

## MSF Trustee Board Meeting **Action Notes**

<b>Date &amp; Time</b>	<b>24<sup>th</sup> April - 10:00am – 12:00pm</b>
<b>Venue</b>	MSP Office – Unit 1 Dakota Business Park Skyhawk Avenue, Garston, Liverpool L19 2QR
<b>Trustee Board Member (BM's) Attendees</b>	John Bell ( <b>JB</b> ) (Chair); Pat Shenton ( <b>PS</b> ); Alan Cooper ( <b>AC</b> ); Jean Stephens ( <b>JS</b> )
<b>MSP Team Members</b>	Brendan McCrudden ( <b>BMcC</b> ) (Business Improvement Officer); Kerry Stewart ( <b>KS</b> ) (Interim Director); Calum Donnelly ( <b>CD</b> ) (Strategic Lead for Children and Young People)
<b>Guests In attendance</b>	
<b>Apologies</b>	Adam Walker ( <b>AW</b> )
<b>Distribution (internal &amp; external)</b>	www.merseysidesport.com, MSP Team, Sport England

	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	<b>Introduction</b>			
	a. Welcome, apologies and introduction	JB welcomed the trustees and CD to the meeting and noted apologies.  Apologies: AW.	<b>JB</b>	
	b. Matters arising from the last meeting	<b>Outcome:</b> The board acknowledged the minutes from previous board meeting have been actioned.	<b>JB</b>	

	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	Declarations of Interest			
	Declarations of Interest	No declarations of interest made by BMs.	JB	N/A

	Headlines from Discussion	Outcome / Actions	Who	Deadline
3	MSF Website			
	a. MSF Website	<p><b>Outcome:</b> HB gave an overview of information and visuals provided by Twenty-Two Digital.</p> <p>Key points from the overview were;</p> <ul style="list-style-type: none"> <li>• A simple landing page that establishes relationship with MSP.</li> <li>• Website has a simple easy access focus with a non-specific brand.</li> <li>• Proposed pages are; Landing page, case study and governance page.</li> <li>• A draft of wording for the landing page was presented to the Trustees with feedback including; ‘make the wording warmer and human’, add and emphasise the charity presence in the wording’.</li> <li>• Recognised that this is a good opportunity to showcase the benefits.</li> </ul>	HB	N/A

	<p><b>Action:</b> HB to check Charity Commission for what the website needs to meet compliance.</p> <p><b>Action:</b> Trustees to review landing page wording and send feedback to HB.</p> <p><b>Challenge:</b> Should the Foundation change its name to something aligned to themes of being active? Response to this question was MSP has undergone a recent name change and having Merseyside Sports Foundation (MSF) - changing its name may confuse partners.</p> <p>The question was asked whether 'outsiders' understand the difference between MSP and MSF.</p>	<p><b>HB</b></p> <p><b>BMs</b></p>	<p><b>24<sup>th</sup> Jun 19</b></p> <p><b>8<sup>th</sup> May 19</b></p>
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	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	<b>Governance Arrangements</b>			
	<p><b>a. Round Table Meeting Outcomes</b></p> <p><b>b. MSP/MSF Improvement Areas</b></p>	<p><b>Outcome:</b> Positive meeting with Sport England and there were just a few operational points for to improve on an improvement plan will be set in place to mitigate the areas of improvement.</p> <p>The priorities in the next 12 months are:</p> <ul style="list-style-type: none"> <li>• Recruitment of new Director of MSP.</li> <li>• Share learning of lower seg work with Sport England.</li> <li>• Continue to development our Workplace Offer and share with other Active Partnerships.</li> <li>• Develop Impact Model and work with Liverpool City Council to test pilot in two boroughs in Liverpool.</li> <li>• Test Impact Model with another Active Partnership (the Black Country).</li> </ul>	<b>KS</b>	<b>N/A</b>

	<p>The team will be undertaking a stakeholder mapping exercise – looking how to build upon our network, understand unlock relationships, who within the team are engaging and at what level with board and trustees.</p> <p>Collaborative Leadership is a theme echoed from the Active Partnerships Conference. The team will explore Collaborative Leadership and how it applies with the board and trustees. It is balanced that the network doesn't have an understanding of collaborative leadership fully, there is an opportunity to educate key stakeholders in understanding the benefits. as so we will need to revisit our approach with our partnership working.</p> <p>Sport England's new Performance Framework for Active Partnerships is Quest. The team have worked together to provide evidence for a 2-day review. We scored '<b>very good</b>' and are on course to be rated excellent in two years' time. There weren't many onerous improvements and many positives to take away. The process of evaluation was immensely helpful for the team.</p> <p>Tina Pilkington offered to help further relationships with local stakeholders and relationships. She will revisit stakeholder mapping.</p>		
c. Daily Mile Coordinator	<p><b>Outcome:</b> A Sport England award for funding was granted in November 2018. Trish Conning was appointed as the Daily Mile Coordinator but due to personal circumstances she left MSP in January 2019. The programme has continued with full support from the wider team. Grace Perry has started in the role and will lead the programme delivery.</p> <p><b>Challenge:</b> The question was asked whether there were ambassadors to promote the Daily Mile brand. Under advice from</p>	KS	N/A

