Cofnodion Grŵp Strategol 08/07/09 10:30y.b. Coleg Llysfasi, Rhuthun

Presennol: Merfyn Jones, Is-ganghellor Prifysgol Bangor (Cadeirydd)
Brec'hed Piette, Prifysgol Bangor ; Julie Brake, Prifysgol Glyndŵr; Ian Rees, Coleg Meirion Dwyfor; Debbie Tebbut, Coleg Menai; Ioan Talfryn, Popeth Cymraeg; Fred Cunningham, Coleg Llysfasi; Jane Watkins, Coleg Llysfasi; David Jones, Coleg Glannau Dyfrdwy; Rhian McCarthy, Coleg Llandrillo; Catrin Keller, Coleg Llandrillo; Kevern Kerswell, Coleg Iâl; Elliw Ellis-Davies, Cwmni Atom; Ifor Gruffydd, CCiO; Haydn Hughes, CCiO; Ellen Roberts CCiO

Ymddiheuriadau: Trefor Fôn Owen, Coleg Harlech; Huw Evans, Coleg Llandrillo

Croesawyd pawb i'r cyfarfod gan Yr Athro Merfyn Jones.

Cadarnhawyd fod cofnodion y cyfarfod diwethaf yn gywir.

3. Materion yn codi:

- Pwynt 5, Eitem 3 - Mae'r trefniant gyda Choleg Meirion Dwyfor i weinyddu'r gronfa Arian Wrth Gefn wedi bod yn llwyddiant ac mae cytundeb wedi ei gyrraedd i hyn barhau ar gyfer 2009/10.

- Pwynt 9 - Ymchwil Hyfforddiant yn y Gweithle – mae cyfarfodydd cychwynnol wedi eu cynnal gyda Bwrdd yr Iaith a bydd memorandwm o ddealltwriaeth yn cael ei baratoi. Bydd y Ganolfan yn parhau i gynnig gwasanaeth cynllunio darpariaeth gweithle ar gyfer y sector gyhoeddus a bydd Bwrdd yr Iaith yn newid eu system o fonitro gan wneud hyn ar sail 'sampl' yn y dyfodol. Bydd pwyslais y Bwrdd ar sicrhau fod cyrff cyhoeddus yn gweithio tuag at wireddu eu strategaeth.

- Mae'r Ganolfan wedi derbyn cadarnhad o'r dyraniad ariannol ar gyfer 2009/2010 a bydd y dyraniadau arfaethedig yn sefyll. Bydd IG yn cysylltu â'r darparwyr i gadarnhau.

4. Cofnodion y Panel Ansawdd a gynhaliwyd 17/06/09

Derbyniwyd y cofnodion a dygwyd sylw'r aelodau at y materion canlynol:

- Ffurflenni Gwerthuso Myfyrwyr – bydd y Ganolfan yn symud ymlaen i gynllunio system unffurf mewn cydweithrediad ag APADGOS.
- Arolwg ESTYN - nid yw amserlen ESTYN ar gyfer arolygu CiO o fewn y rhanbarth yn 2009/2010 yn hysbys ar hyn o bryd ond credir y byddant yn ymweld â Gwynedd a Môn ac yn sicr bydd y Ganolfan yn cael ei harsylwi fel rhanbarth ddiwedd 2010. Mae systemau yn cael eu rhoi yn eu lle er mwyn paratoi at hyn, nod y Ganolfan yw codi ymwybyddiaeth o'r Ganolfan a chodi'r teimlad fod tiwtoriaid pob sefydliad yn rhan o'r un tîm.
- Adroddiad Hunan Asesu – am resymau ymarferol bydd y Ganolfan yn cyflwyno ei AHA ym mis Tachwedd o hyn ymlaen. Bydd pro forma yn cael ei lunio, i'w gwblhau gan ddarparwyr erbyn mis Hydref. Ynddo bydd y Ganolfan yn gofyn am wybodaeth gyffredinol benodol sydd ei hangen i fwydo i mewn i'r adroddiad.

5. Cofnodion y Panel Darparwyr a gynhaliwyd 17/06/09

- Cwrs Cenedlaethol Cymraeg i'r Teulu - mae Pam Evans-Hughes, Swyddog Datblygu'r Ganolfan yn un o awduron y cwrs yma. Bydd yn cael ei beilota yn 2010/2011 a bydd y Ganolfan yn gofyn i CHWEA gyflwyno'r cwrs hwn yn y gogledd fel cwrs prif ffrwd, a hynny ar lefel Mynediad yn y lle cyntaf.
- mae pob darparwr naill ai wedi cyrraedd eu targed neu'n agos at wneud hynny a byddwn fel rhanbarth yn cyrraedd ein targed ac yn derbyn cynnydd cyllid o 10% yn 2009/10. Diolchodd IG i bawb am eu gwaith caled wrth sicrhau hyn.

