

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Notice of a meeting of the Facilities & Finance Committee to be held via Zoom on Wednesday 18th November 2020

(Please note that Mr Tom York from Edmund Carr LLP and
Fiona Gilmour, CCHS Senior Finance Officer, will also be present at the meeting for Item 6)

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. **Minutes of the Last Meeting** – to approve the minutes of the last meeting held on 7th October 2020 (*attached*)
- 7.55am 4. **Matters Arising** – to discuss any matters arising and not covered as a separate item below:
4.1 – Item 8, Para 13 – Impact of staff pay increases (*attached*)
4.2 – Item 14, Para 27 – Additional television expenditure (*to follow or table*)
5. **Chair's Action** – to note any actions/ approvals taken since the last meeting
- 8.00am 6. **Draft Company Accounts for the period ending 31st August 2020** – to review:
6.1 – CCHS Consolidated Annual Report & Financial Statements (*attached*)
6.2 – Management Letter & Letters of Representation (*attached x2*)
6.3 – Systems Report (*attached*)
6.4 – CCHS Capital Development Ltd – Annual Report & Financial Statements (*attached*)
6.5 – Reserves Policy – to discuss and agree
- 8.45am 7. **Financial Update** – to review August 2020 Management Report (*attached*)
- 8.55am 8. **SSEF Project & Campus Development** – to receive a verbal report
- 9.00am 9. **Policies** – to re-approve:
9.1 – School Lockdown Procedure – non-statutory, annual review, no changes (*attached*)
9.2 – Security Policy – non-statutory, 2-year review, see new change log (*attached*)
9.3 – CCTV Policy – non-statutory, two-year review, no material changes (*attached*)
- 9.15am 10. **Health & Safety** – to receive a verbal update
- 9.20am 11. **GDPR** – to receive a verbal update
- 9.25am 12. **Any Other Business**
- 9.30am 13. **Date of Next Meeting** – to agree as 7.45am on Wednesday 10th February 2021