

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

**23 February 2011**

**Directors**  Michael Grabiner (Chair)

Richard Baldwin

Stella Earnshaw

 Christine Davies

 Brian Rigby

 Von Smith

 Tim Byles (ex-officio)

 James Stewart (ex-officio)

**Observers**  Sarah Healey *DfE*

**In Attendance** Sal Wilson *PfS*

 Russell Andrews  *PfS*

Colin Howell *PfS*

Steve Avis *PfS*

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

**Apologies** Erica Pienaar

 Amy Leonard *PfS*

 Paul Hackwell *PfS*

1. **Opening of meeting and declaration of Directors’ interests**
	1. As a quorum was present, the Chair declared the meeting open. It was noted that Steve Avis was attending and representing the Finance Team.
	2. No new interests were declared by Board members, observers or attendees.
	3. As this was to be James Stewart’s last Board meeting, the Chair wished to record James’s unique contribution to the Board and to the development of PfS.
2. **Minutes of Board meeting on 20 January 2011**
	1. It was agreed that the minutes of the meeting on 20 January 2011 were a true and accurate record.
3. **Actions and matters arising of meeting on 20 January 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, which will be reviewed in full by the Audit Committee at their meeting later today.

5.2 Work is well underway to realise the efficiency savings in continuing BSF projects. PfS has since written to local authorities to confirm savings and next steps.

5.3 Following the court hearing on 24 January 2011, the Judge has since passed down his ruling on the Judicial Reviews into the cancellation of the BSF programme. The Department for Education will be contacting the six claimant local authorities shortly to set out the position.

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

5.5 An update was provided regarding to the disposal of BSFI. The PUK Board has confirmed its decision to sell and Ministers have agreed that the valuation is an acceptable basis to commence the formal sale.

5.6 From the new financial year PfS will be responsible for making revenue payments for all PFI schools.

5.7 PfS has developed in-house a Free Schools Kit using existing resources. This is an interactive map of England which allows users to see where there is pupil capacity and pressure on pupil places.

5.8 Progress continues with the Capital Review, which is anticipated will report in March 2011 as a single report.

5.9 An update on human resource issues was provided.

**6. Balanced Scorecard Corporate Performance Report**

6.1 The balanced scorecard highlighted solid performance against all strategic delivery objectives, as set out in PfS’ 2010-11 Business Plan. All but three measures are on course to hit year-end target.

**7. Finance Report**

7.1 A paper was presented on capital, revenue and administration budgets and a number of points were noted.

7.2 The Board reviewed the management accounts up to 31 January 2011.

**8. Business Planning Process 2011-12**

8.1 A high level discussion took place regarding the development of the business planning cycle for the new financial year 2011-12. It was explained that PfS is having to conduct much of its business planning for next year in advance of key decisions on its remit, as these are dependent to some degree on the outcomes of the Capital and Arms Length Bodies reviews.

8.2 The Board considered the draft Business Plan, suite of provisional performance indicators and anticipated budget.

**9.** **Report from the December 2010 meeting of the Remuneration Committee**

9.1 The Chair summarised the report from the December 2010 meeting of the Remuneration Committee. The Remuneration Committee met to discuss the non-consolidated pay arrangements for 2010-11 and the first phase of restructuring and harmonisation. The Remuneration Committee also reviewed the PfS’ updated disciplinary code and new redundancy policy.

**10. Report from the December 2010 meeting of the Audit Committee**

10.1 The Chair of the Audit Committee summarised the report from the December 2010 meeting of the Audit Committee. The Audit Committee met to discuss a number of issues, in particular to review the draft Statement of Internal Control and the Going Concern status of the organisation.

**11. A.O.B.**

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