

Item	DEPT	Action	Deadline	Actioned by Who	Reporting C'ttee	Lead	Success Indicators - What actions will mean this is completed
1.1	Quality Assurance & Academic Committee	Resume preparation for DAPs application in Spring 2025, in readiness for assessment from Autumn 2025	01/04/2025	Senior Registry & Quality Manager	Termly QAAC meetings	SRQM	All/Majority of evidence gathering complete in advance of commencement of assessment
1.2	Quality Assurance & Academic Committee	Embed Quality Handbook in quality processes	September 2025	SRQM	Termly QAAC meetings	SRQM	Staff awareness and utilisation of the QM
1.3	Quality Assurance & Academic Committee	Support Faculty in embedding VP/new technologies in current and future curriculum	September 2025	SRQM & DCC	Termly QAAC meetings	DCC	Successful delivery of BAPF VP module and validation of MAVP and BAPP courses
1.4	Quality Assurance & Academic Committee	Review and deploy an inclusive pedagogy, particularly in relation to assessment strategy	September 2025	SRQM & DCC	Termly QAAC meetings & CourseDCC		Universal Design for Learning '(UDL) everywhere' & completed 'assessment 'audit'
1.5	Quality Assurance & Academic Committee	Develop means to measure & benchmark student experience of 'inclusivity'	May 2025	SRQM & DCC	Termly QAAC meeting	DCC	Deployment of measurement tool
1.6	Quality Assurance & Academic Committee	Successfully validate proposed new programmes	May 2025	DCC	Academic Board & QAAC	DCC	Full approval from Falmouth University in advance of the 2025-26 academic year
1.7	Quality Assurance & Academic Committee	Deliver a full all-department SOP review	August 2025	All departments	Termly QAAC	SRQM	All SOPs updated in advance of the 2025-26 academic year
2.1	Production & Resources Committee	Future lighting equipment purchases are to be future proof for the industry's sustainability challenges.	September 2025	Resources Team	Termly FORC meeting	PM	100% of lighting purchases to be LED
2.2	Production & Resources Committee	Utilization of Motion Capture and Virtual Production outside of modules.	May 2025	Resources Team	Termly FORC and SEC meetings	PM	At least 2 induction/training sessions available for all students, per term.
2.3	Production & Resources Committee	Bookable 1 hour sessions with any resources staff for students for induction/education to bridge gaps in student understanding	September 2025	Resources Team	Termly FORC meeting	PM	6 bookings per week achieved
2.4	Production & Resources Committee	Modules are resourced appropriately and fairly	from January 2025	Resources & Faculty Teams	Termly FORC & QAAC meeting	PM & DCC	100% of modules adhere to the module resource parameters
2.5	Production & Resources Committee	Generate a higher understanding of ALBERT in order to drive the sustainability mission forwards.	Jul 2025	Resources & Faculty Teams	Termly FORC & QAAC meeting	PM & DCC	60% of Graduation Films use the Albert Carbon Counter
2.6	Production & Resources Committee	Find alternative sustainable solutions for production consumables.	May 2025	Resources Team	Termly FORC	PM	50% reduction in spend for new production consumables, currently 25 rolls of tape per year.
