

**Central
Film
School**



Central Film School

People Operations 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 People 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 (Chair)
Head of School
Marketing Manager
Production Manager
Senior Admissions Manager
Teaching & Learning Manager

3. Reporting Structure

The POC 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 PO 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.
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:
 - Development and implementation of People Plan
 - Performance against agreed measures (Staff length of service, staff CPD opportunities and engagement, Level of contentment/wellbeing and reputation of CFS as a place to work)
 - Status update on relevant items from the CEP
 - HR and Recruitment Updates
 - Issues which arose in the previous meeting

Document Title:	CFS POC TOR
Document Ref:	CFSPDOCTOR_01
Version:	1.0
Issuing Authority:	CFS Academic Board
Author:	Tim Lyne
Document Approval Date:	02/09/2023
Last Amended:	20/09/2023
Sensitivity:	Unclassified
Effective from:	20/09/2023
Review Date:	Prior to 2023-24 Academic Year
History:	First Published: 20/09/2023