

**Summary of minutes from the meeting of the Partnerships for Schools Board on**

**22 June 2011**

**Directors**  Richard Baldwin (Acting Chair)

Christine Davies

Stella Earnshaw

Erica Pienaar

Brian Rigby

Von Smith

Ruth Thompson (ex-officio)

**Observers**  Sarah Healey *DfE*

**In Attendance** Russell Andrews *PfS*

Paul Hackwell *PfS*

Colin Howell *PfS*

Amy Leonard *PfS*

**Company Secretary** Charles Deighton-Fox *PfS*

**Apologies** Michael Grabiner

Jane Cunliffe *DfE*

Stuart Miller *DfE*

Sal Wilson *PfS*

1. **Opening of meeting and declaration of Directors’ interests**
   1. As a quorum was present, the Chair declared the meeting open.
   2. No new interests were declared by Board members, observers or attendees.
2. **Minutes of Board meeting on 18 May 2011** 
   1. It was agreed that the minutes of the meeting on 18 May 2011 were a true and accurate record.
3. **Actions and matters arising of meeting on 20 April 2011**

* 1. All forward actions are complete.

1. **Matters arising (not covered elsewhere)**
   1. There were no matters arising not covered elsewhere.
2. **Chief Executive’s Report to the Board**

The following key points were noted from the Chief Executive’s report:

5.1 The PfS corporate risk register was discussed.

5.2 Progress on the BSF, academies, Free Schools and other capital programmes was provided.

5.3 PfS is to manage the 2011-12 Academies Capital Maintenance Fund. 272 bids were received from open academies for the first tranche of the £85 million fund. These are currently being assessed, with input from the YPLA.

5.4 An update was provided regarding to the disposal of BSFI. Full due diligence of prospective bidders is now underway.

5.5 Work gathers pace in the simplification of regulations and legislation regarding school premises and playing fields.

5.6 The regulations have now laid enabling changes to be made to the 2011 School Capacity Collection. Given the new data requirements this year, guidance on completion of the survey was recently issued to local authorities.

5.7 PfS, along with the Department for Education, recently met with the London Council regarding pupil place planning issues across the capital.

5.8 Following the publication of the Review of Education Capital in April 2011, the Government continues to work on its response. This is expected to be published mid July.

5.9 A summary was provided with respect to the Secretary of State’s announcement on 7 June 2011 regarding the future of PfS. A discussion took place in which the Board welcomed the clarity the ministerial statement had provided.

5.10 An update on human resource issues was provided.

**6. Finance Report**

6.1 A paper was presented on capital, revenue and administration budgets. This was the first finance report to the Board in the 2011-12 financial year, and follows the draft budget paper presented to the Board at its meeting in March. A full forecast for the year, reflecting spend in the first quarter of the financial year, will be provided in time for the July 2011 Board meeting.

6.2 It was pointed out that there remain a number of current controls in place that all Arms Length Bodies must have regard to, including a freeze on recruitment, advertising, marketing, and new spending on consultancy services. There are also stringent value for money appraisals on all procurement, and a ban on new property acquisitions, property leases and lease extensions.

6.3 Finally, it was explained that HM Treasury has replaced End Year Flexibility which limits the amounts of unspent money which can be carried forward from one year to another. These changes require an even greater discipline on accurate forecasting to avoid unexpected underspends and in particular at the mid-year point when Supplementary Estimates are prepared.

**7. Performance Indicators 2011-12**

7.1 An almost final set of Performance Indicators for 2011-12 were presented. The two remaining Performance Indicators are expected to be agreed with the Department for Education shortly.

7.2 The Chair explained that the Remuneration Committee had met immediately prior to the Board meeting to review these in full. Given PfS’ performance-related pay arrangements mirror those employed across government, corporate performance targets will no longer be used as a means of measuring individual performance.

**8. Report from the May 2011 meeting of the Audit Committee**

8.1 The Chair of the Audit Committee summarised the report from the May 2011 meeting of the Audit Committee. The Audit Committee’s main item of business was to review the draft PfS Annual Report and Accounts for 2010-11 prior to these being presented to the main Board. The Committee received the National Audit Office’s audit completion report, as well as Tribal Assurance’s internal audit report. The internal audit plan for 2011-12 was also agreed.

**9. Board and Committee meetings Forward Plan 2011**

9.1 The Board noted the updated forward plan.

**10. A.O.B.**

10.1 There being no further business, the Chair closed the meeting.