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# ***General Terms of Reference***



*Collective Acting Studio - November 2022*



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## General Provisions – Committees Reporting to the Senior Leadership Team

### Senior Leadership Team

1. The Senior Leadership Team (“the SLT”) is made up of:
  - The CEO
  - The Disability Co-ordinator
  - The Industry Liaison Officer
  - The Senior Management Mentee
2. The SLT has responsibility for the day-to-day Operational and Academic Management of the School.
3. The SLT delegates certain specified powers to standing committees as set out below.

### Standing Committees of the SLT (“Committees”)

4. The following shall be standing committees of the SLT:
  - 4.1 The Estates and Facilities Committee
  - 4.2 The Finance Committee
  - 4.3 The Equality, Diversity and Inclusion Committee
  - 4.4 The Safeguarding and Prevent Steering Group
  - 4.5 The Collective Academic Board

### Terms of Reference common to Committees

5. To act on behalf of SLT in accordance with such powers, and within the remit, delegated to the Committee by SLT and the Committee’s own terms of reference.
6. To consider and report on such matters as may be referred to the Committee by SLT.
7. Subject to SLT approval, to establish such working groups and subcommittees as are required to enable the Committee to discharge its responsibilities.
8. To account formally to SLT for the discharge of the Committee’s responsibility.



9. To submit minutes of meetings to SLT.

10. To identify issues and advise SLT on the implications for resource allocation of matters within the Committee's remit.

#### Constitution Common to all Committees

11. Members are appointed by SLT unless specified otherwise.

12. The Operations Officer shall act as secretary to all Committees unless specified otherwise.