

**BMP5
MANAGEMENT BOARD
MEETING MINUTES
25th April 2023
Norfolk Showground – 9.30am**

Present:

Peter Rout	NGN Governor (PR)
Mike Grimble	NGN Governor (MG)
Stuart Brooks	NGN Governor (SB)
Simon Minter	Educate Norfolk (SM)
Cheryl Frost-Cordy	NASH (CFC)
Charles Tyndall	Co-Opt Member (CT)
Isabel Horner	Children’s Services (IH)
Chris Griggs	Children’s Services (CG)
James Stanford	Children’s Services (JS)
Michael Cooper	NPS (MC)
Jonathan Looker	NPS (JL)
Kerry Buck	NPS (KB)

		Action By:
1	Apologies	
	Jonathan was welcomed to the Board	
2	Minutes of the Previous Meeting and Matters Arising	
	<p>Minutes from meeting held on 10th January 2023 were agreed as a true and accurate record.</p> <p>It was felt beneficial to have 2 representatives from Educate Norfolk on the Board – SM due to have a meeting shortly - meeting was cancelled, enquired with a few people – SM going to speak to someone to see if they would be happy to be a representative for Educate Norfolk.</p> <p>PR - comparison between lighting/windows – LED lighting is always seen as a quick fix (instant reduction), regarding windows in the longer term you haven’t got any future external redecoration costs – MC difficult to compare, lighting instant reduction but windows have lots of possible variables.</p> <p>Requirement to start discussing new scheme in October – KB will add item to agenda.</p>	<p>SM</p> <p>KB</p>
3	BMP5 Report	
	<p>MC generally went through the BMP Statistics Board Report:-</p> <p>Currently 133 full members and 5 compliance members (as at 31/03/23)</p> <p>Total of orders raised to the end of Q4 for 2022/23 was 8521 of which 4021 were help desk orders.</p>	

	Action By:
<p>Total value of orders raised to the end of Q4 = £3,279,997</p> <p>Help desk orders to the end of Q4 = £613,979</p> <p>Average Weekly Primary School Fee £47.81</p>	
<p>BSG</p> <ul style="list-style-type: none"> The structure of BSG is undergoing change in preparation for the Director of Building Surveying Group retirement on the 30th June 2023. The Director with overall responsibility for BSG will be the NPS Operations Director, with an Associate Director (Building Surveyor) reporting to the Operations Director. The proposal is for two Associates, one M&E and one Building Surveying, to report to the Associate Director. The three new posts have been advertised internally, applications received, and interviews are being set up. The new structure will be in place in advance of MC's departure allowing a lengthy hand over period. In effect management will be spread over 4 individuals rather than one. There will be a need for additional building surveying support in due course. The Associate Director will be main point of contact for BSG <p>PR queried who will be point in contact to the Board – MC confirmed once appointed the Associate Director will attend the Board meetings.</p> <p>Will give more structure and stability within BSG.</p> <p>BMP5 Report</p> <ul style="list-style-type: none"> Various schools have either gone or are due to transfer to an Academy over the next few months. Access to schools has returned to normal, generally as pre Covid. No significant issues. Recent tender returns are showing signs that prices have generally stabilised, the exception is toilet refurbishments which are influenced by the high cost of cubicles and sanitaryware. Several tender returns for external redecoration work, although obviously higher than 5 years ago, are generally in line with inflation and are not excessive Delivery times for some materials/components are still extended but again appears to be easing. 	

