

Central Film School

2025-2026

Central Film School

People Operations Committee - Terms of Reference

Section A - Purpose and Structure

1. Description

- 1.1. The People and Operations Committee was established by the Academic board to provide leadership for the day to day operation of the schools people function. To promote the objectives of the 'Find them, train them, keep them' project.

2. Membership

- 2.1. The below roles, or their designated nominees, form the membership of the People Operations Committee:
 - Senior Operations Manager (Chair)
 - Director of Courses & Curriculum
 - Senior Marketing & Communications Manager
 - Senior Recruitment & Admissions Manager
 - Production Manager
 - Senior Registry & Quality Manager

3. Reporting Structure

- 3.1. The POC reports to the academic board

4. Meetings

- 4.1. The POC will meet monthly. Quorum is achieved by 50% of members being present.

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. 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:
 - Development and implementation of the People Plan
 - Performance against agreed measures (Staff length of service, staff CPD opportunities and engagement, Level of contentment/wellbeing and reputation of CFS as a place to work)
 - Status update on relevant items from the CEP
 - HR and Recruitment Updates
 - Issues which arose in the previous meeting

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