

**BMP5
MANAGEMENT BOARD
MEETING MINUTES
8th July 2025
Norfolk Showground – 9.30am**

Present:

Peter Rout	NGN Governor (PR)
Mike Grimble	NGN Governor (MG)
Simon Minter	NSLA (SM)
Kim Eagle	NASSA (KE)
Justin Howard	SEND – Site Manager (JH)
Charles Tyndall	Co-Opt Member (CT)
Isabel Horner	Children’s Services (IH)
James Stanford	Children’s Services (JS)
Jonathan Looker	NPS (JL)
Kerry Buck	NPS (KB)

		Action By:
1	Apologies	
	Chris Griggs – Children’s Services (CG) Rachel Ridgeway – NASSH (RR)	
2	Minutes of the Previous Meeting and Matters Arising	
	<p>Minutes from meeting held on 20th May 2025 were agreed as a true and accurate record.</p> <p>LED Lighting Projects – some funds available – LED lighting projects are the quickest and easiest to deliver and schools benefits from the energy savings.</p> <p>This is now the third round of funding available for LED lighting upgrades.</p> <p>JL felt this was money well spent for the BMP. Over the 5-year scheme BMP6 would meet the cost of partial lighting replacement. It’s therefore beneficial to commit the funds now in a constructive way as part of a larger scheme that will benefit members schools.</p> <p>IH felt the quality of lighting being installed was good.</p>	
3	BMP6 Report	
	<p>KB presented the BMP Statistics and Board Report:</p> <p>BMP6: Currently 119 full members and 4 compliance members (as at 30/6/25)</p> <p>Total of orders raised to 30/6/25 – Q1 for 2025/26 was 1742 , of which were 699 helpdesk orders.</p> <p>The total value of orders raised to the 30/6/25 – Q1 = £563,449.34</p> <p>Helpdesk orders raised to the 30/6/25 – Q1 = £103,113.94</p> <p>Average Weekly Primary School Fee = £52.26</p>	

	Action By:
<p>BMP6 Board Meeting Report – July 2025</p> <p>BSG</p> <p>Building Surveying Group staffing levels have remained unchanged since the previous Board report in May.</p> <p>BMP6 Report</p> <p>A school converted to an academy and joined a Multi Academy Trust on 1st July.</p> <p>Two schools were due to join a Multi-Academy Trust on 1st July. The conversion date for these schools has been moved back again to 1st September.</p> <p>A school was due to convert to an academy with a MAT on 1st June 2024. The academisation process is currently on hold and there are no further updates from the Advisory Board.</p> <p>Five schools have all submitted applications to convert to academies.</p> <p>Local Authorities – demographic decline – more capacity in schools than in previous years. Some schools possibly amalgamating due to decreasing demand for places. Children’s Services are keen to run a pilot to test what the added value would be to bring people together. Can only amalgamate two schools where it has the same Governance. There is a preference nationally for amalgamating rather than closing some schools. Discussed general issues surrounding demographic decline. MG queried what happens to funding if two schools amalgamated? - IH confirmed will lose one of the lump sums. IH noted that Academisation is slowing down. IH has forecasts from birth data – IH to issue data to JS so can identify how the reduction in pupil numbers could impact BMP6 finances moving forward. PR felt a combined forecast should also include Church Schools. JS confirmed that he can overlay the data and highlight the Church schools and those that are due to Academise.</p> <p>Two schools are looking to join a Trust. The conversion date is still to be set. No official notification has been received from the Advisory Board. Similarly, there is no further information on the Government’s Academy Conversion website.</p> <p>The available tender return data for June indicates that prices remain relatively stable. Feedback from Framework Contractors is that the majority of firms have full order books for the summer holiday period following the successful conclusion of recent tenders.</p> <p>The project tracker for works over £7.5k has been updated and forms part of the Board papers.</p>	<p>IH/JS</p>

	Action By:
<p>BSG continue to work alongside NCC Children’s Services managing capital maintenance projects, safeguarding works and rolling condition survey programmes for both NCC schools (every 4 years) and academies (every 5 years). PR query – where there is cyclical work BMP will complete this, but there is an existing forum where capital works are discussed, and regular meetings take place with Children’s Services. PR felt where we are making slow progress regarding condition issues in school and older buildings are more challenging to maintain. The available money across various funding streams has reduced. IH said an extension rebuild programme was likely.</p> <p>A service contract progress report has been prepared and forms part of the Board Papers. Contractor performance across the range of servicing and maintenance areas continues to meet the required standards and timescales. The compliance element of the BMP scheme is a rolling programme.</p> <p>JL and JS meet each month to monitor BMP6 finances.</p> <p>A school is subject to a consultation for possible closure. The outcome of the consultation and final decision is expected on 17th July.</p> <p>SM and JL have prepared information for headteachers to inform them of the key benefits of BMP membership. SM passed on to County Headteachers and felt information provided was helpful.</p>	
<p>BMP Tracker</p> <p>JL went through the project tracker for works over £7.5k.</p> <p>At a school – external redecorations has been brought forward as felt the BMP scheme would end up paying more in the timber repairs if this was left another year.</p> <p>At a primary school – Surveyor agreed to defer to 2025/26 – now returned from tender – works to be commence in summer hols.</p> <p>A primary school – replacement of high level windows – PR queried whether replacement windows will be PVCu. JL to look into. <i>Update: JL has subsequently confirmed with the surveyor that the windows are PVCu framed with sealed double-glazed units with Teleflex openers.</i></p> <p>IH confirmed NCC CS do not have many timber windows specified on new build schools.</p> <p>PR felt where possible to explore with planners about being able to use UPVC rather than timber.</p>	<p>JL</p>

