

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Notice of a meeting of the Facilities & Finance Committee to be held in the Headteacher's Office at 8.00am on Thursday 3rd October 2024

A G E N D A

- 8.00am 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
3. **Election of Vice Chair** - to agree a Vice Chair for the 2024-25 academic year
- 8.05am 4. **Minutes of the Last Meeting** - to approve the minutes of the meeting held on 19th June 2024 (*attached*)
5. **Matters Arising** - to discuss any matters arising and not covered as a separate item below
- 8.10am 6. **Chair's Action** - to note any actions/approvals taken since the last meeting
- 8.15am 7. **Terms of Reference** - to approve the Committee's Terms of Reference (*attached*)
- 8.20am 8. **Financial Update** - to receive verbal report and receive:
8.1 July 2024 Financial Management Accounts (*attached x3*)
8.2 Updated School Budget 2024-25 (*attached*)
- 8.35am 9. **Audit Responsibilities** - to receive verbal update and note the Management Committee's decision to continue the use of Juniper Education as the School's independent internal scrutiny auditor for AY 2024-25 and their scope of work for 2024-25 (*attached*)
- 8.40am 10. **Campus Development** - to receive verbal update
- 8.50am 11. **Sustainability** - to receive verbal update
- 8.55am 12. **Policies** - to review and approve (changes tracked or highlighted):
12.1 CCHS Financial Regulations September 2024 - statutory, annual review (*attached*) - date change only
12.2. Health & Safety Policy 2024-25 - statutory, annual review (*attached*) - date change only
12.3 Asbestos Management Plan - non-statutory, review (*attached*) - date changes only
12.4 Cyber Incident Response Plan - non- annual statutory, annual review (*attached*) - role name change only
12.5 Security Policy - non-statutory, 2-year review - no changes (*attached*)
12.6 Lone Working Policy - non-statutory, 2-year review - no changes (*attached*)
- 9.15am 13. **Health & Safety** - to receive 2023-24 Annual Health & Safety Report (*attached*)
- 9.25am 14. **GDPR** - to receive verbal report
- 9.30am 15. **IT & Cyber Security Update** - to receive update verbal report (*attached*)
- 9.35am 16. **Risk Register** - to review and approve the Facilities & Finance Committee sections (*attached*)
- 9.40am 17. **Any Other Business**
- 9.45am 18. **Date of Next Meeting** - to agree as 7.45am on Wednesday 20th November 2024