

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

**18 May 2011**

**Directors**  Michael Grabiner (Chair)

Richard Baldwin

 Stella Earnshaw

 Erica Pienaar

 Brian Rigby

Von Smith

 Tim Byles (ex-officio)

**Observers**  Sarah Healey *DfE*

Stuart Miller *DfE*

**In Attendance** Sal Wilson *PfS*

Colin Howell *PfS*

Russell Andrews *PfS*

 Paul Hackwell *PfS*

Amy Leonard *PfS*

 Steve Avis *PfS (for item 5 only)*

Mandy Measures *NAO* *(for item 5 only)*

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

**Apologies** Christine Davies

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 20 April 2011**
	1. It was agreed that the minutes of the meeting on 20 April 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. **Annual Report and Accounts 2010-11**

*Steve Avis (PfS Head of Finance) and Mandy Measures (National Audit Office) joined the meeting.*

5.1 The draft Annual Report and Accounts were presented to the Board, alongside those manuscript amendments agreed by the Audit Committee.

5.2 Mandy Measures, Senior Statutory Auditor for the National Audit Office, presented the audit completion report. The report noted that the financial statements and annual report give a true and fair view of the company’s affairs and prepared in accordance with financial reporting standards.

5.3 The Annual Report and Accounts were accepted by the Board.

*Steve Avis and Mandy Measures left the meeting.*

1. **Resignation of Tim Byles as PfS Chief Executive**

*The Senior Management Team left the meeting.*

6.1 A private discussion took place.

1. **Appointment of Ruth Thompson as Interim Chief Executive**

*Tim Byles also left the meeting.*

7.1 A private discussion took place.

*Tim Byles and the Senior Management Team rejoined the meeting.*

1. **Chief Executive’s Report to the Board**

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

8.1 The PfS corporate risk register was discussed.

8.2 Work continues to realise the efficiency savings in continuing BSF projects.

8.3 A number of land transfer and disposal applications are being processed.

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

8.5 An update was provided regarding to the disposal of BSFI. A number of bidders have now been taken through to the next stage, where they will be invited to commence full due diligence, with the aim of receiving unconditional final offers by the end of June 2011.

8.6 PfS recently hosted a number of forums for local authority PFI contract managers to disseminate information and share good practice.

8.7 An update on human resource issues was provided.

**9. Business Plan and Performance Indicators 2011-12**

9.1 A modified version of the Business Plan was discussed, as were the draft Performance Indicators for 2011-12. Regarding the latter, there remain some unknowns which will require further consideration and will be considered by the Remuneration Committee at their meeting in June 2011.

**10. Co-location report**

10.1 The Co-location report was presented. Good progress is being made across the programme. All projects have now started and around 30 per cent completed. By September 2011, it is anticipated that the majority of schemes will have been finalised.

10.2 Whilst it is too early to identify the impact that this investment has made professionals are reporting benefits from closer working with other service providers and families are receiving more joined-up and timely support. In many areas, indications are that projects are helping local agencies tackle the barriers to co-location and redesign services in a more sustainable way.

**11. Judicial Review site visits report**

11.1 The report containing detailed condition assessments of all 68 school site visits was discussed. The report has been submitted to the Department for Education, and will form part of the core evidence the Secretary of State will consider in remaking his decision on those BSF projects cancelled in July 2010.

**12. PfS’ Sustainable Development Action Plan 2010-11**

12.1 The Sustainable Development Action Plan for 2010-11 was presented. This defined PfS’ commitment to achieving sustainable schools and to PfS being a sustainable organisation. The year-end Roadmap, covering progress on the Plan was discussed.

12.2 Turning to the development of an Action Plan for 2011-12, it was explained that in light of the Department for Education’s change of emphasis the proposed structure will follow a similar format to that of 2010-11, but more focussed in scope in order to target resources to tackle the demands of the UK Carbon Reduction Commitment and where tangible results will be achievable.

**13. Annual update of Board member interests**

13.1 The Register of Board interests for 2010-11 was reviewed and agreed.

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

14.1 The Board noted the updated forward plan.

**15. A.O.B.**

15.1 Ruth Thompson was invited to join to meet the Board and Senior Management Team.

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