVENTS

Popeth Cymraeg has wide provision of Summer Schools at Denbigh, Mold and Llanrwst during June and July 2007. A day for learners organised by the BBC will be held at Northop on 13 July 2007.

12. AOB

DR stated that Coleg Harlech/WEA were working on a new project where they will be developing units jointly with the Open College, and co-operating with the Mentrau Iaith on Welsh-medium education.

13. DATE OF NEXT MEETING

Meeting of Providers' Panel, Wednesday Afternoon, 10th October 2007, at Coleg Llandrillo Cymru at 1.30pm.