

Central Film School

2025-26

Central Film School

Production & Resources Committee Terms of Reference

Section A - Purpose and Structure

1. Description

- 1.1. This committee has been instituted by the Academic Board to provide operational and strategic leadership for the management of production facilities, equipment, spaces, and resource allocation at Central Film School. The Production and Resources Committee (PRC) is responsible for ensuring that all production-related infrastructure supports high-quality learning, teaching, and filmmaking practice.

2. Membership

- 2.1. The below roles, or their designated nominees, form the membership of the Production and Resources Committee:
 - Production Manager (Chair)
 - Head of School
 - Senior Operations Manager
 - Course Leaders (as required)
 - Resources Officers
 - Other relevant CFS staff as and when required

3. Reporting Structure

- 3.1. The PRC 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. Oversee the strategic planning and operational management of production facilities, equipment, and technical spaces.
- 5.2. Develop and review policies and procedures for the equitable allocation and use of production resources.
- 5.3. Monitor usage data, maintenance schedules, and resourcing trends to ensure optimal performance and sustainability.
- 5.4. Advise on procurement priorities and capital investment plans related to production, technical, and studio resources.
- 5.5. Ensure that all health and safety standards and risk assessment procedures relating to production spaces and activities are met and updated regularly.
- 5.6. Support the integration of new technologies and workflows (e.g. Virtual Production, Motion Capture) into the School's curriculum and operational practices.
- 5.7. Gather and respond to feedback from students and staff on production and resource needs, ensuring alignment with pedagogical and professional standards.
- 5.8. Contribute to the School's response to external audits and regulatory requirements where relevant to production infrastructure.
- 5.9. Refer broader academic and strategic matters to the Academic Board as appropriate.
- 5.10. The Committee Chair should report to the Academic Board on a termly basis, normally by presenting an Executive Summary of minutes and outcomes at the next Board meeting.

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