

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Notice of a meeting of the Facilities & Finance Committee to be held remotely via Zoom on Wednesday 7th October 2020 at 7.45am

A G E N D A

- 7.45am 1. **Apologies for Absence**
2. **Declaration of Interests** – to declare any business interests or conflicts of interest additional to the Annual Register, or the receipt of gifts or hospitality
- 7.50am 3. **Election of Vice Chair** – to agree a Vice Chair for the 2020-21 academic year
- 7.55am 4. **Minutes of the Last Meeting** – to approve the minutes of the meeting held on 24th June 2020 (*attached*)
- 8.00am 5. **Matters Arising** – to discuss any matters arising and not covered as a separate item below
- 8.10am 6. **Chair's Action** – to note any actions/approvals taken since the last meeting (*attached*)
- 8.15am 7. **Terms of Reference** – to approve the Committee's Terms of Reference (*attached*)
- 8.20am 8. **Financial Update** – to receive May & June 2020 Management Accounts (*attached x6*)
- 8.25am 9. **SSEF Project & Campus Development** – to receive:
- 9.1 An update on SSEF project (*attached x2*)
- 9.2 Solar PV Proposal for approval (*attached x3*)
- 9.3 Premises Team summary of summer work (*attached*)
- 8.40am 10. **Policies** – to review and approve (changes highlighted):
- 10.1 Financial Regulations September 2020 – statutory, annual review (*attached*)
- 10.2 Health & Safety Policy 2020-21 – statutory, annual review (*attached*)
- 10.3 First Aid Policy –non-statutory, annual review (*attached*)
- 10.4 Asbestos Management Plan - non-statutory, annual review (*attached*)
- 10.5 Lone Working Policy - non-statutory, annual review plus supporting risk assessment (*attached x2*)
- 9.00am 11. **Schools Benchmarking Data** – to receive (*attached x4*)
- 9.10am 12. **Health & Safety** – to receive 2019-20 Overview report (*attached*)
- 9.15am 13. **GDPR Update** – to receive verbal update
- 9.20am 14. **IT Update** – to receive (*attached*)
- 9.25am 15. **Risk Register** – to review and approve Facilities & Finance Committee and SSEF sections (*attached*)
- 9.35am 16. **Any Other Business**
- 9.45am 17. **Date of Next Meeting** – to agree as 7.45am on Wednesday 18th November 2020