		Action By:
4	Financial Report – BMP6 - Period 2	
	<p>JS went through Financial report with the Board. Previously reported overspend of £9k however that was not the true overspend as there were over £100k in commitments. Need to honour these commitments into current BMP6 scheme.</p> <p>JL – there were two orders / commitments at a school who did not come back into new BMP6 scheme where the works were not completed before the end of the scheme. These have been completed.</p> <p>JS - Up to Period 3 there is a balance of £2m. We would expect an underspend in year 1 as per previous schemes.</p> <p>Ideally maintain a £450k reserve at the end of the first year which would be similar to previous schemes.</p> <p>JL/JS will look at planned decoration works to get an overview of possible costs during the 5 years of the scheme.</p> <p>PR - is external decorations single biggest outlay? JL confirmed this was the case but remedial works arising from fixed wiring tests were also costly.</p> <p>IH felt it was important to approach NCC Children’s Service’s where larger costs involved, e.g. boiler replacements etc as funding is available.</p> <p>PR queried whether aware of any possible future larger outlays? - IH felt possible most impact on operations e.g. roofs.</p> <p>PR asked if any schools had underspent in BMP5 had made enquiries regarding possible return of unspent funds – JS confirmed a couple of schools had asked but were told that there was a zero balance at the end of the scheme, therefore no refund would be possible, JS also confirmed that compliance members are not entitled to any monies back if there was any balance left.</p> <p>Condition surveys – Childrens Services - close attention to those schools that are not in the scheme to ensure they are maintaining their buildings.</p> <p>MG – Building Maintenance Fund - £360k – once put in can’t withdraw unless the school opts back into BMP?</p> <p>JS confirmed some schools who are not BMP members do opt into the building maintenance fund but not all – JS to provide data to IH.</p> <p>If a school wanted to come into scheme mid-term, a survey would be carried out and Board would agree whether any caveats would need to be applied.</p> <p>Issue at one school - was a kitchen that cooked with gas fired appliances but did not have a gas interlock valve. This was flagged up in the subsequent report.</p>	JL/JS

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		Action By:
5	Service Contract Progress Report	
	<p>JL went through the report with the Board (as of 31st May 2025). The board generally felt this was the best report to date in terms of contractor performance.</p> <p>Natural Gas Boilers – 100% of target completed by due date. Natural Gas Convector Heaters – 97% of target completed by due date Natural Gas Water Heaters – 100% of target completed by due date. LPG Boilers – 100% of target completed by due date. LPG Convector Heaters – 100% of target completed by due date. Oil Fired Boilers – 100% of target completed by due date. Oil Fired Water Heaters – 100% of target completed by due date.</p> <p>Regular service contract meetings are held with the contractor to review contract progress.</p> <p>Air conditioning systems – 100% of target completed by due date.</p> <p>Contractor's performance is excellent.</p> <p>Automatic doors – 97% of target completed by due date.</p> <p>The contractor completes all planned maintenance and reactive breakdown tasks promptly and without delay.</p> <p>Gas safe periodic inspections – 100% of target completed by due date.</p> <p>Electrical installations – 100% of target completed by due date. Electrical installations – Pools – 100% of target completed.</p> <p>The electrical testing programme is a particularly challenging one in terms of obtaining access into schools as the works can only generally be carried out during school holiday periods.</p> <p>Fire alarm / detection systems – 100% of target completed by due date. Positive feedback received from schools regarding the service provided.</p> <p>Emergency lighting – 100% of target completed by due date. Positive feedback received from schools regarding the service provided.</p> <p>Passenger lifts and goods lifts – 83% of target completed by due date. Arrangements are in place for the assets to be serviced.</p>	

		Action By:
	<p>Water hygiene – Legionella Risk Assessments – 100% of target completed by due date.</p> <p>Water hygiene - Annual Water Inspections – 93% of target completed by due date.</p> <p>Water hygiene - Six Monthly Water Inspections – 89% of target completed by due date</p> <p>A small lag continues in the production and issuing of reports following the inspection. Overall, the contractor continues to improve on performance with a decreasing number of overdue reports.</p>	
6	Any Other Business	
	None raised.	
7	Date, Time and Location of Next Meeting	
	<p>Date of next meeting agreed 14th October 2025 to be held at Norfolk Showground – Bacon Room in the Exhibition Building at 9.30am – PR to book meeting room.</p> <p>Date agreed for subsequent meeting 13th January 2026 at Norfolk Showground at 9.30am – PR to book meeting room.</p>	<p>PR</p> <p>PR</p>