

Academic Board Meeting

26th of August 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 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)	✓
Associate Lecturer	Louise Hardy (LH)	✓

Marketing Officer	Tom Kelly (TK)	✓
Marketing Assistant	Hugh Kocheta (HK)	✓
Marketing Assistant	Teddy Njuguna (TN)	✓
Director of Marketing, Recruitment & Admissions	Lavina Chainani (LC)	✓
Recruitment & Admissions Manager (International)	Toby Hale (TH)	✓
Recruitment & Admissions Manager (Home)	Alex Chettur (AC)	✓
Student Recruitment & Admissions Officer	Anastaseia Talalakina (AT)	✓
Student Recruitment & Admissions Officer	Ireland Wright (IW)	✓
Senior Operations Manager	Simon Kennedy (SK)	✓
Finance Officer	Syed Ahmad (SA)	Ap
Finance Officer	Darshna Patel (DP)	Ap
Operations Coordinator	Tam Paul-Worika (TPW)	✓
Senior Registry & Quality Manager	Michael Ellery (ME)	✓
Student Services Manager	Conrad Pollock (CP)	✓
Student Services Officer	Lea Krueger (LK)	✓
Registry & Quality Coordinator	Sariuska Contreras (SC)	✓
Registry & Quality Officer	Aidan Dobson (AD)	✓
Senior Production Manager	Ben Hampton (BH)	Ap
Kit Room Assistant	Riley Carr (RCa)	Ap
Kit Room Assistant	Andreea-Elena Preda (AP)	Ap
Kit Room Assistant	William Collins (WC)	✓
BAASO25 Student Representative	Alexander Benadom (AB)	✓
BAPFO25 Student Representative	Archie Pattenden (APa)	✓
BAPFO24 Student Representative	Chad Ansermet (CA)	✓
BAPFO24 Student Representative	Connie McCann (CM)	A
BAASO24 Student Representative	Eric Cisman (EC)	✓
BAASO25 Student Representative	Evangeline-Mai Stanley (ES)	✓
MAFMO25 Student Representative	Gokce Kocaskan (GK)	A
BAPFO25 Student Representative	Lorca Molina-Zekri	A
BAASO24 Student Representative	Morgan McClure (MM)	✓
iBAO25 Student Representative	Milla Sajnaga Bogdanowicz (MB)	A
BASWO24 Student Representative	Pebbles Gray (PG)	A
MASWO24 Student Representative	Saskia Green (SG)	A
iBAO25 Student Representative	Viktoriia Humeniuk (VH)	A
BASWO25 Student Representative	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 staff and student members in attendance.

3. Previous Actions & Matters Arising

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

- 3.1. TH reported that an agent evaluation framework has been drafted with ACh to assess recruitment quality, with formalisation scheduled for the upcoming academic term. RC marked the item complete.
- 3.2. RC stated that feedback on the Risk Register is nearly complete (awaiting one absent committee chair) and will be compiled for the Board of Directors meeting on 15 September.
- 3.3. CP confirmed that the 'You Said, We Did' response document was circulated to students several weeks prior.
- 3.4. TK confirmed that all ratified policies and previous board minutes have been uploaded to the website.

4. Policies, Procedures and Terms of Reference Review

4.1. Access & Participation

- All policies and terms of references ratified. Details of changes recorded in the below committee reports.

4.2. Facilities & Operations

- All policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.3. **Finance & Commercial**
 - All policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.4. **Learning & Teaching**
 - Current policies ratified with no changes and Freedom of Speech Code of Practice to be discussed and considered with potential ratification by Chair's Action.
 - All other policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.5. **Marketing & Communications**
 - All policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.6. **People Operations**
 - All policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.7. **Production & Resources**
 - All policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.8. **Quality & Registry**
 - All policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.9. **Recruitment & Admissions**
 - All policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.10. **Student Experience**
 - For the Non-Academic Disciplinary Procedures, further clarification is required for 'unofficial warnings'. Procedure to be approved without this addition before further consideration as a Chair's Action.
 - All other policies and terms of references ratified. Details of changes recorded in the below committee reports.
- 4.11. **Feedback Survey Proposal - 2026/27**
 - ME and GS presented a revised feedback framework. Module Evaluation Surveys will align with NSS/OfS standards, the Student Experience Survey will be replaced by an internal annual student satisfaction survey (mock NSS), and periodic pulse checks will track sense of belonging, feedback on events, and other student services initiatives. Timings will enable a 'You Said, We Did' campaign in week 1 of Term 2.
 - BG suggested incorporating retrospective evaluation questions. GS replied that this should be covered in the annual mock-NSS.

