

	<b>What</b>	<b>Lead</b>	<b>Reference points</b>	<b>Action Required</b>
<b>1</b>	<b>Introduction</b> a. Welcome, apologies and introductions b. Matters arising from the last meeting – Action Log update on previous actions.	<b>JB</b> <b>JB</b>	N/A Document Circulated	Record attendance / apologies Agree action notes are a true record
<b>2</b>	<b>Declarations of interest</b>	<b>All</b>		Record any declared interests in the meeting agenda
<b>3</b>	<b>Actions from LCVS Project Update</b> a. Terms of Reference Draft b. Chair, Vice Chair, Company Secretary and Trustee Job Description Drafts c. Business Plan Bids	<b>All</b> <b>All</b> <b>All</b>		Review and approve Review and approve Review and approve
<b>3</b>	<b>HR discussion on fixed term contract</b> a. Discussion of fixed term contract extension of School Games Officer.	<b>JB</b>		Review and approve
<b>4</b>	<b>A preview of MSP's new online impact showcase and upcoming website change</b> a. Overview of Impact 365 by Holly Budgen	<b>HB</b>	Our marketing officer, Holly Budgen will be giving you a run through of progress on some major changes planned for MSP's website during this quarter's Zoom meeting. One particularly exciting area she will focus on is the new 'MSP Impact 365'	For Information

			<p>area that will offer a fresher, more dynamic way to showcase the impact MSP's work in collaboration with its partners is having. She'll walk you through the rationale for the upgrades and how we see those supporting our growth going forward.</p> <p>You're welcome to log in to the build site ahead of the meeting for a preview if you would like. Please just bear in mind that this is a development site and not everything is therefore complete or fully functional yet, but it will give you a flavour of where things are at. Holly will be on hand to explain more about how the final article will look in our session.</p>	
<b>5</b>	<b>AOB</b>	<b>All</b>		
<b>6</b>	<b>Date of next meeting - 21st October 2020 – 10am to 12pm – Venue TBC</b>	<b>JB</b>		For Information