

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

**Grŵp Strategol / Strategy Group**

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A meeting of the Group was held on Wednesday, January 16 at 10.30 a.m. in Deeside College, Connah's Quay.

Present: Meri Huws (Bangor University - Chair); Jim O'Rourke (Nant Gwrtheyrn); Richard Lewis (Welsh College of Horticulture); Jina Gwyrfai (Welsh for Adults Centre); Rhian McCarthy (Coleg Llandrillo Cymru); Jackie Doodson (Coleg Llandrillo Cymru); Julie Brake (NEWI); Gwenan Owain (Coleg Llysfasi); Fred Cunningham (Coleg Llysfasi); Steve Smith (Yale College); Dr Haydn E. Edwards (Coleg Menai); Janice Lewis (Coleg Menai); Trefor Fôn Owen (Coleg Harlech WEA); Brec'hed Piette (Bangor University); David B. Jones (Deeside College); Ifor Gruffydd (Welsh for Adults Centre); Iwan Davies (Secretary)

Apologies: Verona Prichard Jones (Popeth Cymraeg); Elwyn Hughes (Bangor University); Huw Evans (Coleg Llandrillo Cymru); Haydn Hughes (Welsh for Adults Centre); Pam Evans-Hughes (Welsh for Adults Centre); Ioan Talfryn (Popeth Cymraeg)

	<b>Action</b>
<p><b>1. WELCOME AND INTRODUCTION</b></p> <p>The Chair welcomed everyone to the meeting.</p>	
<p><b>2. CONFIRM MINUTES OF LAST MEETING HELD 24 OCTOBER 2007</b></p> <p>The minutes of the meeting held on 24 October 2007 were confirmed as a true record.</p>	
<p><b>3. MATTERS ARISING</b></p> <p>3(a) IG reported that once the Action Plan has been approved <b>the Centre will submit a quarterly summary document at the meetings outlining strategic and operational developments.</b></p> <p>4. It was explained to the group that the intensive/non-intensive policy had been discussed in the Providers' Panel and the Groups were asked to approve the policy with one amendment as follows:</p> <ul style="list-style-type: none"><li>• footnote 1 – change 'at advanced level' to 'at</li></ul>	<b>IG</b>

intermediate and advanced level'.

IG emphasised that this will be the Centre's core policy but that there will be an element of flexibility in cases where the policy creates practical problems for providers and/or learners.

IG and MH met with Ann Jenkins, DCELLS to discuss the model for Popeth Cymraeg, Deeside College, Welsh College of Horticulture and Coleg Llandrillo Cymru. It was reported that DCELLS has accepted the model verbally and an official response is expected within a month.

#### 4. **CONFIRM MINUTES OF PROVIDERS' PANEL – MATTERS ARISING**

It was confirmed that the minutes of the Providers' Panel were correct.

Matters arising:

- With regard to tutors who receive training from the Centre, it must be ensured that this feeds back into individuals' staff development with the providers.
- FC drew attention to the resources and teaching tender, the Centre has not received any official correspondence concerning this, ***the Centre will consult with providers.***
- IG insisted that DCELLS look at the possibility of creating a new Welsh for Adults curriculum. Most probably a Task Group will be set up to investigate this and the Centre intends to tender for this work.

IG

#### 5. **CONFIRM MINUTES OF QUALITY PANEL – MATTERS ARISING**

It was confirmed that the minutes of the Quality Panel were correct.

Matters arising

- ***The Centre urgently needs tutors' schedules so that observation can be arranged.***
- ***A draft copy of the SAR needs to be sent to providers for consultation.***
- HH is in the process of visiting providers to offer feedback and comments on the recent observation.

Providers

HH

#### 6. **DIRECTOR'S REPORT**

IG's report made the following points:

Data submission

IG explained the importance of receiving full and timely data and

he asked providers to ensure that there was clear communication between Centre Staff and data management staff. The Centre will receive feedback from DCELLS by January 25.

