

# CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

## Notice of a meeting of the Facilities & Finance Committee to be held in Room 3 on Wednesday 26<sup>th</sup> June 2019 at 7.45am

### A G E N D A

- 7.45am 1. **Apologies for Absence**
2. **Declaration of Interests** – to declare any interests additional to the Annual Register
- 7.50am 3. **Minutes of the Meeting held on 1<sup>st</sup> May 2019** – to approve the minutes of the last meeting (*attached*)
4. **Matters Arising** – to discuss any matters arising and not covered as a separate item below:
- 4.1 – Item 4, Para 4 – Business Continuity Plan & Lock Down Plan (*attached x2*)
- 4.2 – Item 9, Para 23 – Lettings Policy – to receive verbal proposal to amend
- 8.00am 5. **Financial Reports** – to review:
- 5.1 – 2018-19 Year to Date Income and Expenditure Report (*attached*)
- 5.2 – Cashflow Forecast Report to August 2019 (*attached*)
- 8.10am 6. **School Budget 2019-20** – to discuss and agree recommendation for Full GB meeting to be held on Friday 6<sup>th</sup> July 2019 (*attached*)
- 8.20am 7. **Deficit Reduction Strategy** – to receive update (*attached*)
- 8.35am 8. **Internal Controls Evaluations (ICE)** –
- 8.1 – To receive and discuss ICE Reports 2 & 3 for 2018-19 (*attached x2*)
- 8.2 – To approve ICE Scope of Work for 2019-20 (*attached*)
- 8.45am 9. **General Data Protection Regulation (GDPR)** – to receive a verbal update
- 8.55am 10. **SSEF Project & Campus Development** – to receive an update on SSEF project and proposed summer works (*attached x6*):
- 10.1 – Project Plan
- 10.2 – Cost Projection
- 10.3 – Project Dashboard
- 10.4 – Pre Qualification Questionnaire
- 10.5 – MLM Scope of Work
- 10.6 – Original PCH Request for Quotation
- 9.35am 11. **Review of Premises Projects** – to receive report (*attached*)
- 9.45am 12. **Risk Register** – to review and approve new SSEF section (*attached*)
- 9.55am 13. **Any Other Business**
- 10.00am 14. **Date of Next Meeting** – to confirm as 7.45am on Wednesday 2<sup>nd</sup> October 2019