6. Strategaeth Farchnata

a) **Arolwg – Canfyddiadau Dysgwyr Newydd** – cyflwynodd Elliw Ellis Davies o Gwmni ATOM PR adroddiad i'r aelodau ar rai o brif bwyntiau'r arolwg. (gweler Papur CHa). Bydd yr adroddiad llawn yn cael ei e-bostio at yr aelodau. Prif nodweddion:
   - y wasg / hysbysebion darparwyr oedd y ffynhonnell wybodaeth amlycaf ar gyfer cyrsiau
   - lefel boddhad yn uchel
   - mae diffyg ymwybyddiaeth amlwg o frand CiO ac ymwybyddiaeth o wefan y Ganolfan

b) **Strategaeth Farchnata 2009/2010** – cyflwynodd EED y strategaeth ac yn dilyn trafodaeth cafwyd rhai argymhellion:

- Cytunwyd ei bod yn bwysig fod tiwtoriaid a staff sy'n gweithio yn y maes yn ymwybodol o'r gyfundrefn ond eilradd ddylai'r pwyslais fod ar godi ymwybyddiaeth ymhlith dysgwyr.
- 'Roedd anfodlonrwydd ymysg yr aelodau ynglŷn â system 'LearnDirect'. Eglurwyd fod cytundeb rhwng y cwmni a'r Llywodraeth ar fin dod i ben ac na fyddai yn cael ei adnewyddu.
- Mae strategaeth ar-lein genedlaethol yn cael ei datblygu fydd yn adnodd cyfathrebu effeithiol i ddysgwyr maes o law.
- Trosi erthyglau Golwg i iaith syml ar gyfer dysgwyr – mae hyn yn bodoli eisoes ar eu gwefan

7. **Amcanion Strategol** - Cyflwynodd IG bapur yn amlinellu prif Amcanion Strategol y Ganolfan
- Pwynt 1 - cytunwyd newid y gair 'dysgwyr' i diwtoriaid/staff CiO a chodi'r targed i 100%
- Pwynt 3 – mae'r Ganolfan yn chwilio am ffynonellau cyllid allanol ychwanegol
- Pwynt 5 – 11 – y targed cynnydd yn anorfod yn gyffredinol gan mai eleni yw'r tro cyntaf i'r data gael ei gasglu
- Pwynt 8 - nod y Cynulliad yw codi hyder ymysg rhai sydd â rhywfaint o Gymraeg yn barod
- Pwynt 12 – 14 – mae darpariaeth amgen y rhanbarth yn cynnwys cyrsiau Llanllawen a Dad-awgrymeg. Mae'r Llywodraeth yn bwriadu datblygu cwricwlwm CiO cenedlaethol fel bod yr un cwrs yn cael di ddefnyddio ledled Cymru.
- Pwynt 18 – cytunwyd i ail eirio'r pwynt gan roi targed penodol o diwtoriaid i dderbyn graddau 1 neu 2
- Bydd yr amcanion yn cael eu cynnwys yn y Cytundeb

8. **Cytundebau** – Cyflwynodd IG bapur yn amlinellu Newidiadau Arfaethedig i'r Cytundeb Trydydd Parti, a gofynnwyd i'r aelodau eu hystyried gyda'i staff ac adrodd yn ôl erbyn y 24ain Gorffennaf.
Cytunwyd ar y canlynol:
- 3.1 Mae'n bwysig fod y person fydd yn gwneud y galwadau ffôn wedi derbyn hyfforddiant pwrpasol er mwyn cael y wybodaeth sydd ei hangen mewn ffordd sensitif.
- 7.2 Gofynnwyd am galendr o ba ddata sydd ei angen a phryd, a bod y dysgwyr ar y pro forma yn cael eu grwpio fesul dosbarth.
- 7.5 Ychwanegu "yn amodol ar ganiatâd y dysgwr"
- 9.6 Ychwanegu "hyn yn weithredol o 2010/2011

9. **Hyfforddiant** – Cyflwynodd Haydn Hughes bapur i'r aelodau gan dynnu sylw penodol at y canlynol:
- Mae 22 o ddarpar diwtoriaid wedi derbyn hyfforddiant a'u manylion wedi eu cylchredeg i'r darparwyr. Mae profiad wedi dangos pwysigrwydd mentora'r bobl hyn ar y dechrau a gall y Ganolfan gynnig eu gwasanaeth i'r darparwyr llai i'r diben hwn.
- Bydd hyfforddiant i gydlynwyr a thiwtoriaid amser llawn yn cael ei gynnal 13-15 Gorffennaf a bydd rhaglen hyfforddi'r Ganolfan ar gyfer 2009/10 yn cael ei thrafod yno.
- Arsylwyd 144 o ddosbarthiadau yn 2008-09 a 151 o diwtoriaid. Mae dadansoddiad o'r canlyniadau i'w gweld ym mhapur E.