#### A meeting with Ann Jenkins

IG reported that he and MH had held a meeting with Ann Jenkins at the beginning of the month where the overall Welsh for Adults and DCELLS agenda was discussed together with the main themes in the North Wales region. With regard to the Webb report, **it was decided that it would be useful if the Centre were to draw up a summary of the implications of the report's recommendations for Welsh for Adults, to be considered by the next meeting.**

IG

#### A review of the restructuring of Welsh for Adults by Old Bell 3

It was reported that Einir Burrowes had visited the Centre recently and that she had contacted some North Wales providers over the phone. **A draft interim report will be drawn up by Old Bell 3 in the spring and it was agreed that this report would be distributed among group members so that it would be possible to respond on behalf of all the providers.**

IG

#### Reaching targets

**IG asked all providers to let him know whether they were confident of reaching their targets or not.** He reported that the data received suggested in November 2007 that providers had fulfilled about 40% of their units on average. IG noted that there was a danger that any underperformance under the target set would have an effect on the entire region's allocation in the following year, so it was vitally important to ensure that targets were met, or to inform the Centre that there was a problem reaching targets, as soon as possible. In order to obtain more valid and full data, it was decided that providers would send their latest full data to the Centre by 21 January 2008. The Centre would then report back to all providers on the situation. **It was also decided that providers from now on would send data to the Centre every month so that the Centre could monitor the situation on a regional basis (the Centre to note when the data should be submitted and what would be the exact data needed).**

Providers

Providers

IG

Providers and IG

#### Informal Teaching

The Centre has received a grant of £15k from the Welsh Language Board to appoint an Informal Teaching Coordinator, it is hoped that someone can be appointed to start on April 1<sup>st</sup> 2008.

#### Marketing Strategy

The Centre is working with ATOM PR and **there will be a consultation on a draft document by the end of this month.**

IG

### Planning Provision

It was noted that the Centre wants to ensure that the 2008/2009 provision programme is completed by 4 April 2008. **To facilitate this process the Development Officers will be holding discussions with individual providers over the next weeks, starting as soon as possible.**

JG a PEH

### The Workplace

(a) An outline was given of the Centre's plans to promote Welsh for Adults training in the workplace, specifically in the public sector, partly by working with Language Planning Consultants.

(b) **It was also noted that the Centre will be consulting providers on a 'model' in order to share workplace provision between those providers who want to offer training in the workplace.** The aim is to hold the consultation during February in order to discuss the feedback in the next meeting of the Group.

IG

## 7. QUALITY ASSURANCE

There were no further points to discuss following item 5.

It was decided to discuss all Quality Assurance issues with the Quality Panel minutes in future.

## 8. TRAINING

IG presented a report in the absence of Haydn Hughes which focussed on the following matters:

- The Centre is hoping to offer the national qualification in September 2008.
- We will not pay our tutors for attending the conference in Llangollen, 8-9 February 2008, but the Centre will be ready to pay for accommodation where reasonable and travel costs.
- Questionnaires have been sent to all regional tutors on behalf of DCELLS. All tutors are asked to complete them and sent them to the Centre for analysis.
- A tutor recruitment campaign will be starting in about March or April 2008 with the aim of offering them training during the summer so that there is a larger reserve of part time tutors available to regional providers.

## 9. PROVISION

JG gave a report which focussed on the following:

- **Regular formal meetings will be held with providers every two months or quarterly.**
- She noted that the provision needed to be coordinated more tightly – timetable for April 2008, there has been some duplication with the provision for January 2008 and

JG and  
PEH

this needs to be avoided in 2008/09. A lack of intensive courses in Conwy, Entry level non-intensive courses (WJEC) in Denbigh and Conwy and parts of Flintshire. Advanced courses will need to be rationalised and competence courses developed. Underprivileged areas need to be considered.

- JG and PEH are offering pilot courses for the family – TWF in the Anglesey, Gwynedd, Conwy and Denbigh areas, the course has been accredited by OCN, in Wrexham and Denbighshire a course is being offered in primary schools.
- As part of the preparation work for a consultation paper on sharing provision in the Workplace, we will need to know which providers wish to provide training in the workplace. ***Providers are asked to let the Centre know by January 18 2008.***
- ***An electronic copy of JG's report to be distributed to providers.***

**Providers**

**JG**

#### **10. MARKET RESEARCH – PRESENTATION ON THE MAIN OUTCOMES OF BEAUFORT RESEARCH**

IG gave a presentation on market research. The Centre had worked with the Mid Wales Centre on quantitative and qualitative surveys, with a mixed sample of about 800 people. A number of important and interesting findings emerged which will be incorporated in the Centre's next strategic document in May 2008. On the matter of free courses the Chair said that Gareth Jones, AM was very anxious to discuss the cost of Welsh for Adults Courses with WAG. ***An electronic copy of the Beaufort Research presentation to be sent to providers.***

**IG**

#### **11. AOB**

FC noted that there were a number of arguments with regard to fees for older people. ***IG explained that the Centre was awaiting a legal response and that we will share this information with providers.***

**IG**

#### **12. DATE OF THE NEXT MEETING**

Wednesday, April 9th 2008 at 10.30a.m., Bangor University