

**Central  
Film  
School**



# **Central Film School**

## **Quality Assurance & Academic 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 Quality Assurance and Academic provision 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. The committee was instituted to bring together the ‘academic’ and ‘quality assurance’ management under a single body.

### 2. Membership

Head of School (Chair)  
Learning and Teaching Support Manager (Secretary)  
BAPF Course Leader  
BASW Course Leader  
BAAS Course Leader  
MA Course Leader  
Student Services Officer

### 3. Reporting Structure

The QAAC 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. Develop and regularly review the action points relating to quality assurance and academic provision in the Consolidated Enhancement Plan
2. Reports on progress with regards to any actions arising from the Academic Board, Course Develop Forums and Course Committees.
3. Reports on progress with regards any actions arising from feedback mechanisms such as module feedback and the Student Council

4. Reports on performance against the agreed measures and KPIs for quality assurance and academic provision.
5. The Committee should ensure that matters which are more appropriate for the Academic Boards to consider are referred to the appropriate group.
6. Make recommendations for items to discuss at the Academic Board.
7. 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.
8. 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:
  - The Academic Calendar
  - Performance against agreed measures (student feedback, attainment, programme delivery)
  - Status update on relevant items from the CEP
  - Issues which arose in the previous meeting

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