10. **Bwrsariaeth** – Cyflwynodd IG bapur i'r aelodau oedd yn egluro fod bwlch yn y cymorth ariannol sy'n cael ei gynnig i ddysgwyr gan nad yw yn cynnig cymorth gyda ffioedd cyrsiau. Yn wyneb hyn mae'n cynnig sefydlu Bwrsari gyda chronfa o £10K i lenwi'r bwlch.
Gofynnwyd i'r Ganolfan gynhyrchu taflen yn amlinellu pob cronfa sydd ar gael ynghyd a chanllawiau.

11. **Strategaeth Addysg Cyfrwng Cymraeg** - cyflwynodd yr Athro Merfyn Jones adroddiad llafar gan gyfeirio at y ffaith fod y strategaeth wedi ei hysgrifennu yn Saesneg a'i chyfieithu i'r Gymraeg gyda'r canlyniad fod anghysonderau yn y fersiwn Gymraeg. Mae wedi ei chynllunio'n bennaf gyda golwg ar y sefyllfa mewn ardaloedd di-Gymraeg ac felly'n fwy perthnasol i gyfundrefnau yn yr ardaloedd hynny nac yng Ngogledd Cymru. Cyfeiriad cefnogol yn unig sydd ynddi at Gymraeg i Oedolion ond mae lle i gyd-weithio ar ddau bwynt sef
- datblygu sgiliau iaith staff
- hyfforddiant Cymraeg yn y Gweithle

Mae cyfarfod ym Mangor, Dydd Gwener 10fed Gorffennaf a bydd IG yn cyflwyno sylwadau ar y ddogfen o safbwynt CiO yn dilyn y cyfarfod hwn.

12. **U.F.A**. - diolchodd y Cadeirydd i Mr Wyn Hobson, Cyfieithydd y Cyfarfod am ei waith caled sylweddol yn ystod cyfarfodydd y Ganolfan.

Cyfarfod nesaf: Tri cyfarfod y flwyddyn, un ym mhob tymor, fydd yn cael eu cynnal o hyn ymlaen.

4/11/09	**Coleg Meirion Dwyfor, Pwllheli**
24/02/10	**Prifysgol Glyndwr, Wrecsam**
16/06/10	**Canolfan Iaith a Threftadaeth, Nant Gwrtheyrn. Llithfaen**

Minutes of the Strategic Group 08/07/09 10:30am Coleg Llysfasi, Ruthin

Present Merfyn Jones, Vice-Chancellor Bangor University (Chair)
Brec'hed Piette, Bangor University; Julie Brake, Glyndŵr University; Ian Rees, Coleg Meirion Dwyfor; Debbie Tebbut, Coleg Menai; Ioan Talfryn, Popeth Cymraeg; Fred Cunningham, Coleg Llysfasi; Jane Watkins, Coleg Llysfasi; David Jones, Deeside College; Rhian McCarthy, Coleg Llandrillo; Catrin Keller, Coleg Llandrillo; Kevern Kerswell, Yale College; Elliw Ellis-Davies, Atom PR; Ifor Gruffydd, WfA; Haydn Hughes, WfA; Ellen Roberts WfA

Apologies Trefor Fôn Owen, Coleg Harlech; Huw Evans, Coleg Llandrillo

All were welcomed to the meeting by Professor Merfyn Jones

The minutes of the last meeting were confirmed as correct.

3. Matters Arising

- Point 5, Item 3 – The arrangement with Coleg Meirion Dwyfor for the administration of the Contingency Fund has been a success and an agreement has been reached for this to continue for 2009/10.
- Point 9 – Workplace Training Research – initial meetings have been held with the Welsh Language Board and a memorandum of understanding will be drawn up. The Centre will continue to offer a workplace provision planning service for the public sector and the Welsh Language Board will change its system of monitoring, implementing this on a 'sample' basis in future. The Board's emphasis will be upon ensuring that public bodies work towards the realization of their strategy.
- The Centre has received confirmation of the 2009/2010 financial allocation and the proposed allocations will stand. IG will contact the providers to confirm.

4. Minutes of the Quality Panel that was held on 17.06.09

The minutes were accepted and the attention of the members was drawn to the following:

- Student Evaluation Forms – the Centre will proceed to devise a uniform system in collaboration with DCELLS.
- ESTYN Inspection – ESTYN's timetable for the inspection of Welsh for Adults in this region in 2009/2010 is not yet known but it is believed they will visit Gwynedd and Anglesey and the Centre will certainly be inspected as a region at the end of 2010. Systems are being put in place to plan for this; the aim of the Centre is to raise awareness of the Centre and increase the sense that the tutors in every institution are part of the same team.
- Self-assessment Document – for practical reasons the Centre will present its Self-assessment in November from now on. A pro forma will be drawn up, to be completed by providers by the end of October. In it the Centre will request specific general information which is required to feed into the report.

