



PRINCIPAL'S EXECUTIVE GROUP (PEG)

TERMS OF REFERENCE

Name	Principal's Executive Group (PEG) Terms of Reference
Version No:	05
Review Date:	November 2020
Version History	V04 November 2019 V03 September 2018
Approved by:	Board of Directors (BoD)
Approval Date	15 January 2021
Circulation	Public Information

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Reports to:	Board of Directors
Meeting frequency:	Monthly

1. Introduction:

- 1.1. The Principal's Executive Group (PEG) is chaired by the College Principal. It is the main operationalising body of the College and it reports to the Board of Directors. The PEG comprises senior managers (academic and non-academic) and meets monthly or additionally as required to advise the Principal on operational and management matters.
- 1.2. The PEG enables the Board of Directors to present guidance across marketing, finance and IT that concern all matters. PEG members share operational actions presented by senior managers that impact the business, enabling LCC to function effectively as an Institution of Higher Education, by steering LCC's educational delivery.
- 1.3. The PEG sets the course for LCC operations. As an example, the Principal, who is also the Chair of the Academic Board, considers actions in the PEG and jointly agrees resources/funds to be released to support the actions.
- 1.4. Actions from all sources are operationalised by PEG, with academic matters being reported formally to AcB usually via QESC and business matters to the BoD.
- 1.5. The PEG is a regular free flowing, dynamic, operational group and focuses on the crucial issues of the day impacting LCC. These can include business matters, QAA HER(AP), HEFCE/OfS, Teaching Excellence Framework (TEF) or the Learning and Teaching Strategy. The PEG serves as a fire-fighting group to respond quickly to the ever-turbulent educational environment.
- 1.6. The PEG communicates to the All-Staff Meeting and receives the actions arising from the Student-Engagement Group and All-Staff meetings to review them and where appropriate suggest outcomes.
- 1.7. The BoD has instituted a series of Key Performance Indicators across the College and agreed with the Principal for the PEG to produce regular monitoring reports under each KPI to help with strategic and operational decisions.
- 1.8. The College has also embarked on a major investment in making incentive awards for achieved results to staff against benchmarked expectations, which levels are decided by PEG.
- 1.9. PEG meetings build on the College's approach to equal opportunities by driving forward planned career progression open to all internal staff, through the provision of continuous professional development and training. This encourages some staff to meet criteria of senior posts in the future, thereby creating an equal playing field for them to compete with external applicants.
- 1.10. The PEG ensures the delivery of Prevent Duty seminars and training days.
- 1.11. The PEG operationalises, implements and embeds identified actions from LCC's Boards, Committees and Groups as well as action plans ranging from strategic documents and reports (including College Annual Monitoring Report) and assures all changes to any activity is effectively communicated to all internal and external stakeholders.

2. Terms of reference:

- 2.1. Interpret and implement academic programme activity according to the College Strategic documentation and Mission statement;
- 2.2. Ensure actions from all internal sources (Boards, Committees, Groups) and Reports (CAMR etc.) are fully operationalised;
- 2.3. Ensure actions from all external sources (QAA, DfE, OfS, etc.) are fully operationalised and implemented;
- 2.4. Manage programme planning and review processes, e.g. College Provision Review.
- 2.5. Oversee all College Monitoring reports are completed fully and timely, as stipulated in College KPIs.
- 2.6. Oversee the delivery of all budgets and staff reward initiatives and recording accurate expenditure.
- 2.7. Ensure effective communication of changes within programmes to the All Staff Meeting
- 2.8. Appoint Brand Advocates to recruit students
- 2.9. Produce key academic reports for QESC, Academic Board and external stakeholders.
- 2.10. Develop programmes to complement the Teaching Excellence Framework (TEF)
- 2.11. Manage staff operating facilities supporting academic programmes, including the employability initiatives to ensure effectiveness in supporting student employability and building the College brand
- 2.12. Oversee the implementation of the College's Learning, Teaching and Assessment Strategy and Policy
- 2.13. Receiving and acting upon feedback from the All Staff Meeting
- 2.14. Ensuring the effective delivery of policies and procedures underpinning the quality of academic programmes
- 2.15. Oversee the delivery of continuous student engagement and effective learning experience.
- 2.16. Oversee effective working of collaborative partnerships and linkages.

3. Membership:

Membership of the PEG is Heads or Acting Heads of Departments or their nominee comprising:

- Principal (Chair)
- Head of Quality Assurance
- Head of Student Engagement
- Head of Programmes and Academic Monitoring
- Head of Data and Internet Technologies
- Registrar (Secretary)
- Senior Quality Assurance Officer
- IT Manager
- Senior Admissions Officer
- HR Manager
- Marketing Manager
- Facilities Manager
- Executive Assistant (Note Taker)

Alternate attendances must be nominated in advance

4. Quoracy:

Chair or nominee and minimum 4 other members

5. Meetings' Agenda:

- 5.1. The Agenda is standardised although flexible to allow disparate activities
- 5.2. The meetings will include reports from all departments
- 5.3. Special meetings can be convened by the Chair or his nominee to consider any appropriate matter.

6. Minutes:

- 6.1. Minutes of all meetings are taken and circulated to membership.

End