CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Notice of a meeting of the Facilities & Finance Committee to be held in the Headteacher's Office at 7.45am on Wednesday 5th October 2022

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 2022-23 academic year
7.55am	4.	**Minutes of the Last Meeting** – to approve the minutes of the meeting held on 22nd June 2022 (*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
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 2022 Management Accounts (*attached*)
8.25am	9.	**SSEF Project –** to receive verbal update and SSEF project final accounts (*attached if available)*
8.35am	10.	**Campus Development –** to receive verbal update and Site Team report (*attached*)
8.45am	11.	**Policies** - to review and approve (changes tracked or highlighted): 11.1 Financial Regulations September 2022 – statutory, annual review *(attached)* – date change only 11.2. Health & Safety Policy 2022-23 – statutory, annual review *(attached)* – date change only 11.3 Asbestos Management Plan - non-statutory, annual review *(attached)* – date change only 11.4 Security Policy - non-statutory, 2-year review *(attached)* – changes as shown in the change log 11.5 Lone Working Policy - non-statutory, 2-year review *(attached)* – date change only
9.05am	12.	**Health & Safety –** to receive 2021-22 Annual Health & Safety Report *(attached)*
9.15am	13.	**GDPR Update** – to receive verbal report
9.20am	14.	**IT Update** - to receive report *(attached)*
9.30am	15.	**Risk Register –** to review and approve the Facilities & Finance Committee and SSEF sections (*attached*)
9.40am	16.	**Any Other Business**
9.45am	17.	**Date of Next Meeting –** to agree as 7.45am on Wednesday 16th November 2022