

Central Film School

2026-27

Central Film School

Recruitment & Admissions Committee - Terms of Reference

Section A - Purpose and Structure

1. Description

- 1.1. This committee has been instituted by the academic board to provide termly updates from the Recruitment & Admissions Team at Central Film School, analysing current trends in applications, supporting events internally and externally and understanding key demographic information within the Recruitment & Admissions cycle.

2. Membership

- 2.1. The below roles, or their designated nominees, form the membership of the Recruitment & Admissions Committee:

- Recruitment and Admissions Managers (Chairs)
- Chief Executive Officer
- Director of Marketing, Recruitment and Admissions
- Student Recruitment and Admissions Officers
- Representative of Marketing and Communications
- Representative of Student Services
- Representative of Faculty

Other members of the team may be invited to attend from time to time.

3. Reporting Structure

- 3.1. The RAC reports to the Academic Board.

4. Meetings

- 4.1. The committee meets termly or as and when necessary. Quorum is achieved by a minimum of 50% of members including the Chair.

Section B - Terms of Reference

5. Terms of Reference

- 5.1. Commentating and actioning of effects of applicants in relation to Pre-Offer and Post-Offer stages of the Admissions process in comparison to the previous years cycle.
- 5.2. Analysis of withdrawal decisions by applicants and applying this into practice of procedures.
- 5.3. Reflection on Recruitment Activity that has taken place and the significant impact from this and a look forward to future events with data provided on both ends.
- 5.4. Insight into International Recruitment including current statistics, events undertaken and activity done with Agents.
- 5.5. Analyse current and future Outreach events with consideration of the Access and Participation requirements for future events.
- 5.6. The committee should ensure that arrangements are in place to enable the development of responsibilities amongst members.
- 5.7. The Committee Co-Chairs 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.

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Update of new members for Committee Meeting including Director of Marketing, Recruitment and Admissions, Additional Student Recruitment and Admissions Officer, Representatives from Faculty, Marketing and Student Services.	AC	26 Jun 2026
Ratified for the 2026/27 academic year	AB	26 Aug 2026