

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the FACILITIES & FINANCE COMMITTEE held in the School & via Teams at 7.45am on Tuesday 25th April 2023

Present:	Richard Vass Stephen Lawlor Richard Brown Chris Lamberti Stephen Miles	Chair Headteacher
In Attendance:	Melissa Mulgrew Wendy Newton	Business Manager Clerk to Governors
Apologies:	Mary Argent	Associate Member

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received after the meeting from Mary Argent due to IT issues.

ITEM 2 - DECLARATION OF INTERESTS

2. There were no declarations of business interest further to those already stated on the Register of Business Interests for 2022-23, or conflicts of interest or receipts of gifts or hospitality.

ITEM 3 - MINUTES OF THE PREVIOUS MEETING

3. The minutes of the Facilities & Finance Committee meeting held on 8th February 2023 were approved as a true record.

ITEM 4 - MATTERS ARISING

4. There were no matters arising.

ITEM 5 – CHAIR’S ACTION

5. There was no Chair’s Action to report, only routine financial approvals had been undertaken.

ITEM 6 – FINANCIAL UPDATE

6. The School’s Financial Management Reports for Month 6 (February 2023) were reviewed and content noted. The Business Manager advised that there was nothing particular to note in the finances and overall the figures were trending towards break-even at the end of the year. The School was being very careful with expenditure in light of rising prices. The outcome of the current industrial action and staff pay increases were noted. Financial challenges for the next year included general price increases alongside the potentially unfunded staff pay increases. The Headteacher advised that teachers’ industrial action was likely to worsen and summarised the union situation. Governors queried how the School was managing with the current industrial action and details of the industrial action days were received. A query was raised on the effect of cost increases on Chartwells, the School’s caterers, and the Business Manager advised that they were no current problems. School menus had been adapted and had been well-received by the students.

ITEM 7 – CAMPUS DEVELOPMENT

7. The Business Manager advised that there had been engagement with Swim England in relation to the swimming pool. They had agreed to undertake a light audit of the pool complex for no charge. It was hoped that it would give an indication of what needed to be done and provide details of specialists. Two new grants had been launched, one by Sport England and one from the Government, both aimed at swimming pools and which may be relevant to the School’s situation.

ACTION

There had recently been a very constructive meeting with the Better Buildings Committee who were ready to initiate a fund-raising project once details were received on what was required for the pool.

8. The Chair queried the status of the SSEF project and was informed that whilst the final accounts had been agreed and submitted to the ESFA, £45,000 remained unpaid for one outstanding defect relating to the long-jump pit. The final account with the contractor therefore remained open. It was confirmed that the next major development project had to be the swimming pool. Subject to a successful CIF bid, boiler replacement would also have to be considered.

ITEM 8 – AUDIT RESPONSIBILITIES

9. A Juniper Site Security Audit had been undertaken in March 2023 and was described as very useful. The School site being surrounded by houses had been considered a benefit, and the need for full fencing was deemed optional. Fence replacement, currently quoted as £100,000, could be undertaken as and when funds permitted. The audit had suggested that a map showing CCTV locations and access control points across the site would be beneficial for emergency services and general School usage, this was now being prepared by the School. Additional clarification was given on a couple of minor points raised in the report. Overall, there were no issues of concern in the report and the auditors had been impressed with the security of the School.

10. A Juniper Financial Internal Scrutiny Report dated April 2023 was received and reviewed. There were no formal findings and only one point raised for the School's consideration. The Business Manager commended the work of Fiona Gilmour, the School's Senior Finance Officer, who had fully overseen the audit, and the Committee asked for their thanks to be passed on to her.

ITEM 9 – HEALTH & SAFETY

11. The Business Manager advised that there had been one RIDDOR reportable incident since the last meeting. An accident had occurred whilst students were putting a trampoline away in the Sports Hall which had resulted in one student receiving a dislocated shoulder and broken wrist. All PE protocols were being followed at the time but the students had not been holding the equipment correctly. ECC had advised that the incident should be reported to the H&S Executive for completeness and nothing further had been heard from them. It was confirmed that the student was fine and that her parents realised that it was just an unfortunate accident.

ITEM 10 – GDPR

12. The Business Manager advised that there were no major GDPR issues to report and that the School's annual GDPR audit was taking place that afternoon. It was confirmed that the School mainly received Fol requests, primarily relating to admissions, and very few SARs.

ITEM 11 – ANY OTHER BUSINESS

13. **MP Visit**. The Headteacher advised that Vicky Ford MP was due to visit the School later that week to discuss her interest in safeguarding issues for females and also to view the pedestrian safety issues relating to the revised road format outside the School. Councillor Scott from ECC was also due to be in attendance for the road element of the visit.

ITEM 12 – DATE OF NEXT MEETING

14. **Decision**. The date of the next meeting was changed and **agreed** as 7.45am on Tuesday 20th June 2023 (from Wednesday 21st June 2023).

All

The meeting closed at 8.10am.

R Vass, Chair

20th June 2023