

Merseyside Sports Foundation

Trustee Board Meeting


Action Notes

Date & Time	22 nd January 2020 - 10:00am – 12:00pm
Venue	MSP, Unit 1 Dakota Business Park, Skyhawk Avenue, Garston, Liverpool, L19 2QR.
Trustee Board Member (BMs) Attendees	John Bell (JB) (Chair); Jean Stephens (JS); Adam Walker (AW) via Skype; Tom Douglas (TD).
MSP Team Members	Brendan McCrudden (BMcC) (Business Improvement Officer); Kerry Stewart (KS) (Strategic Lead for Business Improvement); Calum Donnelly (CD) (Strategic Lead for Children and Young People); Andrew Wileman (AW) (Strategic Lead for Adults and Workforce).
Guests In attendance	
Apologies	Pat Shenton (PS); Alan Cooper (AC).
Distribution (internal & external)	www.theactivedifference.com, MSP Team.



	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	Introduction			
	a. Welcome, apologies and introduction	JB welcomed the Trustees, and MSP team members to the meeting. Apologies: Alan Cooper and Pat Shenton.	JB AC, PS	
	b. Action Notes from Last Meeting	Outcome: Action log was reflected as a true record.	JB	
	c. Outstanding actions on Action Log 19. Document for evidence of how policies are being implemented (CD)	Outcome: CD explained an example of using the Risk Management policy and safeguarding policy for two recent partners (England Boxing and Violence Reduction Unit).	CD	
	20. Oaks support for governance project (TD)	Outcome: TD confirmed Adam and his consultancy. Oaks, will provide support to the governance project.	TD	
21. Business plan project (TD)	Outcome: TD informed the Trustees Adam will step out in Business Plan project discussions due to a conflict of interest. TD will bring the bids to the next meeting.	TD		




	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	Declarations of Interest			
	Declarations of Interest	Jean – Seconded Kerry Stewart to work at Wirral Evolutions for 3 days a week. Tom – Employed as MSP Director.	JS TD	

	Headlines from Discussion	Outcome / Actions	Who	Deadline
3	Confidential Agenda Point (Trustees Only)			
	a. Confidential Agenda Point	Discussed in confidence by Trustees.	All Trustees	

	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	Governance Project Discussion			
	a. Project from LCVS to be discussed and agreed	<p>TD explained the process he had gone through in acquiring the support of LCVS to deliver the governance project.</p> <p>(Double click to open document)</p>  <p>LCVS proposal for organisation review</p> <p>Challenge: JS asked of the core team are aware of the governance project proposal from Liverpool Charity and Voluntary Services (LCVS). TD confirmed The core team has been made aware through the Monday morning brief and also a governance group has been established with a member from each team function.</p> <p>It was noted that JB raised his concern over LCVS's project proposal's timescale of 7 days to complete the project.</p> <p>Action: TD to embed a critical analysis plan (a timescale of the project) in the governance project.</p>	<p>TD</p> <p>JS</p> <p>JB</p> <p>TD</p>	<p>22 APR 20</p>

	<p>Action: JB to speak to AC about monitoring and overseeing of the governance project.</p> <p>Outcome: Scope and cost of LCVS project approved by Trustees to start asap</p>	<p>JB</p> <p>All Trustees</p>	<p>22 APR 20</p>
--	---	---	-------------------------

	Headlines from Discussion	Outcome / Actions	Who	Deadline
5	Business Updates			
	a. Priorities Update	<p>TD updated the Trustees on 3 current priorities. (Double click on document)</p> <p> MSF Priorities Update 22.docx</p> <p>Outcome: All Trustees were informed of 3 current priorities.</p>	TD	
	b. Financial Update	<p>KS presented the Foundation finances. (Double click on document)</p> <p> MSF Budget Breakdown 2019-20</p> <p>Points of note are;</p> <ul style="list-style-type: none"> • The Foundation have secured funding through two programmes, Mind's North West Physical Activity & Mental Health Network and Violence Reduction Unit. • The opening and closing balance for this financial year is still at a variance. 	KS	

		<ul style="list-style-type: none"> Cost savings - acquisition of new grants has contributed to our reserves but they are still lower than previous year. 		
	c. Functional Update – focus on top 3	<p>All strategic leads of Business Improvement, Adults and Workforce and Children & Young People updated the Trustees on progress made in each function.</p> <p>(Double click on document)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Adults and Workforce.docx </div> <div style="text-align: center;">  BIF Function Update Jan 2020.do </div> <div style="text-align: center;">  CYP Update.docx </div> </div> <p>Action: CD to make contact with Fire Service about connecting with their programme training firefighters on suicide prevention courses. There may be some synergy with the Mind’s North West Physical Activity & Mental Health Network.</p>	<p>ALL</p> <p>CD</p>	<p>22 APR 20</p>

	Headlines from Discussion	Outcome / Actions	Who	Deadline
6	Policies and Risk			
	<p>a. Policies update – policies to be issued requiring approval:</p> <p>Budget Control Declaration of Interest Delegated Authorities Financial Responsibilities Trustee Code of Conduct</p>	<p>CD updated the Trustees with the progress of The Foundation’s policies;</p> <ul style="list-style-type: none"> Expense Policy Health and Safety Policy Risk Management Policy Equality Diversity and Inclusion Safeguarding <p>Outcome: CD informed these policies are drafted and ready for review. They will be looked at by the governance group prior to being presented to the trustees for them to review.</p>	<p>CD</p> <p>CD</p>	

		<ul style="list-style-type: none"> • Budget Control • Declaration of Interest • Delegated Authorities • Financial Responsibilities • Trustee Code of Conduct 		
	b. Risk Register – example of MSPs shared in advance – brainstorm of key risks to MSF	<i>This was not discussed due to time constraints. This agenda item will be moved to the next scheduled meeting.</i>		

	Headlines from Discussion	Outcome / Actions	Who	Deadline
7	Roles and Responsibilities of Trustees and Succession Planning			
	a. Discussion on Roles and Responsibilities of Trustees and Succession Planning, including specific roles	<i>This was not discussed due to time constraints. This agenda item will be moved to the next scheduled meeting.</i>		

	Headlines from Discussion	Outcome / Actions	Who	Deadline
8	AOB			
	AOB	No AOBs.		
	Date of the next meeting	TBC Venue: MSP, Unit 1 Dakota Business Park, Skyhawk Avenue, Garston, Liverpool, L19 2QR.		