

Merseyside Sports Foundation Meeting

MEETING DATE / HOST VENUE	8 th February 2013, Daresbury Hotel, Darebury Park, Chester Road, Warrington, WA4 4BB
NOTE TAKER	Jean Stephens
ATTENDEES	John Bell (Chairman), Patricia Shenton, Adam Walker, Jean Stephens
APOLOGIES	None
DISTRIBUTION	None

AGENDA ITEM 1

TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
1. JB welcomed Trustees to the fourth meeting of the Merseyside Sports Foundation.			

AGENDA ITEM 2

TITLE: MATTERS ARISING / ACTIONS FROM PREVIOUS MEETING

DISCUSSION	Outcome /Action	who	Deadline
2. Trustees agreed action notes were a true record of the previous meeting held on the 12 th December 2012. There is no declaration of interest recorded by trustees for this meeting. Outstanding actions from previous meeting include:-			
2.1. Management risk policy and register	Production of policy/register	JS	Sept 2013
2.2. Business plan with incorporated MOU	Business planning	ALL	5 th June 2013

AGENDA ITEM 3

TITLE: FORWARD OPPORTUNITIES & CHALLENGES

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
3. Horizon Scanning – JB invited all trustees to spend 10 minutes looking forward for opportunities and possible challenges for MSF. They included:-			
3.1. Academy Trusts – assisting with developing strategy for PE and School Sport. Testing with possible Hibre / Broadgreen Academies	Explore options	PS	
3.2. Local Government (community asset transfer) advice and guidance	Investigate / monitor North West Portals (JB)	AW	
3.3. Tendering portals for future funding opportunities		JS/AW	
3.4. Sport England research and monitoring framework			
3.5. 0-5 project – register IP			

AGENDA ITEM 4

TITLE: FORWARD PLANNING AND DEVELOPMENTS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
4. Business planning – see outstanding items in section 2			

AGENDA ITEM 5**TITLE: COMMISSIONED WORK**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
5. Dame Kelly Holmes contract – Service level agreement signed and early stages of planning	Report of progress	JS	September 2013

AGENDA ITEM 6 / 7**TITLE: HUMAN RESOURCES AND FINANCE ACCOUNTS**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
6. Staffing 6.1. Payroll established for two members of staff – office manager and researcher 6.2. Trustees to consider options for company secretary	To explore options	JS	5th June 13
7. Accounts 7.1. Accurate account of income over expenditure to date presented to Trustees for 2012-2013	Trustees confirmed and endorsed accurate set of accounts Final accounts sign off at next meeting – annual general meeting	JS	5 th June 13

AGENDA ITEM 7**TITLE: FUTURE DATES FOR DIARY**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
12 th July 2013 at 10.30am at Daresbury Hotel, Cheshire 13 th September 2013, 10.30am at Daresbury Hotel, Cheshire	Confirm dates	All	