

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Notice of a meeting of the Facilities & Finance Committee in Room 3 on Wednesday 21 November 2018 at 7.45am

(Please note that Mr Tom York from Edmund Carr will be present at the meeting for Item 5)

AGENDA

1. **Apologies for Absence**
2. **Declaration of Interests** – to declare any interests additional to the Annual Register
3. **Minutes of the Last Meeting** – to approve the minutes of the last meeting held on 10th October 2018 (*attached*)
4. **Matters Arising** – to discuss any matters arising and not covered as a separate item below
5. **Draft Company Accounts for the period ending 31st August 2018** – to review:
 - 5.1 - CCHS Consolidated Annual Report & Financial Statements (*to be sent electronically due to size of document*)
 - 5.2 – Management Letter & Letters of Representation (*attached*)
 - 5.3 – Systems Report (*attached*)
 - 5.4 - CCHS Capital Development Ltd – Annual Report & Financial Statements (*attached*)
6. **Financial Reports** – to review:
 - 6.1 - 2018-19 Year-to-Date Income and Expenditure Report (*attached*)
 - 6.2 - Cash Flow Forecast Report (*attached*)
7. **Deficit Reduction Strategy** – to review and discuss (*to be tabled*)
8. **Health & Safety**
 - 8.1 – Update on Swimming Pool - verbal
 - 8.2 - To re-approve Swimming Pool procedures and risk assessment (*attached x3*)
 - 8.3 - To review latest Fire Risk Assessment (*to follow electronically*)
 - 8.4 – To receive minutes of Health & Safety Committee meeting 18 October 2018 (*attached*)
9. **General Data Protection Regulation (GDPR)** – to receive a verbal update
10. **Business Continuity Plan (BCP)** – to re-approve (*attached*)
11. **Campus Development** – to receive a verbal update including Science ramp
12. **Any Other Business**
13. **Date of Next Meeting** – to agree as 7.45am on Wednesday 6th March 2019