

MSF Trustees meeting – Action Notes

Date	13 th September 2018: 10.00am till 12.00 noon (sandwiches will be provided)					
Venue	MSP Office, Unit 1, Dakota Business Park, Skyhawk Avenue, Garston, Liverpool L19 2QR Telephone: 0151 427 3826					
Attendees	John Bell – JB (Chairman), Adam Walker (AW), Pat Shenton (PS)					
Apologies	Alan Cooper (AC)					
Secretariat /	Jean Stephens (JS) Brenda McCrudden (BMc)					
In attendance						
Papers	Hard copy of the papers will be provided for all Trustees at the meeting					
	Agenda Items	Action Points	Outcomes	Action	Deadline / timeframe	Whom
1	Welcome, apologies and introductions	1.0	Alan Cooper (AC)	To note	N/A	Chair
2	Declaration of interest	2.0 2.1	No interest declared by Trustees in attendance Annual declaration update required	To note Action	13.09.18 23.01.19	Trustees BMc
3	Matters arising / updates from previous meeting not on the agenda	3.0	No matters arising from previous meeting not on the agenda	None	None	None
4	Horizon scanning (opportunities and challenges)	4.0 4.1 4.2	Liverpool bid for Special Olympics 2021 Jenny Price retired from Sport England Nov 2018 MSP strategically positioned strongly amongst system leaders in health particularly the health and care partnership preventive board (Cheshire & Merseyside)	Inform To note To note		MSP
5	Strategy & Stakeholders (new) Active Workplace	5.0 5.1	Contact Company unfortunately have deferred MSP workplace premium package until April 2019 due to challenges within the company. Wirral public health workplace premium package still in the pipeline.	Watching brief Follow up	April 2019 23.01.09	MSP MSP
	Active Primaries	5.2 5.3	Continuing to work with Halton to deliver the pilot – slow burner Mental health workshop developed aimed at coaches, volunteers and activators to be delivered to Trustees	Watching brief Action	13.09.18 23.01.19	MSP MSP

	Active Learning	5.4	All courses and workshops are now on line through sport suite creating more efficiencies	To note	Ongoing	MSP
	Stakeholders	5.5	Review of stakeholders and engagement level to take place in the new financial year	Action	April 19	MSP
6	Tactics Website	6.0	Fine tuning of website is an ongoing process – MSF to strengthen is governance pages / content	Action	Feb 19	MSP
7	Governance & Operational					
	Human resources	7.0	Amy Fisher joins the team as school games organiser	Welcome	13.09.18	MSP
	Finance	7.1	Annual accounts and reports presented / approved at AGM. Documents to be up loaded onto charity commission portal. Annual report and accounts	Action	13.09.18	Jsch
	Papers to sign (if appropriate) • Cheques	7.2	Cheques signed by Trustees			
8	Date of next meetings Set dates for 2018 23 rd January 2019		8. Trustees agreed all dates of subsequent meetings		All	
9	Closure of meeting	9.0	Meeting drawn to a closure, thanking all Trustees for their active contribution	To note	06.06.18	Trustees