

Central Film School

2025/26

Central Film School

Facilities & Operations Committee - Terms of Reference

Section A - Purpose and Structure

1. Description

- 1.1. The committee's objective is to oversee the administration and management of the facilities and operations within the building.

2. Membership

- 2.1. The below roles, or their designated nominees, form the membership of the Facilities & Operations Committee:
 - Senior Operations Manager
 - Operations Officer
 - Production Manager
 - Course Leaders
 - Members of the Academic Team

3. Reporting Structure

- 3.1. The committee reports to the Academic Board.

4. Meetings

- 4.1. The committee will meet as and when necessary but at least once per term. Quorum is achieved by a minimum of 50% of members including the Chair.

Section B - Terms of Reference

5. Terms of Reference

- 5.1. The following is a non exhaustive list of roles and responsibilities of the Facilities Operations Committee. This will be updated over the course of the life of the FOC.
- 5.2. The committee is responsible for the following:
 - Operations and Facilities SOPs administration
 - Operational functions for daily and weekly progress reviews
 - The building Facilities maintenance oversight and review
 - The building security systems oversight and review
 - The Facilities utilities operation oversight and review
 - The Facilities internal and external demise surveys
 - The Facilities budget oversight oversight and review

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