3.1	Facilities & Operations Committee	Improve accessibility/ Improve year round use of the Studios and Edit Suites by external organisations	Sep 2025	Senior Operations Manager	Termly FOC meeting	SOM	Achieve revenue target for space rental; community use of once per term by Q2
3.2	Facilities & Operations Committee	Redevelop Library and Install Archive	May 2025	SOM	Termly FOC & FCC meeting	SOM	Delivery project on time (May 2025) and in budget (30K); Achieve 50% digitisation by May 2025
3.3	Facilities & Operations Committee	Installation of more cameras / security role out of Paxton across building	July 2025	SOM	Termly FOC meeting	SOM	Installation and utilisation of system in advance of 202526 academic year
3.4	Facilities & Operations Committee	Improve feedback on facilities from academic community through enhanced process and redevelopment	September 2025	Facilities Team	Termly FOC meeting	SOM	Collection of feedback, improved NSS score, utilisation of facilities processes scuh as the notification form
4.1	Recruitment & Admissions Committee	Achieving and exceeding our targets for courses	September 2025	Recruitment & Admissions Managers	Termly RAC	RAMs	Achievement of targets
4.2	Recruitment & Admissions Committee	90% of interviews complete from the 1st UCAS deadline in January 2025 by March 2025	Mar 2025	RAMs	Termly RAC	RAMs	Achievement of targets
4.3	Recruitment & Admissions Committee	Attend 12 school visits for fairs and talks in 2024-25	Sep 2025	RAMs	Termly RAC	RAMs	Achievement of targets
4.4	Recruitment & Admissions Committee	Further Streamline Admissions Processes	From January 2025	RAMs	Termly RAC	RAMs	Higher conversion rates, shortened processing times, feedback from stakeholders (students, agent partners and CFS team members)
4.5	Recruitment & Admissions Committee	Grow team members	January 2025	RAMs	Termly RAC & POC	RAMs	Increased headcount in team and low/no churn
5.1	Finance & Commercial Committee	Develop a single data hub for all financial information with dashboard	Apr 2025	SOM	Termly FCC	SOM	Deployment of dashboard
5.2	Finance & Commercial Committee	Full Audit of current processes	July 2025	SOM	Termly FCC	SOM	Creation of full suite of SOPs
5.3	Finance & Commercial Committee	Standardise hierarchy for finance and responsibility of roles.	March 2025	SOM	Termly FCC	SOM	Role description creation and deployment
5.4	Finance & Commercial Committee	Develop new non-teaching revenue streams	September 2025	SOM	Termly FCC	SOM	Achieving revenue targets
5.5	Finance & Commercial Committee	Improve reporting efficiency and accuracy	Starting January 2025	SOM	Termly FCC	SOM	Delivering accurate monthly accounts on time
5.6	Finance & Commercial Committee	Develop an organisation Risk Register	April 2025	CEO	Termly FCC	CEO	An up to date risk register
6.1	Marketing & Communications Committee	Maximise the full potential of Hubspot	September 2025	SMCM	Termly MCC	SMCM	Reach lead, conversion and student targets
6.2	Marketing & Communications Committee	New website launch	September 2025	SMCM	Termly MCC	SMCM	Launch new website by September 2025
6.3	Marketing & Communications Committee	Revamp brand guidelines - consistency throughout brand	September 2025	MCM	Termly MCC	SMCM	Create and finalise new brand guidelines
6.4	Marketing & Communications Committee	More PR collaborations and partnerships	From January 2025	SMCM	Termly MCC	SMCM	Two PR collaborations each quarter, Get a sponsor for next year's graduation
6.5	Marketing & Communications Committee	An ongoing, structured process for gathering student reviews and testimonials, as well as entering industry awards	From January 2025	SMCM	Termly MCC	SMCM	Ask for student reviews and testimonials quarterly with fun new incentives
6.6	Marketing & Communications Committee	Adopt a more holistic campaign approach	September 2025	SMCM	Termly MCC	SMCM	Launch campaigns; achieve the following targets - 1 blog per month, 5000 IG follows, 3000 LinkedIn follows, 1800 YouTube subscribers
7.1	Access & Participation Committee	Increase Access for Students from Areas of Lower Participation	September 2025	RAC	Termly APC	DCC	Increase representation of students from TUNDRA quintiles 1 and 2 to 18%.
7.2	Access & Participation Committee	Increase Access for Students eligible for FSM	September 2025	RAC	Termly APC	DCC	Increase representation of students eligible for FSM to 11%
7.3	Access & Participation Committee	Close the Attainment Gap for Black Students	September 2025	L&TC and SEC	Termly APC	DCC	Reduce the attainment gap from 31.22% to 25%.
7.4	Access & Participation Committee	Close the Attainment Gap for Asian Students	September 2025	L&TC and SEC	Termly APC	DCC	Reduce the attainment gap from 40.74% to 35%.
