

**CITY OF LONDON SCHOOL FOR GIRLS**  
**Finance and Estates Sub-Committee**  
**SCHEDULE OF STANDING ITEMS – ACADEMIC YEAR**

September	November	February	May
Receive Terms of Reference	Management of Arrears of Fees at City of London School for Girls (if required)	Review Terms of Reference	Management of Arrears of Fees at City of London School for Girls
Management of Arrears of Fees at City of London School for Girls	Proposed Revenue Budget report (covering the forthcoming financial year and including the school's 10-year financial plan and the fee increase from the start of the new academic year)	Management of Arrears of Fees at City of London School for Girls	Financial Information Dashboard to include: <ul style="list-style-type: none"> <li>• Termly budget monitoring</li> </ul>
Financial Information Dashboard to include: <ul style="list-style-type: none"> <li>• Termly budget monitoring</li> </ul>	Repairs, Maintenance and Improvement Fund report (including the school's 20-year RM&I plan)	Financial Information Dashboard to include: <ul style="list-style-type: none"> <li>• Termly budget monitoring</li> </ul>	Estates: Update on preparation for Summer works
Revenue outturn report (covering the previous financial year)	Draft Annual Report and Financial Statements of the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund (covering the previous financial year)	Estates: <ul style="list-style-type: none"> <li>• Review contracting for summer works</li> <li>• Review progress against strategic plan</li> </ul>	Health and Safety report (to provide assurance of the School's situation)
Cash Available in the School's Charity: The City of London School for Girls Bursary Fund Incorporating the City of London School for Girls Scholarships and Prizes Fund	Health and Safety report (to provide assurance of the School's situation)	Risk Register for The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund	CLSG Risk Register
Estates: Review summer works programme	CLSG Risk Register	CLSG Risk Register	
CLSG Risk Register			

Note: Some items may be brought forward to an earlier meeting where information becomes available.