

Merseyside Sports Foundation Board Meeting
 Wednesday 22nd January 2020 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. Action Notes from Last Meeting c. Outstanding actions on Action Log 19. Document for evidence of how policies are being implemented (CD) 20. Oaks support for governance project (TD) 23. Business plan project (TD)	 JB JB CD TD TD	 N/A Document Circulated	 Record attendance / apologies Agree action notes are a true record Update on action 19 Update on action 20 Update on action 23
2	Declarations of interest (10.05am – 10.10am)	All		Record any declared interests in the meeting agenda
3	Business Updates: a. Priorities Update b. Financial Update c. Functional Update – focus on top 3	 TD KS LT		Update shared on 3 current priorities Update shared on current and future financial situations Update shared on progress made in each function
4	Governance Project Discussion and Approval Project from LCVS to be discussed and agreed	TD		Input and Approval Required
5	Policies and Risk a. Policies update – Policies to be issued requiring approval: Budget Control Declaration of Interest Delegated Authorities Financial Responsibilities Trustee Code of Conduct	CD		Information

	b. Risk Register – example of MSPs shared in advance – brainstorm of key risks to MSF	TD		Identify key risks to build MSFs risk register upon
6	Roles and Responsibilities of Trustees and Succession Planning Discussion on Roles and Responsibilities of Trustees and Succession Planning, including specific roles	JB		Understanding of potential succession needs in short and medium term
7.	Confidential Agenda Point (Trustees only)	TD		
8.	AOB			
	Date of next meeting			