



COURT

THEATRE TRAINING
COMPANY

'Train for a life in the theatre by working in the theatre'

STUDENT – STAFF COMMITTEE Introductory Meeting Minutes

Date: 19th June 2017

Present: Jacqueline Young
Tim Gill
Paul Jaynes
Melanie Waha
Mikel Krumins
Rupert Holloway

C27 / C28
James Allbones (C28)
Bethanie Goodlad (C27)
Maximilan Marston (C27)
Kirsty Renouf (C28)

4 AGENDA

MINUTES MEETING

Agenda:

- 1. Introduction Jacqueline Young [entire student cohort]**
- 2. Introduction to QAA [entire student cohort]**
- 3. Company Manager Meeting**

1. Introduction Jacqueline Young as new Quality Manager:

- Quality Manger responsibilities / requirements outlined to students
- Peer Observation Process explained to students:
 - for feedback purposes
 - meet assessment criteria
 - improve teaching standards
- Student group practice to be updated and improved; training sessions for students to be organised.
 - research skills
 - practical / professional skills

2. Introduction to QAA:

QAA: CTTC to ensure to meet same standards as other institutions.

1. Enhancement (school to gain greater recognition)
2. Management / organisation skill (to be gained from process)
3. Group work

→ Higher Education Review video shown to students.

- 2nd Years (C27) help to write report
- 1st Years (C28) present report on day of visit in November 2017

students chose: employability theme

→ for students to outline: where does CTTC help, how can it be improved.

27th July 2017 @ CTTC: initial QAA visit

Student report to be submitted in September 2017.

→ important for QAA:

- staff / student meetings
- student involvement
- student questions to staff

2. Company Manager Meeting:

QAA report guide sent to Company Managers

- outline of review: written submission / or other medium
- Jacqueline recommended to students to use format which is easiest for students (due to student work load)
- review does not need to look perfect, but it is important for it to outline how students deal with school in general.
- Company managers to outline complaint procedure
- Company managers to outline how issues are resolved at CTTC

4 Company Managers: ONE lead representative needs to be elected for November.

Jacqueline Young provided template to James Allbones and Bethanie Goodlad, confidential not to be seen by CTTC / CY staff.

Theme: employability was chosen by students.

CTTC help to organise Company Manager Meetings to prepare report.

Jacqueline Young outlined the importance of evidence; every point outlined needs to be backed up by evidence.