



**COURT**  
THEATRE TRAINING  
COMPANY

*“Train for a life in the theatre by working in the theatre”*

**NAME OF COMMITTEE: Student Staff Committee**

**Date of Minutes: 06/07/17**

**Present:**

*(Include Full Name, Position and Ref. Initials used in Minutes)*

Tim Gill – Principal – Artistic Director **TG**

Paul Jaynes – Director of Studies - **PJ**

James Allbones – Chair and C28 Class Representative - **JA**

Kirsten Renouf - C28 Deputy Class Representative - **KR**

Max Marsten – CT27 Class Representative - **MM**

Beth Goodlad C27 - Deputy Class Representative - **BG**

Rupert Holloway – Creative Director and Student Enrichment Officer - **RH**

Zhaleh Bahraini – Courtyard Theatre Administrator – Minutes - **ZB**

Persons not present but referred to in minutes:

*Jacqueline Young – Quality Manager - JY*

Kaylen Browne – New CTTC Administrator - **KB**

June Abbott – CTTC Founder and former Principal - **JA**

Dan Gee – Front of House and bar supervisor - **DG**

**Apologies:** *none received*

**AGENDA**

1. Review previous Actions Table
2. Time Management
3. Allowing Students to prioritise time
4. Communication
5. Clean fridge and microwave
6. Cleanliness of building
7. One on one feedback including marks
8. Any Other Business
9. Date and Time of Next Meeting

10. Actions resulting from meeting

**Enter Minutes by Agenda Point here:**

1. **Review previous Actions Table**

*This is the first student meeting therefore no previous minutes or actions table available*

2. **Time Management**

**JA:**

- Time management has been somewhat poor when it comes to assessments. For example on one occasion the script for the assessment was not touched until a month before, instead there was more focus on animal work which the students understand is important however the script work should've been addressed much sooner. This applied to both tutors.
- Another example is 'emotional recall' – while this was taking place individually with the tutor, the remainder of the class spent 3 hours in the park waiting. There was some work they could do in the park however this time could have been better managed and utilised.

**PJ:**

Response – there are some of these issues he is aware and he is arranging a staff training session to address issues such as these.

**MM:**

Adds – there were some classes that turned into a therapy session. This can be good however not every week.

> **PJ** asks if it's a class in particular. **MM & BG** respond that this occurs more in Voice, it's good to delve but not that much.

**JA and BG:**

They have done the same exercise in Singing for 10 months of their training. They understand singing is important and they want this in order to become better actors and have more skills to offer in the industry, but the same exercise is not beneficial for all. They feel they need more technique and workshops.

3. **Allowing Students to prioritise time**

**JA:**

The workload has not been evenly distributed, just as the assessments have started all the teachers have been added to the pile.

**PJ:**

This happens at drama school, we need to make sure individual tutors that are not involved in assessments are aware that these are going on.

#### 4. Communication

**JA:**

More communication between tutors is needed. Perhaps, depending on the logistics of it and how cost effective it is, create an intranet system where all tutors have a CTTC email.

**TG:**

Responds - He is going to have a cost-fertilisation meeting where they stay on comms & feedback individual student needs.

**PJ:**

James came to him with this earlier in the year, he addressed this and **JA** feeds back that there has been some improvement since then.

**JA:**

Also, some tutors are not aware that they are in the last week of their time with the students and assessments are coming.

**MM:**

He's thinking back particularly to his first year and after their assessment they had a session on what they had just been assessed on. Doesn't have much to add he says James has covered it all.

#### 5. Clean fridge and microwave

**TG:**

There will be building renovations in August and he'd like students to let him know as users, if there are things they'd like to add to the building renovations. They can compile a list by the end term.

#### 6. Cleanliness of building

**JA:**

White Room – sometimes can't utilise all the space in the White Room as there is set in there or various other things. They understand that this is needed for some visiting companies and is part of the Courtyard Theatre business, needed for clients. The peeling tape on the WR floor is also getting a little dangerous, especially when working in bear feet.

Girls bathroom

**TG:**

Dan to get bar staff to do tidy at the end of every night in addition to it being checked in the mornings.

**PJ:**

This is also a two way street, students must also pick up after themselves.

**MM:**

Cleanliness has improved

**BG:**

There's an issue with glass in the studio after a gig which is particularly bad when working with bear feet. There needs to be a new mop as old and dirty mop is being used to mop Studio theatre and so the glass is not being cleaned effectively.

#### 7. One on one feedback including marks

**JA:**

Could do with more one on one feedback from tutors. Right now, the feedback is more general.

It would be more helpful if there was more frequent feedback, once every term would be good.

**PJ:**

This would be good, if somebody is heading towards a third in their degree they need to be told.

**MM:**

It's worrying when what you hear in class doesn't match feedback and marks.

**PJ:**

Need to understand that they have high calibre tutors and industry professionals. Jacqueline will be training those in the office and working with tutors. Something some students don't realise is they are getting feedback every day in rehearsal.

**JA:**

Would be good if they allowed students to have the mark scheme throughout the year, Tim believes this is included in their handbook. This will be found and disseminated to the group.

#### 8. Any Other Business

TG introduces KB who is starting in her new position as CTTC Administrator on the 24<sup>th</sup> July.

27<sup>th</sup> July – Meeting, Please leave that afternoon free to be able to make this meeting. Max and Beth will not be going home for the summer yet and so will be in London on this date.

Paul thanks the students for their input and commitment.

22<sup>nd</sup> July 2017 – Courtyard 10<sup>th</sup> anniversary, would be great to see all the students there to celebrate. JA will be giving a speech, the tutors will be there at around 6:30pm.

27<sup>th</sup> July – QAA Visit

9. **Date and Time of Next Meeting**

10. **Actions resulting from meeting**

<b>Item No</b>	<b>Item</b>	<b>Action to be taken</b>	<b>By whom</b>	<b>Completion date</b>	<b>Success indicator</b>
2		Staff training session to address issues	PJ		
3		Ensure individual tutors that are not involved in assessments are aware that these are going on	PJ & KB		
4		Cost-fertilisation meeting where they stay on comms & feedback individual student needs.	TG		
5 & 6		Compile list of what they would like to be added to building renovations.	Students/Student reps		
6		DG to get bar staff to do tidy at the end of every night	DG		
6		Students to ensure they contribute by cleaning after themselves.	Students		
7		Mark Scheme to be found and disseminated to the students	KB		

Minutes taken by: Zhaleh Bahraini