College Town Primary School



**Staff, Finance and Sites Committee Meeting**

**Monday 29th November 2021, 7pm**

**Agenda**

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| **1** | Welcome and apologies | TW |
| **2** | Minutes of previous meeting   * 20th September 2021 | TW |
| **3** | Matters arising from the minutes | TW |
| **4** | Declaration of interest | KC |
| **5** | Staffing update | TS |
| **6** | Finance update   * Main Budget * Capital – Canopy update * Data Protection Officer Visit * School Fund Check | CW |
| **7** | Sites and building update   * New Condition Survey Report | CW |
| **8** | Documents/Procedures for Approval/Review   * Inventory | CW |
| **11** | Part 2 | TS |
| **12** | AOB |  |
| **13** | Date of next meeting   * Monday 7th February 2022 |  |