

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

**QUALITY PANEL**

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A meeting of the Panel was held on Wednesday, 14 May 2008, at 11.00am at Futues@Holywell, Holywell.

Present: Ioan Talfryn (Popeth Cymraeg); Ifan Prys (Nant Gwrtheyrn); Rhian McCarthy (Coleg Llandrillo Cymru); Haydn Hughes (Welsh for Adults Centre); Ifor Gruffydd (Welsh for Adults Centre); Howard Edwards (Popeth Cymraeg); Pam Evans-Hughes (Welsh for Adults Centre); Jina Gwyrfai (Welsh for Adults Centre); Elwyn Hughes (Bangor University); Julie Brake (NEWI); Sharon Owen (Coleg Menai); Liam Kealy (Estyn Inspector); Ann Jones (Estyn Inspector); Gwenan Owain (Chair, Coleg Llysfasi); Caroline Williams (Coleg Meirion Dwyfor); Iwan Davies (Secretary)

Apologies: James Nelson (Coleg Llandrillo Cymru); Diane Martin (Deeside College); Dr Ioan Ap Dewi (Bangor University); Jeni Harris (Yale College)

**1. WELCOME AND APOLOGIES**

Gwenan Owain, Chair, welcomed everyone to the meeting, particularly Liam Kealy and Ann Jones, Estyn inspectors.

**2. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 12 MARCH 2008**

The minutes of the meeting held on 12 March 2008 were confirmed as correct.

**3. MATTERS ARISING**

HH stated that the individual learning plan had now been implemented.

**4. SELF ASSESSMENT REPORT**

The first Self Assessment report for the region has been prepared, and there is a separate report for Flintshire with the *intention of gaining the approval of the Chair of the Quality Panel, James Nelson, Coleg Llandrillo Cymru, and Sharon Owen, Coleg Menai, before it is presented to DCELLS.*

**Action**

**HH**

All the providers were thanked for their comments and feedback. Once the Centre has received comments from DCELLS we shall report at the next meeting. Responses and input were received from the tutors at the training conference, Llangollen; the views of the learners will also be required; ***the Centre will consult with the providers concerning the formation of Focus Groups.***

HH

## 5. CLASS OBSERVATIONS

The observations of Flintshire, NEWI, Yale College and Coleg Llysfasi have now been completed. A fairly clear picture was gained of tutoring in the region. Every tutor had received training sessions before the observations. The observations indicate that a number of the tutors require specific training. The Centre provides a comprehensive programme of training for the region's tutors. GO remarked that the observation reports were thorough. The names of Non Lewis Edwards, Deeside College, Eleri Swift Jones, Bangor University, Ioan Talfryn, Popeth Cymraeg, and Gwenan Owain, Coleg Llysfasi, have been put forward to receive Estyn Inspector training. The observation team's good practice findings are shared among the tutors. In 2008/09 all the region's tutors will have to be observed, Gwynedd and Anglesey tutors will be observed in the Autumn term 2008, Conwy and Denbigh, January and February 2009, Wrexham and Flintshire, March and April 2009.

## 6. ESTYN REPORTS

HH concentrated on Cardiff and the Vale report and a number of points that were useful for providers were shared such as sharing resources and venues. The Mid-Wales Report has not been published; ***HH will circulate the report among the providers.*** It was stated that sharing information about both good practice and deficiencies was vital; HH will also share the information with the region's tutors. Training that has been detailed by the tutors will need to be targeted.

HH

## 7. FLINTSHIRE INSPECTION

As everyone is aware we are in the middle of the Flintshire inspection, HH stated that Elwyn Hughes, Bangor University, and Ioan Talfryn, Popeth Cymraeg, had presented very thorough files to Estyn. The two inspectors made remarks confirming that positive features had been observed hitherto in the course of the inspection and a full report will be received in a week's time.

## 8. OBSERVATION PROGRAMME 2008/09

Discussed earlier in the agenda.

**9. APADGOS FRAMEWORK DISCUSSION PAPER**

*The Centre will be ready to receive comments on the discussion paper and will then forward the information to DCELLS, and the hope is that we shall receive a report of the main findings by the next meeting.*

Providers

**10. INDIVIDUAL LEARNING PLAN**

The individual learning plan has been drawn up in the Coleg Harlech WEA format, it will be necessary to look and agree on a plan to be used by September 2008; *a working group, including Jina Gwyrfai, Welsh for Adults Centre, Elwyn Hughes, Bangor University, Sharon Owen, Coleg Menai and Gwenan Owain, Coleg Llysfasi, will meet to discuss an individual learning plan and make it simple to understand.*

HH

**11. A.O.B.**

A report was received from IG on performance indicators; it was said that there was a significant lack of benchmarks in the field; we shall certainly be able to see progression next year. The indicators are at Centre level but we can do them at provider level if necessary.

HH stated that there was an application from the Mid-Wales Centre for a common tutor handbook; it is hoped to compile a file of examples that would be useful to providers; comments would be needed from the providers and then it could be directed to Grŵp y Gamfa.

**12. DATE OF NEXT MEETING**

Wednesday, 15<sup>th</sup> October 2008 at 10.30am, Rhos Room, Coleg Llandrillo Cymru, Rhos on Sea.