

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 8th February 2023**

A G E N D A

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| 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 16 th November 2022 (<i>attached</i>) |
| 7.55am | 4. Matters Arising – to discuss any matters arising and not covered as a separate item below |
| 8.00am | 5. Chair's Action - to report any actions/approvals taken since the last meeting |
| 8.05am | 6. Financial Update – to receive verbal update and review October 2022 Management Reports (<i>attached x2</i>) |
| 8.20am | 7. Campus Development & SSEF Project - to receive verbal update, Estate Strategy 2022-27 (<i>attached</i>) and SSEF Project Final Accounts (<i>if available</i>) |
| 8.30am | 8. Site Team Report – to receive for information (<i>attached</i>) |
| 8.40am | 9. IT & Cyber Security Update – to receive report (<i>attached</i>) |
| 8.50am | 10. Health & Safety – to receive a verbal update and minutes of recent School Health & Safety Committee meetings (<i>attached x2</i>) |
| 8.55am | 11. Risk Register - to review and approve Facilities & Finance Committee and SSEF sections (<i>attached</i>) |
| 9.00am | 12. GDPR – to receive a verbal update |
| 9.10am | 13. Any Other Business |
| 9.15am | 14. Date of Next Meeting – to agree as 7.45am on Wednesday 26 th April 2023 |