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 15th November 2023

(Please note that Jonathan Gorridge & James Smith 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 4th October 2023 (*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 2023** – to review:
6.1 - CCHS Consolidated Annual Report & Financial Statements (*attached*)
6.2 – Management Letter (*attached*) & Letters of Representation (*attached x2*)
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

8.30am 7. **Financial Update** – to receive verbal update and
7.1 - Approval of exceptional expenditure (*attached*)
7.2 – Teachers' Pension employer contribution increase – to discuss impact
7.3 - Review of September 2023 Management Reports (*if available*)

8.40am 8. **Campus Development -** to receive verbal update

8.45am 9. **Audit Responsibilities** – standing item - to report, if required.

8.55am 10. **Policies** - to re-approve:
10.1 - CCHS Lockdown Policy – non-statutory, annual review, no changes (*attached*)

9.00am 11. **Health & Safety** – to receive a verbal update

9.05am 12. **GDPR** – to receive a verbal update

9.10am 13. **IT & Cyber Security –** to receive verbal update

9.15am 14. **Any Other Business**

9.20am 15. **Date of Next Meeting** – to agree as 7.45am on Wednesday 7th February 2024

Post meeting – A School site visit has been arranged with Richard Free, Site Team Manager, for after the meeting finishes.