

# CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

## Notice of a meeting of the Facilities & Finance Committee to be held remotely via Zoom on Wednesday 6<sup>th</sup> October 2021 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 2021-22 academic year
- 7.55am 4. **Minutes of the Last Meeting** – to approve the minutes of the meeting held on 23<sup>rd</sup> June 2021 (*attached*)
- 8.00am 5. **Matters Arising** – to discuss any matters arising and not covered as a separate item below
- 8.05am 6. **Chair's Action** - to note any actions/approvals taken since the last meeting (*attached*)
- 8.10am 7. **Terms of Reference** – to approve the Committee's Terms of Reference (*attached*)
- 8.15am 8. **Financial Update** – to receive verbal report and June 2021 Management Accounts (*attached x3*)
- 8.25am 9. **SSEF Project & Campus Development** – to receive a verbal campus development report and an updated SSEF project status report(*attached*)
- 8.35am 10. **Policies** - to review and approve (changes highlighted):
- 10.1 Financial Regulations September 2021 – statutory, annual review (*attached*)
- 10.2 Health & Safety Policy 2021-22 – statutory, annual review(*attached*)
- 10.3 Asbestos Management Plan - non-statutory, annual review (*attached*)
- 8.50am 11. **Health & Safety** – to receive 2020-21 Annual Health & Safety Report (*attached*)
- 9.00am 12. **GDPR Update** – to receive verbal update
- 9.05am 13. **IT Update** - to receive report (*attached*)
- 9.15am 14. **Risk Register** – to review and approve Facilities & Finance Committee and SSEF sections (*attached*)
- 9.20am 15. **Any Other Business**
- 9.30am 16. **Date of Next Meeting** – to agree as 7.45am on Wednesday 17<sup>th</sup> November 2021