



2024-25

Central Film School

Student Experience Committee - Terms of Reference

Section A – Purpose and Structure

1. Description

- 1.1. This committee has been instituted by the Academic Board to provide day-to-day leadership for the Student Experience 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

- 2.1. The below roles, or their designated nominees, form the membership of the Student Experience Committee:

- Senior Registry & Quality Manager (Chair)
- Head of School
- Senior Operations Manager
- Student Counsellor
- Marketing Manager
- Student Services Coordinator
- Operations Officer

3. Reporting Structure

- 3.1. The SEC reports to the Academic Board.

4. Meetings

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

Section B – Terms of Reference

5. Terms of Reference

- 5.1. Develops and regularly reviews the action points relating to all provisions in the Consolidated Enhancement Plan and reports on progress with regards to any actions arising from the Academic Board.
- 5.2. Reports on performance against the agreed measures and KPIs for the SE function
- 5.3. 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 the Academic Board.
- 5.4. 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.
- 5.5. 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:
 - Past and upcoming extracurricular events at the School
 - Performance against agreed measures (number of events, student engagement, support issues, student feedback)
 - Status update on relevant items from the CEP
 - Issues which arose in the previous meeting

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