

## **Chelmsford County High School for Girls**

**Notice of a meeting of the Management Committee to be held  
in the Headteacher's Office or by Teams at 8.00am on Friday 27<sup>th</sup> September 2024**

### **AGENDA**

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. **Minutes of the Last Meeting** - to approve the minutes of the meeting held on 7<sup>th</sup> June 2024  
*(attached)*
4. **Matters Arising** – to discuss any matters arising and not covered as a separate item below
5. **Chair's Action** – to report any actions/ approvals taken since the last meeting *(attached)*
6. **Terms of Reference** - to approve the Management Committee's Terms of Reference *(attached)*
7. **Financial & Capital Development Update** – to receive a verbal report and approve the use of Juniper Education as the School's independent internal scrutiny auditor for AY 2024-25 plus its scope of work for 2024-25 *(attached)*
8. **New Year 7 Parents' Welcome – Thursday 26<sup>th</sup> September 2024** – to receive verbal report
9. **Public Examinations Review 2024** – to receive and discuss before receipt by the Academy Board, plus breakdowns of Summer 2024 A level and GCSE examination results *(attached x3)*
10. **Year 12 Admissions** – to receive Year 12 admissions information *(attached)*
11. **Staff Pay Increases & Pay Policy** – to receive update on staff cost of living pay increases and approve in principle the CCHS Leadership & Teachers Pay Scales from September 2024 *(attached x2)*, and approve in principle the 2024 Pay Policy *(attached)*
12. **Governing Body Matters:**
  - 12.1 - Academy Trust Board Agenda – to agree the agenda for the Academy Board meeting to be held on Friday 18<sup>th</sup> October 2024 *(attached)*
  - 12.2 – Academy Board and sub-committee membership – to review and discuss vacancies  
*(attached x2)*
13. **Policies** – to approve:
  - 13.1 – Six GDPR policies – (1) Acceptable Use Policy, (2) Data Breach Policy (formerly Security Incidents Policy), (3) Non-disclosure Agreement, (4) Records Management Policy, (5) SIRO Role Profile, and (6) Statutory Requests for Information Policy. All statutory, 2-year review. All ECC model policies with no material changes in them *(attached x6)*
  - 13.2 – Two GDPR policies – (1) Information Governance Strategy & (2) new Generative Artificial Intelligence Policy. Statutory, annual review. Both ECC model policies with no material change *(attached x2)*
  - 13.3 - Whistleblowing Policy – Non-statutory, annual review. Juniper HR model policy with one School note addition *(attached)*
  - 13.4 - School Admissions Policy for September 2026 *(attached)*

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14. **School Development Plan (SDP)** – to receive SDP 2024-25 (*attached*)
15. **GDPR** – to receive verbal update
16. **Risk Register** – to review Management Committee section (*attached*)
17. **Parental Feedback** – to receive a verbal update on parental interaction received by the School since the last meeting
18. **Any Other Business**
19. **Next Meeting** - to agree 8.00am on Tuesday 3<sup>rd</sup> December 2024. This will be a CCHS Capital Development Ltd Board Meeting and AGM, followed by the Management Committee meeting.