

Academic Board Meeting

8th of April 2026 - Start Time: 15:45 - End Time: 17:15

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| Attendees | | |
|--|-----------------------|---------|
| Role | Name | Present |
| CEO - Chair | Rory Curley (RC) | ✓ |
| Director of Curriculum & Courses | Gareth Spicer (GS) | ✓ |
| Postgraduate Course Leader | Ben Gibson (BG) | ✓ |
| BA Practical Filmmaking Course Leader | Mark de Valk (MdV) | ✓ |
| BA Acting for Screen Course Leader | Steve Livermore (SL) | ✓ |
| BA Screenwriting & Integration Foundation Year Course Leader | Will Thacker (WT) | ✓ |
| Associate Lecturer | Jennifer Handorf (JH) | ✓ |

| | | |
|--|-------------------------------|----|
| Associate Lecturer | Robin Emilien (RE) | ✓ |
| Marketing Manager | Ava Shepherd (AS) | ✓ |
| Marketing Officer | Tom Kelly (TK) | ✓ |
| Marketing Assistant | Hugh Kocheta (HK) | ✓ |
| International Admissions Manager | Toby Hale (TH) | ✓ |
| Domestic Admissions Manager | Alex Chettur (ACH) | Ap |
| Student Recruitment Officer | Anastaseia Talalakina (AT) | ✓ |
| Senior Operations Manager | Simon Kennedy (SK) | ✓ |
| Finance Officer | Syed Ahmad (SA) | ✓ |
| Finance Officer | Darshna Patel (DP) | Ap |
| Operations Coordinator | Tam Paul-Worika (TPW) | ✓ |
| Senior Registry & Quality Manager | Michael Ellery (ME) | ✓ |
| Student Counsellor | Alice Coyle (AC) | ✓ |
| Student Services Manager | Conrad Pollock (CP) | ✓ |
| Student Services Officer | Lea Krueger (LK) | ✓ |
| Registry & Quality Officer | Sariuska Contreras (SC) | ✓ |
| Registry & Quality Officer | Aidan Dobson (AD) | ✓ |
| Production Manager | Ben Hampton (BH) | ✓ |
| Kit Room Assistant | Riley Carr (RCa) | ✓ |
| Kit Room Assistant | Andreea-Elena Preda (AP) | Ap |
| Kit Room Assistant | William Collins (WC) | ✓ |
| Student Representative BAPFO24 | Chad Ansermet (CA) | A |
| Student Representative BAPFO24 | Connie McCann (CM) | ✓ |
| Student Representative BAASO24 | Eric Cisman (EC) | ✓ |
| Student Representative BAASO24 | Morgan McClure (MM) | A |
| Student Representative MAFMO25 | Gokce Kocaslán (GK) | ✓ |
| Student Representative BAASO25 | Jayden Hill (JHi) | ✓ |
| Student Representative BAIFO25 | Milla Bogdanowicz (MB) | A |
| Student Representative BAIFO25 | Viktoria Humeniuk (VH) | A |
| Student Representative BASWO24 | Pebbles Gray (PG) | A |
| Student Representative MASWO24 | Saskia Green (SG) | Ap |
| Student Representative MASWO24 (nominee) | Julian Mercury-Meredith (JMM) | ✓ |
| Student Representative BAPFO25 | Archie Pattenden (APa) | Ap |
| Student Representative BAPFO25 | Lorca Molina-Zekri (LMZ) | Ap |
| Student Representative BASWO25 | Zunnairah Ahmad (ZA) | ✓ |




1. Welcome and Apologies

1.1. The Chair, RC, welcomes all attendees to the meeting. Apologies noted above.

2. Chair's Introduction

2.1. RC confirmed that the meeting was quorate, with a representative balance of both staff and students present. RC declared that the meeting was being recorded and transcribed as part of the continuing degree awarding powers scrutiny process.


3. Previous Actions & Matters Arising


| Actions | Assignee | Status |
|--|--------------|----------|
| L&TC to report on how sound recording and design, and post-production more generally, has been embedded into the curriculum at the next Academic Board | GS | Complete |
| L&TC to discuss how to implement CV and Industry sessions throughout all programmes and levels and report on this at the next Academic Board | GS | Complete |
| L&TC to produce a standardised CFS Post-Production schedule | BG, GS | Complete |
| Academic Board to review the below policies and provide feedback at the next meeting: <ul style="list-style-type: none">  CFS - Programme Design & Approval Process DRAFT.pdf  CFS Minor Modifications Policy - Draft.pdf  CFS Periodic Course Review Policy - Draft.pdf | ALL | Complete |
| Student Representatives to review new CFS website and provide any further feedback directly to marketing@centralfilmschool.com or report this at the next meeting | Student Reps | Complete |
| Student Representatives to provide Open Day feedback where possible | Student Reps | Complete |
| Academic Board to review the Risk Register and provide feedback at the next meeting | ALL | Complete |
| SEC to facilitate the Student Council in completing an Academic Board report for the next meeting and include their feedback here | CP | Complete |
| SEC to collate relevant 'responses to student feedback' for You Said, We Did and share this with the academic community | CP | Complete |
| Marketing to upload ratified policies and Academic Board minutes to the CFS website | MCC | Complete |


