
Estates and Facilities Committee



Collective Acting Studio - November 2022



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Terms of Reference

Committee Purpose

1. To oversee day-to-day matters connected with Facilities including issues related to venue hire, cleaning and all other relevant operational issues.
2. To undertake the process of finding premises for a permanent home for Collective.
3. The Committee will make recommendations direct to the SLT on issues arising and proposed action to be taken.

Membership

4. The Membership will be the CEO and Course Leader, Industry Liaison , the SLT Mentee and the Operations Officer.

Quorum

5. The quorum for meetings will be 2 members, including the Chair and the Operations Officer.

Frequency of Meetings

6. The Committee will meet a minimum of once a month.

Reporting

7. The committee will report directly into SLT.

Duties

8. The Committee's duty is to oversee the smooth running of the Facilities Operation of Collective.
9. The Committee will also consider, explore and interrogate a range of options for permanent premises for Collective ,f rom which it can teach it's BA course.



10. The Committee will also look for both short-term and long-term premises from which it can run its short courses and Youth Academy.

11. The Committee will seek to identify premises which will become an administrative base from which it can run its Operations and provide ongoing student support.

12. To review and update at each meeting the individual risk register relating to **operational risk**. Risks within this register might include, but are not limited to:

- Identified lack of staff and student resources, including IT resources.
- Threats to the viability of the Studio's estate.
- Issues with the quality and smooth functioning of the Studio's facilities.

Any changes to this individual risk register will be referred to the Senior Leadership Team within 5 working days alongside the minutes of this committee for inclusion within the Institutional Risk Register.