

# 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 Wednesday 20<sup>th</sup> November 2024

(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

- 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
- 8.05am 3. **Minutes of the Last Meeting** - to approve the minutes of the last meeting held on 3<sup>rd</sup> October 2024 (*attached*)
- 8.10am 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
- 8.15am 6. **Draft Company Accounts for the period ending 31<sup>st</sup> August 2024** - 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 (within Company Accounts) - to discuss and agree
- 8.45am 7. **Financial Update** - to receive verbal update
- 8.50am 8. **Campus Development** - to receive verbal update and Site Team report (*attached*)
- 9.00am 9. **Sustainability** - to receive verbal update
- 9.05am 10. **Audit Responsibilities** - standing item - to receive verbal report, if required
- 9.10am 11. **Policies** - to re-approve:  
11.1 - CCHS Lockdown Policy - non-statutory, annual review - no changes (*attached*)  
11.2 - CCTV Policy - non-statutory, 2-year review - no changes (*attached*)  
11.3 - Employee Expenses Policy - non-statutory, 3-year review - changes (*attached*)  
11.4 - Gifts & Hospitality Policy - non-statutory, 3-year review - new (*to follow*)
- 9.25am 12. **Health & Safety** - to receive a verbal update
- 9.30am 13. **GDPR** - to receive a verbal update
- 9.35am 14. **IT & Cyber Security** - to receive verbal update
- 9.40am 15. **Any Other Business**
- 9.45am 16. **Date of Next Meeting** - to agree as 8.00am on Wednesday 5<sup>th</sup> February 2025