

**TERMS OF REFERENCE
LONDON & SOUTH EAST EDUCATION GROUP
CURRICULUM & STANDARDS COMMITTEE FOR
FE, HE & APPRENTICESHIPS**

Constitution

1. The Committee shall comprise of a minimum of five members. Ideally, there should be membership representation from each of the Boards of the separate legal entities with the Group delivering Further Education, High Education and/or Apprenticeships.

London South East Colleges (LSEC)
London Skills for Growth (LSFG)

2. The Chair of the Committee will be selected by the London South East Education Group.
3. The Committee shall meet at least once in each academic term. Ad hoc meetings may be called as necessary in agreement with the Chair of the Committee.
4. The Group Principal & CEO will be in attendance.
5. Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair shall have a second or casting vote.
6. Quorum will be a minimum of 3 members in attendance.
7. Executive officers attending will include Group Executive Director Information & Performance and LSEC College Principal
8. In-line with agreed policy, decisions can be taken by email involving all Committee members.

Terms of Reference

The Curriculum and Standards Committee is responsible for advising the Corporation on the overall academic performance of the Group, and will discharge the following functions and responsibilities:

1. To consider and recommend to the Group Committee and Boards comprising LSEC and LSFG, annual Self-Assessment Report and processes in preparation for inspections.
2. To monitor at each meeting the Quality Improvement Plans, relevant to LSEC and LSFG.
3. To establish targets in order to monitor and contribute to the Group's policy to improve and maximise the quality of service offered to the all students, stakeholders and employers.
4. To receive reports on equality of opportunity and the monitoring of EO data.
5. To receive the annual and midyear reports on Safeguarding and Prevent for each legal entity for review and recommending to the LSEEG Board.
6. To receive reports on the quality management systems and quality assurance arrangements including reports on student attendance, retention and achievement, lesson observations, staff and student views, complaints/compliments and other quality assurance issues deemed appropriate for the LSEEG Board to review.
7. To receive reports on the Learner/Parent Voice across LSEEG.
8. To receive reports on student progression outcomes, re-engagement and/or destinations as appropriate to the institutions.
9. To oversee the development of Higher Education provision and to monitor the quality of all HE provision.
10. To receive and comment on Student Support and Welfare issues across LSEEG.
11. To oversee the development of English and maths provision at LSEC and LSFG, its quality and achievement rates
12. To monitor the growth and quality of apprenticeship provision including Higher and Degree Apprenticeships.

Reporting Procedures

1. The Clerk to the Group and Independent Boards comprising the London & South East Education Group, shall act as Clerk to the Committee.
2. The Clerk shall circulate minutes of the meeting of the Committee to all Committee members.
3. At each meeting the minutes of the last meeting shall be taken as an agenda item, and if agreed to be accurate, signed as a true record.
4. Minutes of meetings to be made available to the Governors/Trustees of the LSEC and LSFG Boards within London & South East Education Group (LSEEG).