

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 4th October 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. **Election of Vice Chair** – to agree a Vice Chair for the 2023-24 academic year
- 7.55am 4. **Minutes of the Last Meeting** – to approve the minutes of the meeting held on 20th June 2023 (*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:
8.1 – June & July 2023 Financial Management Accounts (*attached x2*)
8.2 – Updated School Budget 2023-24 (*attached*)
- 8.30am 9. **Campus Development** – to receive verbal update and Site Team report (*attached*)
- 8.40am 10. **Audit Responsibilities** – to note the Management Committee's decision to continue the use of Juniper Education as the School's external auditor for AY 2023-24 and their scope of work for 2023-24 (*attached*)
- 8.45am 11. **Policies** – to review and approve (changes tracked or highlighted):
11.1 Financial Regulations September 2023 – statutory, annual review (*attached*) – date changes only
11.2 Health & Safety Policy 2023-24 – statutory, annual review (*attached*) – date changes only
11.3 Asbestos Management Plan – non-statutory, annual review (*attached*) – date changes only
11.4 Cyber Incident Response Plan – non-statutory, annual review (*attached*) – date changes only
- 9.00am 12. **Health & Safety** – to receive 2022-23 Annual Health & Safety Report (*attached*)
- 9.10am 13. **GDPR Update** – to receive verbal report
- 9.15am 14. **IT & Cyber Security Update** – to receive verbal report
- 9.20am 15. **Risk Register** – to review and approve the Facilities & Finance Committee sections (*attached*)
- 9.25am 16. **Any Other Business**
- 9.30am 17. **Date of Next Meeting** – to agree as 7.45am on Wednesday 15th November 2023