	<p>Sport England we cannot use ambassadors.</p> <p>The point was raised about an opportunity to build the Daily Mile concept into a 'family day mile' which could incorporate the family unit involved, as well in exercising with their children.</p>	<b>BM</b>	<b>N/A</b>
<b>d. Balanced Scorecard (2018-19 &amp; 2019-2020) – MSF/MSF Team Board</b>	<p><b>Outcome:</b> An overview of the Balanced Scorecard was given outlining Key Performance Indicators until 2022.</p> <p>CYP Update – The focus has been to widen the influence of the School Games by creating an event to engage with more young people called 'Spirit of the Games'. Working with Liverpool John Moores University for which the students lead this event. The success from the event has potential to shape future teaching last practices of sport and physical activity in schools. The next phase is to grow the pilot 8 times the size by next year with a potential of 1000 plus young people engaged.</p>	<b>KS</b>	<b>N/A</b>
<b>e. Financial Report (2018-2019 &amp; 2019-2020)</b>	<p><b>Outcome:</b> KS presented to the board the 2018-19 +2019-2020 Financial Report.</p> <p>The key points from this update are;</p> <ul style="list-style-type: none"> <li>• Sport England funding will increase in the current financial year due to the Daily Mile Contract.</li> <li>• The forecast for 2019-2020 is that we will receive less Sport England money by 7.45%.</li> </ul> <p><b>Outcome:</b> KS presented the Financial Report to the trustees and they acknowledged and approved.</p> <p>The Trustees agreed about the allocation of a training budget for MSP staff.</p>	<p><b>KS</b></p> <p><b>BM</b></p>	<p><b>N/A</b></p> <p><b>N/A</b></p>

		<p><b>Action:</b> KS to create a document with a granular breakdown of MSF and MSP restricted monies to AW.</p> <p><b>Challenge:</b> The budget is set unrealistically as there is a large amount of carry forward money. The response is our current budget practice is to set a 3 month operating cost for a worst case scenario. It's suggested to move more funds of the carry forward money to the LCC budgets.</p>	<p><b>KS</b></p> <p><b>BM</b></p>	<p><b>8<sup>th</sup> May 19</b></p> <p><b>N/A</b></p>
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	Headlines from Discussion	Outcome / Actions	Who	Deadline
6	Permanent Director Recruitment and Selection			
	a. Update on timeline and LCC process b. Stakeholder Interview Process c. Interview Process	Confidential discussion		

	Headlines from Discussion	Outcome / Actions	Who	Deadline
7	New Developments			
	a. Beat the Street	<p>KS updated the board about Beat the Street, key points of note are;</p> <ul style="list-style-type: none"> <li>• Opportunity has come from Dr William Bird (Intelligent Health).</li> <li>• Possible to attract £780,000 of Sport England funding across 1.4 million population.</li> <li>• Discussion to take place with all 6 LA areas.</li> <li>• Concerns raised about the cost and long term stability of the programme and need a strategy and plan to mitigate.</li> </ul>	KS	N/A
	b. Living Streets	<p>CD updated the board about Living Streets, key points of note are;</p> <ul style="list-style-type: none"> <li>• A national walking charity.</li> <li>• Funding is to recruit schools into wow project.</li> <li>• Funded by Department of Transport and hosted by Mersey Travel.</li> <li>• The project is to recruit and work directly with schools to increase active travel (walking, scooting, cycling) and promote road safety, dangers of congestion.</li> <li>• Jane is keen for CD to provide access to public health partners.</li> </ul>	CD	N/A
	c. Smokefree Sidelines	<p>KS updated the board about Smokefree Sidelines, key points of note are:</p> <ul style="list-style-type: none"> <li>• Invitation accepted by KS to sit on a Steering Group working with the FA and Liverpool County FA. There is no current ban on smoking whilst attending youth football.</li> <li>• There will be a marketing campaign with club involvement.</li> </ul>	KS	N/A

		<ul style="list-style-type: none"> <li>LJMU are evaluating the impact.</li> <li>There is scope for scaling across the Liverpool City Region.</li> <li>MSP has been asked to assist with the identification of potential other borough areas and other sports.</li> </ul>		
	<b>d. Health and Care Prevention Board</b>	<p>KS updated the board about the Health and Care Prevention Board, key points of note are;</p> <ul style="list-style-type: none"> <li>The Health and Care Prevention Board submitted a 12 month funding bid. The board recognises physical activity attributes to their outcomes.</li> <li>Active Cheshire and MSP will have a 'spot light' and the opportunity to look at the System Transformation Fund 2019/2020.</li> <li>Adopting the Greater Manchester on the move model, Active Cheshire and MSP to develop a shared stakeholder strategy, communication and engagement plan to engage and inspire local populations to be more active.</li> <li>Committed funding for <u>£60,000</u> towards physical activity.</li> </ul>	<b>KS</b>	<b>N/A</b>
	<b>e. Active Partnerships</b>	<p>KS updated the board CSPN has changed their name to Active Partnerships. AW updated the board with regards to CSPN name and branding change MSP is now one of '43 Active Partnerships' and we now refer to the 'Active Partnerships National Team'.</p>	<b>KS</b>	<b>N/A</b>

	Headlines from Discussion	Outcome / Actions	Who	Deadline
5	<b>Date of next meeting</b>			
	<b>Date of next meeting</b>	The date for the next meeting is 24 <sup>th</sup> July which is also the AGM. The time is 09:00am arrival for an 09:30am start until 12:00pm finish. The venue is MSP offices.		