3.1. GS reported that roles such as sound and production design are being engaged earlier in the curriculum starting September 2026. These changes are being built directly into the "Visual Storytelling" module to avoid waiting until production periods to address post-production.

- 3.2.** GS explained that the CV and Industry sessions action is linked to the broader Graduate Attributes project, where CFS is looking at how to define our graduates for example, as global citizens and creative entrepreneurs who are technically proficient and culturally aware. RC announced there would also be dedicated careers days for Level 6 and 7 students planned for Term 3.
- 3.3.** BG and BH are developing a schedule that restores offline and online phases, including assembly, fine cuts, and specific bookings for music, mixing, and colour grading. The new screening facility will provide the necessary resources for these refined sessions.
- 3.4.** LMZ noted the new website lacks the detailed module breakdowns found on the old site. GS suggested adding engaging bullet points for what each module covers.
- 3.5.** ZA highlighted a need for better guidance on student loans for non-UK applicants and localised information for UK students from outside England on the website.


4. Policies, Procedures and Terms of Reference Review

4.1.  QARC - Programme Design & Approval Process - 2025_26 - Draft.pdf


4.2.  QARC - Revalidation Policy - 2025_26 - Draft.pdf


4.3.  QARC - Module Modifications Policy - 2025_26 - Draft.pdf

- ME stated that the above three policies and processes all relate to how we will design, approve, and develop our curriculum and programmes going forward if we are successful in our Degree Awarding Powers application.
- Programme design will follow a three stage process with each stage requiring sign off from the Academic Board before progressing to the next stage.
- After validation, the School will make use of module modifications and revalidation to ensure our programmes are relevant and current with regards to sector, student and industry expectations.
- GS highlighted that the process allows CFS the ability to invite external experts to chair validation panels to enhance objectivity, which is particularly useful for a small organisation.

4.4.  QARC - Academic Regulations - 2025_26 - Draft.pdf

- ME explained, following guidance and advice from the Office and Students and Falmouth University, we have made a minor amendment to Appendix B point 1.2, regarding force majeure (emergency powers), as higher education providers cannot usually enact these clauses.

4.5.  QARC - Monitoring, Review, and Evaluation Policy - 2025_26 - Draft.pdf

4.6.  QARC - New Centre Approval Process - 2025_26 - Draft.pdf

- ME noted that the above two policies are a development of a previously ratified policy regarding assuring quality and standards at other delivery sites.
- This policy has been separated into a new centre approval process (which follows a similar approval process to programme design and approval) and an overarching policy outlining how we monitor, review, evaluate, and enhance our provision including delivery at other centres.

4.7. QARC - Code of Conduct - 2025_26 - Draft.pdf

- ME noted that the above document formalises our expectations for both staff and students regarding professional conduct and behaviour. Previously, this has existed across our suite of policies and staff and student handbooks but this provides a single source of information for this and includes references to these where appropriate.

4.8. POC - Staff Appraisal and Probation Policy - 2025_26 - Draft.pdf

- SK explained that these processes were previously split across contracts and various policies; they are now formalised to support staff development and align with the school's strategic objectives.

4.9. RAC - Education Partner Policy 2025-26 - Draft.pdf

- TH explained that the policy formalises our commitment to due diligence when it comes to engaging the services of educational agents who recruit and refer international students on our behalf. This includes ensuring training has been undertaken, agreements are in place and our processes are aligned with the Agent Quality Framework.
- GS noted that the policy doesn't currently outline the process for review, for example, when negative applicant/student feedback is received.
- RC and TH agreed that an addition could be considered for this policy with regards to periodic review of agents in preparation for the August Academic Board.