7.5	Access & Participation Committee	Improve Graduate Employability and Outcomes	September 2025	L&TC and SEC	Termly APC	DCC	Increase graduate progression metric to 57%
7.6	Access & Participation Committee	Improve Completion for BAME students	September 2025	L&TC and SEC	Termly APC	DCC	Improve completion rates to 77% for BAME students
7.7	Access & Participation Committee	Increase Gender Parity in Practical Filmmaking and Technical Industry Roles	September 2025	RAC	Termly APC	DCC	Increase the proportion of women on the BAPF programme from 35% to 40%.
8.1	People Operations Committee	Provide team members with 10 hours of CPD per annum, on average.	September 2025	All Managers	Termly POC	SOM	Meeting target, record in tracker and on PurelyHR
8.2	People Operations Committee	Increase the median length or service amongst staff at all levels	September 2025	All Managers	Termly POC	SOM	Meet target
8.3	People Operations Committee	At Least 1 staff social event per term	From January 2025	POC & SPOC	Termly POC	SOM	Meet target
8.4	People Operations Committee	Standardise leaving process, glean critical information about why people choose CFS.	May 2025	POC	Termly POC	SOM	Deployment of new process, actions from discuss at POC
8.5	People Operations Committee	Launch enhanced additional staff benefits such as '5 Days From Anywhere'	January 2025	POC	Termly POC	SOM	Utilisation of offering

8.6 People Operations Committee	Expand the POC to include non-managers	April 2025	POC	Termly POC	SOM	Launch of SPOC
8.7 People Operations Committee	Collect staff data to assess inclusivity and update recruitment and selection practices as appropriate	July 2025	POC	Termly POC	SOM	Completion of data collection, resultant change to recruitment & selection process, specific activities for team to support inclusivity
9.1 Student Experience Committee	Work to improve the engagement and attendance of extracurricular sessions through clear planning and utilising HubSpot	From January 2025	SEC	Termly SEC	SSM	Accurate data collection, attendance improved to 10% of student population average attendance
9.2 Student Experience Committee	Explore more learning opportunities outside of the classroom in line with visits to Pinewood Studios and the Old Vic	From January 2025	SEC	Termly SEC	SSM	Increase off-campus school visits to at least one a term
9.3 Student Experience Committee	Connect more with the local community and industry to expand the diet of extracurricular programming	From January 2025	SEC	Termly SEC	CEO	At least 1 Social Impact extracurricular event per term; Partner with industry organisations to offer paid internships
9.4 Student Experience Committee	Develop our current student societies and oversee a smooth transition to the new intake in 2025 with regular check ins	September 2025	SEC	Termly SEC	SSM	Increase number of societies to 10 by the 2025-26 academic year
9.5 Student Experience Committee	Improve understanding of assessment requirements, and signposting of late submission and reassessment opportunities	April 2025	SEC and QAAC	Termly QARC	SSM and SRQM	Decrease the rate of non-submissions
9.6 Student Experience Committee	Monitor the effectiveness of the peer mentorship scheme and adjust accordingly signposting students who have struggled	May 2025	SEC and QAAC	Termly SEC	SSM and SRQM	Increase continuation rate to 85%
9.7 Student Experience Committee	With more timely data, be more proactive with students of concern and promote a culture of raising issues early	September 2025	SEC and QAAC	Termly QARC	SSM and SRQM	Improve completion rates across all courses to 90% average
9.8 Student Experience Committee	Improve promotion of the Graduate Outcomes Survey and pair this with our own form to understand graduate destinations	September 2025	SEC and QAAC	Termly QARC	SRQM	Hold data for destination for 75% of graduates across the previous 3 years
9.9 Student Experience Committee	Improve awareness of alumni benefits and implement data capture forms when they are booking facilities and equipment	From January 2025	SEC, MCC and FOC	Termly SEC	SSM	Increased alumni utilisation of graduate benefits (eg booking spaces, using kit, collaborating with current students)
9.10 Student Experience Committee	Utilising HubSpot, increase communication to alumni regarding Professional Perspectives and other extracurricular events	From January 2025	SEC & MCC	Termly SEC	SSM	Increased alumni attendance at school events
9.11 Student Experience Committee	Explore how to utilise other platforms such as Film Buddy and the Handshake app to improve our connection with alumni	From January 2025	SEC & MCC	Termly SEC	SSM	Increased alumni utilisation.