

MSF Trustees meeting – Action Notes - Draft

Date	6 th June 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	Jo Schumann (JSch), Kenny Chu (KCh)
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	No interest declared by Trustees in attendance	To note	06.06.18	Trustees
		2.1	Annual declaration were completed by JB, PS	To note	06.06.18	Trustees
		2.2	Annual declaration forms to be sent to AW, AC	Action	30.06.18	MSP/BMc
3	Matters arising / updates from previous meeting not on the agenda	3.0	Amendment : Action note (07.02.18) should read AGM to be moved to 5 th September 2018 due to audit requirements and reporting timescales	Action	06.07.18	Trustees
4	Horizon scanning (opportunities and challenges)	4.0	Liverpool bid for Special Olympics 2021	Inform	06.18	MSP
		4.1	Jenny Price retires from Sport England @ Oct/ Nov 2018	To note	11.18	
		4.2	MSP strategically positioned strongly amongst system leaders in health during Q1	To note	On going	
5	Strategy & Stakeholders (new)					
	Active Workplace	5.0	New relationship forming with The Contact Company	Update	13.09.18	MSP
	Active Primaries	5.1	Pilot to take place in 4 schools within Halton – if successful a full roll out of the product	Update	13.09.18	MSP
	Active Learning	5.2	New partnership developed with Create development aimed at improving the quality of provision with primary school PE	To note	Ongoing	MSP
	Stakeholders	5.3	New / reformed stakeholders developed with Community Foundation, Academy Health Science Network (NW coast) during Q1	Update	Ongoing	MSP
6	Tactics					
	6.0 Income generation pipeline 2018-2019	6.0	2018/2019 £30,847* income contribution confirmed equating to 44.5% contribution of the deficit to date *includes % from 2017-2018	Ongoing	2018-19	MSP
	6.1 Website	6.1	New website will go live	To note	06.18	MSP

7	Governance & Operational					
	7.0/7.1 Human resources up date	7.0	No current staffing changes to report	Noted	06.06.18	MSP
		7.1	Additional capacity were requested to support the school games contract enabling the release capacity within marketing expertise	Agreed	13.09.18	
	7.3 Financial summary of income over expenditure statement 2017-2018	7.3	See end of year income / expenditure at end of action notes Full audited accounts to be presented at AGM	Agreed Action	06.06.18 13.09.18	JShu JShu
	7.4 – 7.7 GDPR summary	7.4	Presentation provided by KCh outlining the key principles of GDPR. Trustee representative is Adam Walker	To note Agreed	06.06.18 06.06.18	KCh AW
		7.5	Privacy policy for MSP and its foundation distributed for comments by Trustees	Action	06.06.18	JS
		7.6	Privacy policy feedback required to	Action	15.06.18	Trustees
		7.7	k.chu@merseysidesport.com			
	7.8 Purchase orders raised by MSP staff compliance	7.8	Approval was agreed for MSP staff to raise purchase orders on behalf of the foundation in line with charity commission financial regulations. Staff Members are: Jean Stephens, Kerry Stewart, Calum Donnelly, Andrew Wileman, Teri Wainwright, Holly Budgen, James Segnan, Jo Schuman, Danny Woodworth	Agreed	06.06.18	MSP/MSF
7.9 Papers to sign (if appropriate)	7.9	DLP data controller form in line with GDPR Cheques	Signed	06.06.18	JB	
			Signed	06.06.18	JB/PS	
8	Date of next meetings		8. Trustees agreed all dates of subsequent meetings		All	
	Set dates for 2018					
	13th September 2018 – AGM					
	<ul style="list-style-type: none"> Contracts renewal SLA agreed and signed Annual report and accounts reviewed 					
	7 th November 2018					
9	Closure of meeting	9.0	Meeting drawn to a closure, thanking all Trustees for their active contribution	To note	06.06.18	Trustees

7.3 Financial information insert

Merseyside Sports Foundation									
Management Accounts for the year to date									
1st April 2017 - 31st March 2018	Month 12	Month 12	Q2	Q4				2016/17	2015/16
	YTD Actual	YTD Budget	Variance					Actuals	Actuals
	£	£	£	£	%	Notes key	£	£	
Income									
Grants	156,827	158,827	-	- 2,000	-1%		139,205	116,095.00	
Commissioned Projects	375	375	-	375	0%		19,000	-	
Credit Interest	-	250	-	250	0%		126	221	
Sales	13,188	29,200	-	23,646	-55%	1.1	13,493	12,535	
Unbudgeted Income	860	860	107	-	0%		9,518	6,223.33	
Restricted Re-profile	217,019	217,019	-	-	0%		195,594	171,648	
Total Income	388,270	406,531	-	24,164	-4%		376,936	306,722	
Direct Expenditure									
Supplies	828	770	-	426	58	7%	1,371	100	
Services	16,740	34,468	-	25,515	- 17,728	-51%	39,226	11,703	
Department Re-charge	5,068	5,068	-	-	-	0%	-	1,000	
Reserves / Restricted Re-profile	216,833	215,210				0%			
Total Direct	239,468	255,515	-	25,941	- 17,671	-7%	40,596	12,803	
Fixed Expenditure									
Employees / Office / Utilities	147,732	148,766	-	76,996	- 1,034	-1%	118,209	97,501	
Transport	1,069	2,250	-	2,074	- 1,181	-52%	1,112	825	
Total Fixed	148,801	151,016	-	79,070	- 2,215	-1%	119,321	98,325	
Total Expenditure	388,269	406,531	-	105,011	- 19,886	-5%	159,917	111,128	
Net Surplus/(Deficit)	216,833	-	80,847	1,624		1.4	217,019	195,594	

1.1 Demand for bespoke courses has been lower than anticipated. In addition to this the Primary School Sport Premium workshop with anticipated income of £6,300 has now been cancelled, however the planned expenditure in MSP was approx £6000 so its actually only a loss of approx £300.

1.2 Expenditure is less than anticipated due to 1.1 above, demand for courses lower.

1.3 Mileage claims have been less than anticipated due to staff trying to keep costs down and hold meetings at MSP

1.4 Reserves / Restricted Re-profile made up of £133,930 restricted reserves for 3 months salary and redundancy for MSF/MSP staff and restricted re-profile of £82,903.