4.10. SEC - Support and Fitness to Study Policy and Procedure - 2025_26 - Draft.pdf

- GS stated that the policy and procedure had been reviewed to ensure transparency of the process and how this is followed through when staff have concerns about a student's ability to engage with their programme of study. This includes alignment with the Mental Health Act

4.11. All policies listed above ratified by the Academic Board.

5. Programme Proposals

5.1. MFA Film Production - New Programme Proposal Form

- BG introduced the new programme proposals for review by the Academic Board.
- BG explained that this 18-month programme aims to be more aligned to international standards (typically 2–2.5 years) rather than the standard UK one-year master's.
- The course will include five individual film exercises, culminating in a graduation film that occupies the final six months of the programme
- The MFA is designed to contest the global marketplace and enhance the school's image as an ambitious postgraduate institution. It is intended to eventually replace the current one-year MA Filmmaking once recruitment numbers reach a sustainable level.
- Recognising that UK postgraduate funding (approx. £12,000) is insufficient for such a course, the school plans to create scholarships and seek industry

partnerships to subsidise UK students and maintain the mission of amplifying under-represented voices.

5.2. **MA Documentary - New Programme Proposal Form**

- BG states this 15-month programme is specifically designed for activists, social campaigners, and those interested in "counter-informational" filmmaking.
- CFS hosting The Bertha DocHouse Archive is a major draw for the programme is the school's unique archive of 3,000 documentary artefacts, which are currently being digitised. The Board noted that no other UK film school possesses such a resource.
- BG highlighted that while other institutions (like UCL) offer documentary programmes, they are often more theoretical. This programme will fill a gap for a purely practice-based non-fiction master's.
- The course will involve partnerships with third-sector organisations, allowing students to engage directly with groups using documentaries for social change.

5.3. BH noted the potential pressure on equipment and facilities, particularly during peak production periods which will need to be considered at the next stage of the proposal.

5.4. ME stated that timetabling alongside other courses will also need to be considered in detail to ensure we can facilitate this alongside other programmes.

5.5. ME also flagged that staff listed in the documents are mostly sessional tutors so ensuring permanent faculty members may need to be a priority explored in the business case.

5.6. GS emphasised the need to ensure a viable market exists for the Documentary programme, given its specialised nature, to guarantee the intake remains high enough to deliver the course to an excellent standard.

5.7. BG stated that these would be taken under consideration at the Business Case stage.

5.8. The Academic Board approved both proposals to move to the Business Case Stage.

6. Learning & Teaching

L&TC - Academic Board Report - April 2026

6.1. Courses Board

7. Quality & Registry

QARC - Academic Board Report - April 2026

7.1. Exam & Awards Board

8. Marketing & Communications

MCC - Academic Board Report - April 2026

9. Recruitment & Admissions

RAC - Academic Board Report - April 2026

10. Student Experience

SEC - Academic Board Report - April 2026

11. Student Council

Student Council - Academic Board Report - April 2026

12. People Operations

POC - Academic Board Report - April 2026

13. Finance & Commercial

FCC - Academic Board Report - April 2026

14. Facilities & Operations

FOC - Academic Board Report - April 2026

15. Production & Resources

PRC - Academic Board Report - April 2026

16. Access & Participation

APC - Academic Board Report - April 2026

17. Consolidated Enhancement Plan & Risk Register

17.1. Consolidated Enhancement Plan - 2025/26

- RC reported that, based on his attendance at termly meetings, departments are currently on track to meet the goals and objectives scheduled for completion by this point in the year.
- A significant number of targets within the plan are set for completion by September 2026.
- To ensure these final targets are met, the CEP will be moved to the top of the agenda for the August Academic Board meeting to allow for a dedicated, in-depth focus.

17.2. CFS Risk Register 2025-26

- RC has completed an initial review of the register and requested that the Board now conduct a collective deep review to ensure its appropriateness and accuracy.
- Board members were asked to evaluate:
 - Whether the risks currently listed are appropriate and comprehensive.
 - Whether the estimated risk levels (calculated using a standardised public sector format) accurately reflect the current institutional environment.

- The effectiveness of the current mitigations listed for each risk.

18. AOB

18.1. No other business.

19. Actions following Academic Board

| Actions | Assignee | Deadline | Status |
|---|------------|------------|--------|
| MCC and the DCC to investigate adding module breakdown/bullet points to website | MCC, GS | Next AB | |
| MCC and RAC to review visibility and transparency of guidance on student loans for non-UK applicants | MCC, RAC | Next AB | |
| RAC to consider addition of periodic review process for agents in the Education Partners Policy | RAC | Next AB | |
| CEP agenda item to be nearer the top of the next Academic Board agenda to prioritise discussion | ME | Next AB | |
| Committee chairs to provide written feedback on Risk Register (1 week prior to next meeting) | All Chairs | Next AB | |
| SEC to collate relevant 'responses to student feedback' for You Said, We Did and share this with the academic community | CP | Next SEC | |
| Marketing to upload ratified policies and Academic Board minutes to the CFS website | MCC | 24/04/2026 | |