

**Central  
Film  
School**



# **Central Film School**

## **Operations & Resources Committee Terms of Reference**

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## Section A – Purpose and Structure

### 1. Description

This committee was instituted by the Academic Board to provide day-to-day leadership for the Operations & Resources function at Central Film School, overseeing an environment which supports the effective achievement of goals and priorities and maintains all necessary standards of compliance and good practice.

### 2. Membership

Finance Manager  
Head of Operations  
Head of School  
Production Manager (Chair)  
Kit Coordinator  
Facilities Officer

### 3. Reporting Structure

The ORC reports to the Academic Board.

### 4. Meetings

The committee will meet monthly. Quorum is achieved by a minimum of 50% of members including the Chair

## Section B – Terms of Reference

1. Develops and regularly reviews the action points relating to all provision in the Consolidated Enhancement Plan and reports on progress with regards any actions arising from the Academic Board.
2. Reports on performance against the agreed measures and KPIs for the OR function
3. The committee should also ensure that matters which are more appropriate for the Academic Boards to consider are referred to the

appropriate group. The committee may make recommendations for items to discuss at Academic Board and the yearly Resources Board.

4. The Committee Chair should report to the Academic Board on a quarterly basis, normally by presenting an Executive Summary of minutes and notes at the next Board meeting.
5. The Committee should ensure that arrangements are in place to enable it to discharge its responsibilities effectively, including the timely provision of information in an appropriate form and quality. This should include reports on:
  - Works undertaken on facilities and/or equipment and any associated costs
  - Performance against agreed measures (student feedback, maintenance budgets, Health & Safety reports and regulatory requirements)
  - Status update on relevant items from the CEP
  - Issues which arose in the previous meeting

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