

# 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 Tuesday 20<sup>th</sup> June 2023

### 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 meeting held on 25<sup>th</sup> April 2023 (*attached*)
4. **Matters Arising** – to discuss any matters arising and not covered as a separate item below
- 7.55am 5. **Chair's Action** - to report any actions/approvals taken since the last meeting
- 8.00am 6. **Financial Update** – to receive and discuss:  
6.1 – School Financial Management Report for April 2023 (*attached x3*)  
6.2 – School Fund Year-to-March 2023 Report (*attached x2*)
- 8.10am 7. **School Budget 2023-23 & 3-Year Forecast** – to discuss and agree recommendation for the Full GB meeting on Friday 7<sup>th</sup> July 2023 (*attached*)
- 8.30am 8. **Audit Responsibilities** – no items to report
- 8.35am 9. **Campus Development** - to receive verbal update
- 8.40am 10. **IT & Cyber Security Update** – to receive IT update (*attached*)
- 8.50am 11. **Site Team Report** – to receive for information (*attached*)
- 8.55am 12. **Health & Safety** – to receive a verbal update and minutes of any recent School Health & Safety Committee meetings (*attached*)
- 9.05am 13. **GDPR** – to receive a verbal update and annual GDPR audit report (*attached*)
- 9.15am 14. **Policy Approval** – to approve the following:  
14.1 – Lettings Policy and Lettings Rates 2023-24 (*attached x2*)  
14.2 – Cyber Security - Patch Management Policy (*attached*)  
14.3 – Cyber Security - Ransomware Policy (*attached*)  
14.4 – Cyber Security - Password Policy (*attached*)
- 9.35am 15. **Risk Register** - to review and approve Facilities, Finance and SSEF sections (*attached*)
- 9.40am 16. **Any Other Business**
- 9.45am 17. **Date of Next Meeting** – to agree as 7.45am on Wednesday 4<sup>th</sup> October 2023 (to be approved at the Full GB meeting on 7<sup>th</sup> July 2023)