

Merseyside Sports Foundation Board Meeting
 Wednesday 23rd October 2019 10.00am - 12.00pm (light lunch provided afterwards)
 MSP Office, Unit 1 Dakota Business Park Skyhawk Avenue, Garston, Liverpool L19 2QR

	What	Lead	Reference points	Action Required
1	Introduction a. Welcome, apologies and introductions b. Matters arising from the last meeting – Action Log	PS PS	N/A Document Circulated	Record attendance / apologies Agree action notes are a true record
2	Declarations of interest (10.05am – 10.10am)	All		Record any declared interests in the meeting agenda
3	Governance Arrangements a. Policies – Expense Policy, Health and Safety Policy, Risk Management Policy, Equality Diversity and Inclusion, Safeguarding b. Project brief for effective governance inc. connections to MSP c. Nomination for Tom Douglas to be formally agreed as Company Secretary d. Nomination to approve additional signatories for bank account e. Financial update f. Function update – 3 highlights and 3 opportunities from each function	AW/CD TD PS KS KS LT	Table at Meeting Table at Meeting Table at Meeting Table at Meeting Table at Meeting Table at Meeting	Review and Approve Review and Approve for Tender Review and Approve (Subject to Legal check with LCC) Review and Approve Review and Approve Celebrate Success
4	Update from Director MSP – Move to before Governance Arrangements a. First 2 months in role b. Importance and potential of the Foundation moving forward, including the 7 priorities (2 of which relate to Foundation in particular)	TD TD	Table at Meeting Table at Meeting	Information Input and Approve
5	Successful MIND bid a. Update on progress and requirements going forward	CD	Table at Meeting	Review and Approve

6	MSF Business Plan (AW to step out) a. Oaks Consultancy proposal for Business Plan project	TD	Table at Meeting	Review and Approve
	AOB			
	Date of next meeting			