

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

**20 April 2011**

**Directors**  Michael Grabiner (Chair)

Richard Baldwin

Christine Davies

Stella Earnshaw

Erica Pienaar

Brian Rigby

Von Smith

Tim Byles (ex-officio)

**Observers**  Jane Cunliffe *DfE*

**In Attendance** Sal Wilson *PfS*

Russell Andrews *PfS*

Paul Hackwell *PfS*

Colin Howell *PfS*

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

**Apologies** Sarah Healey *DfE*

Amy Leonard *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 March 2011** 
   1. It was agreed that the minutes of the meeting on 23 March 2011 were a true and accurate record.
3. **Actions and matters arising of meeting on 23 March 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 Following the outcome of the Judicial Reviews in February 2011, PfS is undertaking condition assessments of the 68 schools named in the claims by the six local authorities. These site reports will form part of the core evidence the Secretary of State will consider in re-making his decision, alongside other information submitted by the claimant local authorities.

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

5.5 An update was provided regarding the disposal of BSFI. A number of offers have been received, which are being reviewed by the Department for Education and PUK. PfS has no role in the validation of bids.

5.6 The Review of Capital Education was published on 8 April 2011. The Secretary of State has welcomed the Review and will be responding substantively later in the spring.

5.7 An update on human resource issues was provided.

**6. Year-end Finance Report**

6.1 The end of year management accounts was reviewed and a number of points were noted.

6.2 Final adjustments are being made to the Annual Report and Accounts for 2010-11. These will be reviewed by the Audit Committee and then presented to the Board for sign off in May.

**7. Year-end Corporate Performance Report**

7.1 The end of year performance report for 2010-11 was reviewed and a number of points were noted. Of the 20 Key Performance Indicators, PfS has achieved and in some cases exceeded 16 of these.

7.2 The Board discussed the Department for Education’s assessment of PfS’ performance against a number of targets.

**8. Remit letter and Budget for 2011-12**

8.1 A discussion took place with regards to the remit letter issued on 28 March 2011. PfS’ main responsibilities are to make payments to fund a range of school building projects and to find accommodation solutions for new autonomous schools.

8.2 PfS’ budget for 2011-12 is £5.13 billion. This includes a capital budget of £4.5 billion, a programme budget of £0.6 billion, and an administrative budget of £0.2 billion.

**9. Post Occupancy Evaluation Report**

9.1 A report was produced to update the Board on progress on the Post Occupancy Evaluation pilot and to respond to the relevant Performance Indicator, as part of PfS’ Balanced Scorecard for 2010-11.

9.2 The purpose of the POE was to find out, from evidence, those ingredients that contribute to a successful school environment and to recycle the lessons learnt back into the school capital programme in order to improve the efficiency of capital investment, the quality of design, and to inform better support for users of new buildings.

**10. Annual Health and Safety Report**

10.1 The annual health and safety report was presented and subsequently approved by the Board. PfS has continued to build on the improvements in the management and implementation of health and safety over the course of the year.

**11. Annual Report from the Remuneration Committee**

11.1 The annual report from the Remuneration Committee was presented and its contents summarised by the Chair. The Committee had met four times in 2010-11 and had dealt with a number of issues, including harmonisation and restructuring, the organisation’s performance management framework and non-consolidated performance-related pay arrangements, the remuneration packages for the Chief Executive and Senior Management Team and the approval of bonus payments, amongst other core Remuneration Committee business.

**12. Report from the March 2011 meeting of the Remuneration Committee**

12.1 The Chair summarised the report from the March 2011 meeting of the Remuneration Committee. The Remuneration Committee met to discuss a number of issues, in particular to agree the non-consolidated pay awards for 2010-11, the performance of the Chief Executive and Senior Management Team, pay arrangements for 2011-12, and received updates on the restructuring and harmonisation exercises.

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

13.1 The Board noted the updated forward plan.

**14. A.O.B.**

14.1 The Chair confirmed that Christine Davies and Brian Rigby’s terms of appointment have been extended for a further 12 months.

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