

**Central
Film
School**



Central Film School

Access & Participation Committee ToR

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Section A – Purpose and Structure

1. Description

This committee was instituted by the Academic Board in 2019 to develop the School’s Access & participation Plan. It is made up of the CEO, heads of department and members of the student recruitment and student services teams. It liaises directly with the Student Council and other school committees to develop the School’s strategy and plan in terms of identifying gaps in access, attainment and success and developing activity and investment strategies to close these gaps.

2. Membership

CEO
Senior Recruitment & Admissions Manager
Marketing & Communications Manager
Senior Operations Manager
Head of School
Senior Registry & Quality Manager
Student Services Coordinator

Four members must be present for a meeting to be quorate. From time to time other members of the school staff may be invited to attended committee meetings.

3. Reporting Structure

The Access and Participation Committee reports directly to the Academic Board.

4. Meetings

The committee will meet termly. Dates will be set in accordance with the School’s timetable, and termly meetings will be held at least 1 week prior to the Academic Board meeting.

Section B – Terms of Reference

1. To draft Access and Participation Plans (APP) in accordance with the Office for Students (OfS) requirements for recommendation to the Academic Board.
2. To monitor progress towards the specific targets contained within the APP and support the preparation of the annual impact reports to OfS which will be provided to the Academic Board for review and approval.
3. To make recommendations to the Finance and Commercial Committee on the investment required to deliver the targets in the APP.
4. To make recommendations to the Academic Board to secure the implementation of the School's Access and Participation Plan.
5. To monitor and evaluate the success of initiatives intended to deliver the targets in the APP.
6. To consider and recommend any mitigating action in instances where monitoring and evaluation reveal poor performance and/or unsatisfactory progress toward meeting targets set out in the APP
7. To provide a summary of progress to the Academic Board and highlight any issues which need to be addressed.
8. To consider new and innovative approaches to, and sector research and insights in, access and student success which may be applied at the School to further progress towards meeting commitments in the APP.
9. To keep under review the financial support package available to students and make recommendations to the Finance and Commercial Committee where changes are required.
10. To receive reports from the Academic Board and the other committees as necessary and ensure that best practice is shared between the two groups and APP commitments are embedded in broader institutional practice and priorities.

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