- Proposal approved for the 2026/27 academic year.

5. Consolidated Enhancement Plan & Risk Register

5.1. Consolidated Enhancement Plan - 2025/26

- RC requested all attendees to review the CEP template, format, and objectives to assess its usability, utility, and strategic alignment.

5.2. CFS Risk Register 2025-26

- Updated Risk Register feedback from committee chairs will be compiled prior to final ratification by the Board of Directors on 15 September.

6. People Operations

POC - Academic Board Report - August 2026

6.1. RC welcomed new staff members - LC (Director of Marketing, Student Recruitment & Admissions), IW (Student Recruitment & Admissions), TN (Marketing), and LH (Faculty - Acting).

6.2. RC acknowledged interim coverage of the vacant Filmmaking Course Leader position by GS (Level 5) and JH (Level 6) and noted that the recruitment for this position was almost complete.

7. Finance & Commercial

FCC - Academic Board Report - August 2026

8. Learning & Teaching

L&TC - Academic Board Report - August 2026

9. Quality & Registry

QARC - Academic Board Report - August 2026

10. Marketing & Communications

MCC - Academic Board Report - August 2026

11. Recruitment & Admissions

RAC - Academic Board Report - August 2026

12. Student Experience

SEC - Academic Board Report - August 2026

13. Student Council

Student Council - Academic Board Report - August 2026

13.1. Positive feedback was noted for cross-cohort collaboration, the Collaboration Hub, fundraising workshops, and the summer party.

- 13.2.** Student requests included additional material support for final projects, module introductory guides led by GS, promotion of the Bertha DocHouse archive, establishment of a jobs board, and a Student Council FAQ document.
- 13.3.** APa raised concerns regarding short notice for equipment booking restrictions during the June graduation shoot window.
- 13.4.** EC and APa highlighted severe high temperatures in Classroom 3 and non-air-conditioned spaces.
- 13.5.** RC noted the building temperature issues, highlighting the heatwave as the main contributor to this and confirmed plans to repair and expand AC coverage in Classroom 3.
- 13.6.** RC supported the jobs board initiative, and praised Collaboration Hub feedback.
- 13.7.** LK noted Student Council election procedural updates planned for Freshers Week to increase student engagement.

14. Facilities & Operations

 FOC - Academic Board Report - August 2026

15. Production & Resources

 PRC - Academic Board Report - August 2026

16. Access & Participation

 APC - Academic Board Report - August 2026

17. AOB

- 17.1.** RC announced a new BA program in Post Production & VFX launching in September with a small cohort.
- 17.2.** ACh commended staff for hosting the largest Summer Camp intake to date.
- 17.3.** BC noted the introduction of competency-based training tracking integrated as micro-credentials/certificates on SISO.
- 17.4.** APa welcomed the appointment of the incoming Filmmaking Course Leader.

18. Actions following Academic Board

Actions	Assignee	Deadline	Status
Chairs to complete outstanding risk register feedback	BH	02/09/2026	
Board to review Consolidated Enhancement Plan format and content to ensure strategic alignment and feedback at next Board	ALL	Next AB	
SEC to enumerate/define reportable minor disciplinary warnings/issues	CP	11/09/2026	
Freedom of Speech and Academic Freedom policies	RC	Next AB	

consolidation to be considered			
MCC to upload all ratified policies to the CFS website	LC	11/09/2026	
SEC to collate 'You Said, We Did' summary from AB report and share this with the student body	CP	28/09/2026	
Quality/Registry team to implement new feedback survey proposal	ME	28/09/2026	
LTAC to discuss embedding research activity reporting within LTAC report	GS	Next LTAC	
Production Resources Committee to create and issue an annual equipment blackout calendar	BH	Next PRC	