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 16th November 2022

(Please note that Jonathan Gorridge & Anna Bakonyvari from MWS Chartered Accountants 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 5th October 2022 (*attached*)

7.55am 4. **Matters Arising –** to discuss any matters arising and not covered as a separate item below

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 2022** – to review:

6.1 - CCHS Consolidated Annual Report & Financial Statements (*attached*)
6.2 – Management Letter (*attached*) & Letters of Representation (*if available*)
6.3 – Audit & Regularity Findings 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 2022 Management Report (*attached*)

8.50am 8. **Campus Development & SSEF Project -** to receive verbal update

9.00am 9. **Policies** - to re-approve:

9.1 - CCHS Lockdown Policy – non-statutory, annual review, no changes (*attached*)
9.2 – CCTV Policy - non-statutory, 2-year review, only camera locations updated (*attached*)

9.10am 10. **Health & Safety** – to receive a verbal update

9.15am 11. **GDPR** – to receive a verbal update

9.20am 12. **IT & Cyber Security Update –** to receive verbal update

9.25am 13. **Any Other Business**

9.30am 14. **Date of Next Meeting** – to agree as 7.45am on Wednesday 8th February 2023