

MSF Trustees meeting – Agenda

Date	23 rd January 2019 2.00 am till 4.00 noon			
Venue	MSP Office, Unit 1, Dakota Business Park, Skyhawk Avenue, Garston, Liverpool L19 2QR Telephone: 0151 427 3826			
Attendees	John Bell – JB (Chairman), Alan Cooper (AC), Adam Walker (AW), Pat Shenton (PS)			
Secretariat	Jean Stephens (JS)			
In attendance	Calum Donnelly (CD)			
Papers	Hard copy of the papers will be provided for all Trustees at the meeting			

	Agenda Items	Outcomes / Actions agreed/required	Deadline	Whom
1	Welcome, apologies and introductions	•		Chair
2	Declaration of interest	•		Trustees
3	Matters arising / updates from previous meeting not on the agenda	•		
4	Horizon scanning (opportunities and challenges)	•		Trustees
5	Strategy & Stakeholders topics			
	Active Primaries	•		Kyle / Jenny / Calum
	<ul style="list-style-type: none">Mental Health WorkshopSatellite clubDaily Mile (investment and plan)			
6	Tactics			
7	Governance & Operational			
	a. Human resources <ul style="list-style-type: none">New additionsLeavers b. Financialc. Website (MSF governance framework)d. Papers to sign (if appropriate)	a. Trish joined the team in December 2018 to coordinate and deliver the daily mile contract b. Financial reporting periods realigned – report due in April 2019 meeting for 2018-2019 c.	None April 2019	JS Jsch

	<ul style="list-style-type: none"> • Banking mandate • SLA (if applicable) • Cheques 			
8	<p>Date of next meetings</p> <p>Dates for 2019 (add dates in)</p> <p></p> <p></p> <p></p>	8. Trustees agreed all dates of subsequent meetings	To note	All
9	Closure of meeting	9.	Trustees	Chair

Notes:

- Quest assessment will be taking place at MSP on the same day. John Bell is required to attend a partnership lunch 1.00pm till 2.00pm (prior to Trustees meeting) and Adam Walker will be attending a face to face interview with the assessor 2.00pm-2.15pm.
- Trustees meeting will be in Jean's office as the Quest assessor will be using the meeting room – sorry for any inconvenience in advance.