

**Central  
Film  
School**



# **Central Film School**

**Academic Board  
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 overall running of 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

CEO (Chair)  
Head of Operations  
Finance Manager  
Head of School  
Senior Recruitment & Admissions Manager  
Marketing & Communications Manager  
PG Course Leader  
UG Course Leaders  
Production Manager  
Student Services Officer  
Learning & Teaching Support Manager (Secretary)  
Student Council

Other members of the professional services and teaching team may be invited to attend as non-voting members.

### 3. Reporting Structure

The AB reports to the Board of Directors.

### 4. Meetings

The AB will meet three times per calendar year – usually once per term. Quorum is achieved by a minimum of 50% of members including the Chair/Chair-designate and at least one member of the Student Council.

## Section B – Terms of Reference

1. The AB has responsible for the day to day running of the School and has the authority to debate and make decisions about matters relating to:
  - Research, scholarship, teaching and courses including criteria for the admission of students
  - The appointment and removal of internal and external examiners;
  - Policies and procedures for assessment and examination of the academic performance of students;
  - The content of the curriculum of all courses of study;
  - Academic standards, academic quality and the validation, review and annual monitoring of courses; the procedures for the approval and the award of qualifications
  - The procedures for the exclusion of students for academic reasons.
  - The provision of existing and potential new validating partners
2. To consider the development of the academic activities of the School and to advise on the resources needed to support them.
3. To consider and approve responses to external bodies related to the academic work of the School.
4. To establish such committees as it considers necessary for purposes enabling it to carry out its responsibilities.
5. To consider equality and diversity issues arising from the remit of the Board.
6. To consider risk issues arising from the work of the Board.
7. The AB 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 work and findings of the School’s management committees
  - All changes in policy and procedure that would have a material affect on students
  - Status update on relevant items from the CEP/Institutional Strategy
  - Issues which arose in the previous meeting

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