

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

**23 March 2011**

**Directors**  Michael Grabiner (Chair)

Richard Baldwin

Christine Davies

 Erica Pienaar

 Brian Rigby

Von Smith

 Tim Byles (ex-officio)

**Observers**  Stuart Miller *DfE*

**In Attendance** Sal Wilson *PfS*

Paul Hackwell *PfS*

Amy Leonard  *PfS*

 Colin Howell *PfS*

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

**Apologies** Stella Earnshaw

 Sarah Healey *DfE*

Russell Andrews *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 23 February 2011**
	1. It was agreed that the minutes of the meeting on 23 February 2011 were a true and accurate record.
3. **Actions and matters arising of meeting on 23 February 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 Work continues to realise the efficiency savings in continuing BSF projects.

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

5.4 An update was provided regarding the disposal of BSFI. The sale has now been formally launched to the market, which is being managed by KPMG. Indicative offers are expected to be submitted by early April 2011.

5.5 Approval has been given by the Department for Education’s Star Chamber to proceed with changes to the School Capacity Collection for 2011-12. The Pupil Place Planning Team is currently working on the specification for the new survey.

5.6 Since the launch, interest in the Free Schools Kit increases. Microsoft will be using PfS as a best practice case study for its cloud technology.

5.7 Progress continues with the Capital Review. It is anticipated that the Capital Review will report by Easter.

5.8 An update on human resource issues was provided.

**6. Finance Report and draft Budget for 2011-12**

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

6.2 The Board reviewed the management accounts up to 28 February 2011.

6.3 The provisional budget for 2011-12 was discussed. This is soon to be signed off by the Department, along with a remit letter and other corporate documents for the new financial year.

**7. Remuneration Committee’s recommendations on 2010-11 pay**

7.1 The Chair appraised the Board of the recommendations agreed by the Remuneration Committee on non-consolidated pay arrangements for 2010-11. A scheme compliant with civil service guidelines will be put to the Department for consideration.

**8. Remit letter 2011-12**

8.1 A discussion took place with regards to the draft remit letter. PfS’ remit will remain interim until the outcomes of the Capital Review are known.

**9. Statement on Internal Control**

9.1 The draft Statement on Internal Control was reviewed. A final version is to be submitted to the Department for Education by 15 April 2011, as this will form part of the Department’s year-end accounts.

**10. Report from the February 2011 meeting of the Audit Committee**

10.1 The Chair summarised the report from the February 2011 meeting of the Audit Committee. The Audit Committee met to discuss a number of issues, in particular to consider the draft interim Annual Report and Accounts for the nine months to December 2010, the accounting treatment of Free Schools, and the Statements of Financial Position and Going Concern.

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

11.1 The Board noted the updated forward plan.

**12. A.O.B.**

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