

Central Film School

2025-2026

Central Film School

Finance & Commercial Committee Terms of Reference

Section A - Purpose and Structure

1. Description

- 1.1. This committee was instituted by the Academic Board to provide day-to-day leadership for the Finance & Commercial 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 Quality Assurance & Registry Committee:
 - Senior Operations Manager (Chair)
 - Finance Officer (Secretary)
 - CEO
 - Head of School
 - Other members of the team may be invited to attend from time to time.

3. Reporting Structure

- 3.1. The FCC reports to the Academic Board.

4. Meetings

- 4.1. The committee will meet monthly or sooner depending on request. 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 any actions arising from the Academic Board.
- 5.2. Reports on performance against the agreed measures and KPIs for the FC 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:
 - Previous month PnL, Cash balance reports, debtors and creditors
 - Performance against agreed Finance measures (spend against budget, cash at hand, etc).
 - Status update on relevant items from the CEP
 - Issues which arose in the previous meeting

Document Title	Finance & Commercial Committee Terms of Reference
Document Reference	CFS-FCC- 2025-001
Issuing Authority	CFS Academic Board
Author	Rory Curley edited by Simon Kennedy
Document Approval Date	27 Aug 2025
Date Last Amended	6 Aug 2025
Effective from	27 Aug 2025
Review Date	6 Aug 2026

Version History First Published: 30/08/2021		
Purpose/Change	Author	Date
Updated for regulatory purposes	SK	19 Aug 2025
Ratified for the 2025/26 academic year	AB	27/08/2025