		Action By:
	<ul style="list-style-type: none"> • The project tracker for works over £7.5k has been updated and forms part of the Board papers. • BSG continue to work with the Children’s Services team managing capital maintenance projects, safeguarding works and the rolling condition survey programmes, NCC schools and academies. • Phase 2 of the fire risk assessment (FRA) programme is work in progress and is progressing well with a monthly report to Children’s Services. Schools have embraced the process and find it a valuable exercise. Outcomes and feedback from inspections and reports have been relayed to the NCC H & S who are revising their guidance. • Further feedback from more recent inspections and reports has been relayed to NCC H&S who are updating guidance to schools. The outcomes from the FRA programmes has been nothing but positive. • A Service contract progress report has been prepared and forms part of the issued Board papers. • The following two NCC frameworks: <ul style="list-style-type: none"> - NCC Reactive and Planned Building Maintenance and Associated Works - £0 to £40k - NCC Minor Construction Works and Building Services Framework Agreements - £0 to £200k and the other is £200k to £400k <p>commenced on the 19th February 2023 and will last for 4 years No additional contractors are able to apply to go on framework during the 4 years that the framework runs.</p>	

		Action By:
4	Financial Report – Period 12	
	<p>JS ran through report for period 12</p> <p>£1.3m surplus, £413k balance, £900k of commitment – commitments seem higher than usual – JS to have meeting with MC/KB – need to keep a close eye on as only 2 years left of the scheme.</p> <p>CG - school's that go Academy – they will possibly get some monies back if underspent but only those under the 70% will be entitled to a share of the balance at the end of the scheme.</p> <p>Main concern at present is the current high level of commitments.</p> <p>Underwriting element will be kept separate – report to be discussed at the Board meeting every 6 months. MC confirmed that time is being reported accurately which will enable us to see where the time is being spent on each school – might need to be built into the new scheme. Buildings are in the SLA condition programme – felt shows the fact that the Children's services are also committing/invested into the scheme</p> <p>Unable to give a clear finance picture at present – much clearer indication in the new scheme – important that schools are aware of what the benefits have been being within the scheme.</p> <p>SM some schools possibly unaware of the full maintenance costs involved – in the last 3/5 years costs of building materials/labour have increased considerably – need to sell this element – felt will be harder to sell a new scheme due to the increased costs.</p>	JS/MC/KB
5	Service Contract Progress Report	
	<p>MC ran through the report with the Board</p> <p>Main one that did cause concern was the Fire Alarm and Emergency Lighting, new contractor did not perform, and this contract has now been terminated and gone to the second tenderer – 14 currently overdue as at February 2023– always a moving picture can take 2/4 weeks to enter information onto C2.</p> <p>Electrical testing – 13 currently overdue, main issue is access to schools – IH – how long are they outstanding? What is the longest date outstanding to tolerance regarding the Insurance cover – MC to look into.</p> <p>MG - Underperforming Contractors – MC confirmed service contracts are tendered and then let, have to give notice of dissatisfaction and follow the terms of the contract before being able to remove contractor.</p>	MC

		Action By:
	SM electrical testing – 3 to 4 hours after Children have left – according to contractor should not be occupied for 24 hours after completion of the testing process within the school? No-one on the Board had heard of this – testing done last Thursday – MC to look into.	MC
6	Customer Satisfaction Questionnaires	
	KB to email schools with the annual customer satisfaction questionnaire – will report at next meeting in July.	KB
7	School – request to leave current BMP Scheme	
	A school requested to leave the current BMP Scheme - Board generally discussed and agreed unable to leave during the scheme period apart from when converting to an Academy.	
8	Any Other Business	
	<p>SB – training for new Head Teachers? – SM confirmed receive alerts from the LA in regard to training.</p> <p>MC/CT – timescale for the next scheme – felt would be beneficial to put together a timeline to discuss at the board meeting in October – JS confirmed budget share pack usually available in February – JS felt need to be aware of the NCC underwriting funding element – CT happy to help.</p> <p>MC retiring 30th June - sincere thanks given to MC for all the hard work/input he has given to the Board over the last few years.</p>	MC/CT
9	Date, Time and Location of Next Meeting	
	Date of next meeting agreed at 9.30am 11 th July 2023 to be held at Norfolk Showground at 9.30am – PR to book meeting room – due to other meeting commitments time had to be rearranged – agreed new time of 2.30pm	PR
	Date agreed for subsequent meeting – 17th October 2023 at 9.30am at the Norfolk Showground – PR to book meeting room.	PR