5. Minutes of the Provider Panel that was held on 17.06.09

- Welsh for the Family National Course – Pam Evans-Hughes, the Centre's Development Officer, is one of the authors of this course. It will be piloted in 2010/2011 and the Centre will ask WEA to introduce this course in North Wales as a mainstream course, at Entry level in the first instance.
- Every provider has either reached their target or is close to doing so and we as a region will receive an increase in funding of 10% in 2009/10. IG thanked everyone for their hard work to secure this.

6. Marketing Strategy

b) **Survey – Perceptions of New Learners** - Elliw Ellis Davies from ATOM PR Company presented a report to the members on some of the survey's main points. (see paper CHa). The full report will be e-mailed to members. Main features:

- The press/provider advertisements were the most obvious information source for courses.
- Satisfaction level was high
- There is a lack of awareness of the Welsh for Adults brand and awareness of the Centre's website.

b) **Marketing Strategy 2009/10** – EED presented the strategy and, following discussion, some recommendations were made:

- It was agreed that it was important for tutors and staff who are working in the field to be conscious of the set up but the emphasis on raising awareness amongst learners should be secondary.
- There was dissatisfaction among the members concerning the 'LearnDirect' system. It was explained that an agreement between the company and the Government was about to come to an end and it would not be renewed.
- A national on-line strategy is being developed that will be an effective communication resource for learners in due course.
- It would be an advantage if the articles in Golwg were available in a simplified form for learners – this already exists on their website.

7. **Strategic Objectives** – IG presented a paper outlining the Centre's main Strategic Objectives

- Point 1 – it was agreed to change the word 'learners' to WfA tutors/staff and raise the target to 100%
- Point 3 – the Centre is seeking additional external funding sources
- Points 5-11 – the increase target is unavoidably general as this year is the first time the data has been collected
- Point 8 – the Assembly's aim is to increase confidence amongst those who already possess some Welsh
- Point 12-14 – the region's alternative provision includes Llanllawen and Accelerated Learning courses. The Government intends to develop a national WfA curriculum so that the same course is used throughout Wales.
- Point 18 – it was agreed to reword the point giving a specific target for tutors to receive Grade 1 or 2
- The objectives will be incorporated into the Contracts.

8. **Contracts** – IG presented a paper to members outlining the Proposed Changes to the Third Party Contracts, and members were asked to consider them with their staff and report back by 24th July.

The following were agreed:

- 3.1 It is important that the person who makes the telephone calls has received appropriate training in order to obtain the requisite information in a sensitive manner.
- 7.2 It was requested that a calendar be prepared of which data is required and when, and that the learners on the pro forma be grouped according to the class in which they are enrolled.
- 7.5 Add "conditional upon the permission of the learner"
- 9.6 Add "this will be operational from 2010/2011"

9. **Training** – Haydn Hughes presented a paper to the members specifically highlighting the following:

- 22 potential tutors have received training and their details have been circulated to the providers. Experience has shown the importance of mentoring these people at the beginning and the Centre can offer its service to the smaller providers for this purpose.
- Training for co-ordinators and full time tutors will be held 13-15 July and the Centre's training programme for 2009/10 will be discussed there.
- 144 classes were observed in 2008-09 and 151 tutors. An analysis of the results may be seen in paper E.

10. **Bursary** – IG presented a paper to the members explaining that there is a gap in the funding support that is being offered to learners as it does not offer assistance with course fees. In the light of this, it proposes the establishment of a Bursary, with a £10k fund, to fill the gap.
The Centre was asked to produce a leaflet outlining every fund that is available together with guidelines.

11. **Welsh Medium Education Strategy** – Professor Merfyn Jones gave a verbal report referring to the fact that the strategy had been written in English and translated into Welsh, which led to inconsistencies in the Welsh version. It has been planned principally with the situation in non-Welsh speaking areas in mind and is therefore more relevant to organizations in those localities than to those in North Wales. There is only a supportive reference in it to Welsh for Adults but there is scope for collaboration on two subjects, namely

- Development of staff language skills
- Welsh in the Workplace training

There will be a meeting at Bangor on Friday, 10th July, and IG will present observations on the document from the standpoint of WfA following this meeting.

12. **A.O.B** – the Chair thanked Mr Wyn Hobson, the Meeting Translator, for his considerable hard work in the course of the Centre's meetings.

Next Meeting: Three meetings a year will be held from now on, one in each term.

4/11/09	**Coleg Meirion Dwyfor, Pwllheli**
24/02/10	**Glyndwr University, Wrexham**
16/06/10	**Canolfan Iaith a Threftadaeth, Nant Gwrtheyrn. Llithfaen**