

Merseyside Sports Foundation Meeting

MEETING DATE / HOST VENUE	23 rd March 2016
NOTE TAKER	Jean Stephens
ATTENDEES	John Bell (Chairman), Jean Stephens, Patricia Shenton, Alan Cooper, Adam Walker,
APOLOGIES	
DISTRIBUTION	None

AGENDA ITEM 1

TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
1.1 JB welcomed all to the meeting	None		

AGENDA ITEM 2

TITLE: MATTER ARISING / UPDATES FROM PREVIOUS MEETING

DISCUSSION	Outcome /Action	who	Deadline
2.1 Action notes were a true record of the previous meeting of 21 st January 16	Action notes from 21 st January 2016 were recorded as a true record. Updates provided against actions included:- a. 4.1 Liverpool Red Triangle Project. JB informed Trustees that the project is on hold and no further action is needed. b. 5.1 Business plan – JS informed Trustees that MSF business objectives now need to be aligned to the new strategic direction 2022 for MSP (see item 5) c. 6.1 Funding / activity report template completed d. 7.1a Website – Verbal update provided e. 7.1c Financial report template	PS/JS JB JS JS JS JS	N/A N/A Ongoing Completed On going Completed

AGENDA ITEM 3

Declaration of interest

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
3.1 John Bell declared his interest in Liverpool Red Triangle club and Liverpool Veterans Project update as part of the matters arising.	a. Trustees noted JB declaration of interest b. No further declaration of interest declared	Trustees	N/A

AGENDA ITEM 4

Horizon scanning

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
4.1 Horizon scanning (opportunities and challenges) included:- <ul style="list-style-type: none">Government strategy “sporting futures”Sport England strategy “towards an active nation	a. Excellent opportunities for MSF / MSP to underpin outcomes identified	To note	ongong

<ul style="list-style-type: none"> County Sports Partnership network appraisal by Department of culture, media and sport (DCMS) School Games review by Sport England Merseyside Sports Partnership strategic framework 2022 	<p>b. Consultation closes mid - April 2016 with results expected end of July 2016. Early points to be shared with CSPN at board meeting – 20th June 16</p> <p>c. Expected results end of July 2016</p> <p>d. Effective from 1st April 2017 – 31st March 2022</p>	<p>JS</p> <p>JS</p> <p>JS</p>	<p>12.07.16</p> <p>Awaiting outcome</p> <p>12.07.16</p>
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AGENDA ITEM 5

Title: Strategy

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p>Strategy</p> <p>5.1 An overview was provided to Trustees of the strategic framework 2022 for MSP and the importance of MSF underpinning the objectives</p>	<p>a. Framework distributed at the meeting</p> <p>b. Alignment of MSF to underpin MSP objectives and outcomes with a strong focus on business development and income generation</p>	<p>JS</p>	<p>Ongoing</p>

AGENDA ITEM 6

Tactics

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p>Tactics</p> <p>6.1 MSF funding & activity report tabled highlighting progress of projects for period January – March 2016</p>	<p>a. Report and accompanying case studies distributed at the meeting</p>	<p>N/A</p>	<p>N/A</p>

AGENDA ITEM 7

Operational

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p>Operational items</p> <p>7.1 Human resources up date</p> <p>7.2 Financial summary of income over expenditure statement as of 21st March 2016</p> <p>7.3 Papers to sign (if appropriate)</p>	<p>a. Proposed to enhanced a former apprenticeship role into business support function to support communications and website development – approved by Trustees</p> <p>b. Financial summary tabled – Approved by Trustees</p> <p>c. No papers to sign during this meeting</p>	<p>All</p> <p>All</p>	

AGENDA ITEM 8

Closure of meeting

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p>JB thanked Trustees for their commitment and active Participation in today's meeting. Dates where set:</p> <p>Check and set dates for 2016</p> <p>12th July 2016, AGM and meeting 3.30 – 5.00pm</p> <p>Sept / October 2016 – to be set</p>	<p>a. Trustees to note meeting dates</p>	<p>All</p>	<p>ASAP</p>