

Academic Board Meeting

Wednesday 17th of December 2025 - Start Time: 15:45 - End Time: 17:15

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Attendees		
Role	Name	Present
CEO - Chair	Rory Curley	✓
Director of Curriculum & Courses	Gareth Spicer	✓
Postgraduate Course Leader	Ben Gibson	✓
BA Practical Filmmaking Course Leader	Mark de Valk	✓
BA Acting for Screen Course Leader	Steve Livermore	✓
BA Screenwriting & Integration Foundation Year Course Leader	Will Thacker	✓
Associate Lecturer	Jennifer Handorf	Ap
Associate Lecturer	Robin Emilien	Ap
Senior Marketing & Communications Manager	Aoife McNamee	✓
Marketing Manager	Ava Shepherd	✓

Marketing Assistant	Hugh Kocheta	✓
International Admissions Manager	Toby Hale	✓
Domestic Admissions Manager	Alex Chettur	✓
Student Recruitment Officer	Anastaseia Talalakina	✓
Senior Operations Manager	Simon Kennedy	✓
Finance Officer	Syed Ahmad	✓
Operations Coordinator	Tam Paul-Worika	✓
Senior Registry & Quality Manager	Michael Ellery	✓
Student Counsellor	Alice Coyle	Ap
Student Services Manager	Conrad Pollock	✓
Student Services Officer	Lea Krüger	Ap
Registry & Quality Officer	Sariuska Contreras	✓
Registry & Quality Officer	Aidan Dobson	✓
Production Manager	Ben Hampton	✓
Kit Room Assistant	Riley Carr	Ap
Kit Room Assistant	Andreea-Elena Preda	✓
Kit Room Assistant	William Collins	✓
Student Representative BAPFO24	Chad Ansermet	A
Student Representative BAPFO24	Connie McCann	✓
Student Representative BAASO24	Eric Cisman	✓
Student Representative MAFMO25	Gokce Kocaslan	A
Student Representative BAASO25	Jayden Hill	A
Student Representative BAIFO25	Milla Sajnaga Bogdanowicz	A
Student Representative BAASO24	Morgan McClure	✓
Student Representative BASWO24	Pebbles Gray	A
Student Representative MASWO24	Saskia Green	Ap
Student Representative BAIFO25	Viktoriaa Humeniuk	A
Student Representative BAPFO25	Zaynab Osman	✓
Student Representative BASWO25	Zunnairah Ahmad	A

1. Welcome and Apologies

1.1. Rory Curley welcomes all attendees to the meeting. Apologies noted above.

2. Chair's Introduction

3. Previous Actions & Matters Arising

Actions	Assignee	Status
CEO, Marketing, and Student Services to discuss which industry professionals to invite to the Graduation Screening and to consider the possibility of a 'test screening' element.	RC, MCC, SEC	Complete
Marketing Team to upload ratified policies to the Central Film School website	MCC	Complete
Student Services Coordinator to collate responses to student feedback from committee reports into 'You Said, We Did' document and share this with the academic community.	CP	Complete
SEC and L&TC to apply more scrutiny on planned eligibility criteria of 1st years students working on film projects	SEC, L&TC	Complete
L&TC and PRC to look into how to improve student's confidence with sound mixing and post production more generally (for example technical inductions and more sessions dedicated to sound throughout the programme)	L&TC, PRC	Complete
L&TC to look into formalising cut reviews for next year's final major projects	L&TC	Complete
QARC to investigate the timelines for confirming final awards and benchmark these with other institutions and the sector	QARC	Complete
L&TC to review delivery for SCR603 with a view to implement CV and industry sessions in earlier modules	L&TC	Action Revised

4. Policies, Procedures and Terms of Reference Review

For Ratification

4.1. [QARC - Mitigating Circumstances Policy - 2025_26 - December Draft.pdf](#)

- Clarity added to 1.2. regarding the removal of capped marks.
- Further examples of what are and aren't mitigating circumstances added (2.3 and 2.4).
- Point 3.7 added regarding claims for already submitted work.
- Further details of the review process added for transparency (3). Claims can now be reviewed by the Senior Registry & Quality Manager or their nominee (3.8).

- References to the Student Services Team changed to the Quality & Registry Team.

4.2.  [QARC - Research Ethics Committee - Terms of Reference - 2025_26 - December Draft.pdf](#)

- Updated to include clarification that this also includes practice based research. Committees remit expanded to providing guidance on ethical implications of practice based assessment e.g. final major project shoots.

4.3.  [QARC - Assuring Standards & Quality at UK and International Centres Policy - ...](#)

- The document outlines our principles for assuring standards and quality at different centres after we have been granted Degree Awarding Powers.
- In brief, one centre, most likely London, will act as the headquarters and the current management and governance structure will be replicated at the new centres. After new centres have been established, London will conduct various monitoring and enhancements procedures to ensure standards are being maintained.

4.4.  [L&TC - Learning, Teaching, and Assessment Strategy - 2025_28 - Draft.pdf](#)

- This strategy has been discussed at both the Courses Board and the termly Learning & Teaching Committee. Effectively, this is a strategic document that is aligned to our institutional strategy, but provides more granularity around what we want to achieve through our learning, teaching, and assessment.
- The strategy is split into four themes, and throughout the next term, the Learning & Teaching Committee will be agreeing an action plan to ensure that this strategy manifests.
- The intention is that this is both an internal and external facing document that states what our values are with regards to pedagogy, the type of environment we want to create for our students, and our staff as well.

