

## MSF Trustees Meeting (Minutes)

Date	23 <sup>rd</sup> 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) Jenny Platt (JP) and Kyle Tunstall (KT)
Papers	Hard copy of the papers will be provided for all Trustees at the meeting

	Agenda items	Outcomes / Actions agreed/required	Deadline	Whom
<b>1</b>	Welcome, apologies and introductions	<ul style="list-style-type: none"> <li>No apologies received</li> <li>Calum Donnelly (CD) joined the meeting</li> </ul>	N/A	Chair
<b>2</b>	Declaration of interest	<ul style="list-style-type: none"> <li>Trustees recorded 'No declarations of interest' at the meeting</li> <li>Annual declaration of interest forms to be checked and distributed to Trustees for completion if out of date</li> </ul>	N/A April 19	Trustees BMc
<b>3</b>	Matters arising / updates from previous meeting not on the agenda	<ul style="list-style-type: none"> <li>No matters arising from the previous meeting that were not on the agenda</li> </ul>	N/A	Chair
<b>4</b>	Horizon scanning (opportunities and challenges)	<ul style="list-style-type: none"> <li>Tim Hollingsworth is the new CEO of Sport England</li> <li>Emma Boggis leaves Sport and Recreation Alliance in April 2019</li> <li>Netball World Cup takes place summer 2019, Liverpool</li> <li>Rugby League World Cup takes place in the summer 2019, Liverpool and St. Helens</li> <li>MSP has a strong presence with the Health and Care Partnership for Cheshire and Merseyside with potential investment into several priorities to increase physical activity levels – CYP, in the workplace and older people</li> </ul>	N/A	Trustees

5	Strategy & Stakeholders topics			
	<ul style="list-style-type: none"> <li>Active Primaries</li> <li>Satellite club</li> <li>Daily Mile (investment and plan)</li> <li>Mental Health Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Trustees were provided with a progress update by CD demonstrating the buy in from Halton into the pilot programme. The learnings will be used to promote to other schools in the LCR</li> <li>Trustees were informed of the extension funding for satellite club programme of £131,680 from Sport England</li> <li>Trustees were informed of the successful funding received for the Daily Mile from Sport England – valued £100,000</li> <li>Action: To provide a progress report at the next meeting</li> <li>Trustees were enlightened to the mental health workshop, designed and developed by MSP. The principles and learnings were shared, outlining examples of how the workshop will be delivered to coaches of children and young people.</li> <li>Action: Trustees took a keen interest and offers were made to test the workshop with some karate coaches to generate further feedback and learnings.</li> </ul>	24th April	CD
			24th April	JP/KT/JB
6	Tactics			
		<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		
7	Governance & Operational			
	a. Human resources <ul style="list-style-type: none"> <li>New additions</li> <li>Leavers</li> </ul>	a. Trish joined the team in December 2018 to coordinate and deliver the daily mile contract  Jean Stephens, will be leaving MSP as of the 31st January 2019 after 20 years of wonderful service to take up the role as MD for Wirral Evolutions Ltd.,  Kerry Stewart has been appointed to Interim Director following a vigorous internal interview process. The permanent role will be advertised in May 2019	N/A	JS
	b. Financial	b. Financial reporting periods realigned – report due in April 2019 meeting for 2018-2019	April 2019	JSch
	c. Website (MSF governance framework)	c. Website update to be provided at the next meeting	April 2019	HB
	d. Papers to sign (if appropriate)	d. SLA signed		

<b>8</b>	<b>Date of next meetings</b> Dates for 2019	8. Trustees agreed all dates of subsequent meetings <ul style="list-style-type: none"> <li>• 24th April 2019</li> <li>• 24th July 2019</li> <li>• 23rd October 2019</li> </ul>	To note	All
<b>9</b>	Closure of meeting		Trustees	Chair