4.5.  [QARC - Academic Regulations - 2025_26 - December Draft .pdf](#)

-  [Degree Algorithm Review.pdf](#)
- Following the degree algorithm review, linked above, we have adjusted our Academic Regulations.
- For entrants for the 2026/27 academic year, there will be one method for degree award calculations 33% of level 5 and 67% of level 6.
- This is partly due to the Office for Students warning against award inflation (which our previous algorithm tended towards) and also so that learning, teaching, and assessment at level 5 counted towards the overall degree outcome.

4.6.  [PRC - Weapons, Police Representation, and Public Safety Protocols.pdf](#)

- This document outlines the mandatory safety and legal protocols for Central Film School student productions involving weapons, police uniforms, or emergency vehicles:
 - Students must obtain written permission from the Production Manager before sourcing any props or discussing filming with suppliers.

- Productions must adhere to UK laws, such as the Firearms Act and Police Act, to avoid public alarm, arrests, or equipment confiscation.
- The protocol requires a formal enquiry, a detailed risk assessment, script review, and official police notification for public filming.
- Only approved suppliers may be used, weapons must be kept out of public sight, and a safety supervisor must oversee all related scenes.
- Using real firearms, modified replicas, or wearing police uniforms off-set is strictly forbidden and may result in disciplinary action.

4.7. All policies above ratified.

For Discussion

4.8.  CFS - Programme Design & Approval Process DRAFT.pdf

4.9.  CFS Minor Modifications Policy - Draft.pdf

4.10.  CFS Periodic Course Review Policy - Draft.pdf

- Michael Ellery introduces the draft policies and procedures above regarding programme approval, modifications, and periodic review for a post DAPs environment.
- Rory Curley asked the board to review these in preparation for the next meeting where they will be ratified for use after our validation agreement with Falmouth comes to a close.

5. Learning & Teaching

 L&TC - Academic Board Report - December 2025

6. Quality & Registry

 QARC - Academic Board Report - December 2025

6.1. Exam & Awards Board

- Report included in the above QARC report.

7. Marketing & Communications

 MCC - Academic Board Report - December 2025

7.1. Rory asks the Student Representatives, following the launch of the new website, to review the website and provide any feedback directly to marketing@centralfilmschool.com or at the next meeting.

8. Admissions & Student Recruitment

 RAC - Academic Board - Report - December 2025

9. Student Experience

 SEC - Academic Board Report - December 2025

9.1. Rory states, in addition to the events listed in the above report, that the School will be starting screenings from the newly installed Bertha Archive and hosting masterclasses with current industry practitioners who have been sourced by a member of the Advisory Committee.

10. People Operations

 POC - Academic Board Report - December 2025

11. Finance & Commercial

 FCC - Academic Board Report - December 2025

11.1. Rory states, in addition to the above report, that planning for additional resources will take place earlier this term in preparation for the Summer Term Resources Board. The Student Representatives are members of the Resources Board, so Rory requests that they canvas their cohorts for feedback on suggested purchases

12. Facilities & Operations

 FOC - Academic Board Report - December 2025

13. Production & Resources

 PRC - Academic Board Report - December 2025

14. Access & Participation

 APC - Academic Board Report - December 2025

14.1. Rory states, with regards to our activities with Find Your Feet this term, that the FYF team had given feedback noting that students from CFS had commented to them that it was great to see students from diverse backgrounds in the school.

14.2. Rory suggests that for future work with Find Your Feet, and other organisations, that current students and alumni are utilised more as this can have a positive impact on those attending these events.

15. Consolidated Enhancement Plan & Risk Register

15.1.   Consolidated Enhancement Plan 2024-25.xlsx

- Rory introduced the above CEP that is due to be reviewed during next week's Annual Internal Review. After this, progress towards listed goals will be collated, with Committees will add new actions for planned activity, and this will be fed into the new CEP for 2025-26.

15.2.  CFS Risk Register 2025-26

- Rory introduces the above item for the board's attention. Rory asks that all members review this in preparation for the next academic board meeting where changes are amendments, where required, will be made.

16. AOB

16.1. Following this meeting, all Academic Board Meeting minutes will be uploaded to the CFS website for the information of all staff and students and to increase transparency of our decision making process.

17. Actions following Academic Board

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	
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	
L&TC to produce a standardised CFS Post-Production schedule	BG, GS	
Academic Board to review the below policies and provide feedback at the next meeting: <ul style="list-style-type: none"> <li data-bbox="251 765 1035 799">• PDF CFS - Programme Design & Approval Process DRAFT.pdf <li data-bbox="251 833 839 866">• PDF CFS Minor Modifications Policy - Draft.pdf <li data-bbox="251 900 903 934">• PDF CFS Periodic Course Review Policy - Draft.pdf 	ALL	
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	
Student Representatives to provide Open Day feedback where possible	Student Reps	
Academic Board to review the Risk Register and provide feedback at the next meeting	ALL	
SEC to facilitate the Student Council in completing an Academic Board report for the next meeting and include their feedback here	CP	
SEC to collate relevant 'responses to student feedback' for You Said, We Did and share this with the academic community	CP	
Marketing to upload ratified policies to the CFS website	MCC	