

# Merseyside Sports Foundation

## Trustee Board Meeting

### Action Notes

<b>Date &amp; Time</b>	21 <sup>st</sup> October 2020 - 10:00am – 12:00pm
<b>Venue</b>	Virtual Zoom Call
<b>Trustee Board Member (BMs) Attendees</b>	John Bell ( <b>JB</b> ) (Chair); Adam Walker ( <b>AW</b> ); Pat Shenton ( <b>PS</b> ); Alan Cooper ( <b>AC</b> )
<b>MSP Team Members</b>	Tom Douglas ( <b>TD</b> ) (Director of MSP); Brendan McCrudden ( <b>BMcC</b> ) (Business Improvement Officer); Calum Donnelly ( <b>CD</b> ) (Strategic Lead for Children and Young People); Andrew Wileman ( <b>AWL</b> ) (Strategic Lead for Adults and Workforce).
<b>Guests In attendance</b>	None
<b>Apologies</b>	Kerry Stewart ( <b>KS</b> ) (Strategic Lead for Business Improvement)
<b>Distribution (internal &amp; external)</b>	www.theactivedifference.com, MSP Team.

	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	<b>Introduction</b>			
	a. Welcome, apologies and introduction	JB welcomed the Trustees, and MSP team members to the meeting. Apologies: KS	JB	
	b. Matters arising from last meeting	<b>Outcome:</b> Action log and minutes was reflected as a true record.	JB	

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2	<b>Declarations of Interest</b>			
	Declarations of Interest	Adam – Adam as CEO of Oaks declared an interest in item 3f-Business Plan.	AW	

	Headlines from Discussion	Outcome / Actions	Who	Deadline
3	<b>Revisit LCVS Findings</b>			
	a. Trustees to check and challenge	TD asked the Trustees if they were happy with the LCVS Findings Report and their recommendations and to check and challenge where necessary.	TD	

		<b>Outcome:</b> Trustees agreed the report is satisfactory and agree with the recommendations. Many of the actions are completed or on course to be completed.		
<b>b. Confirm AC and AW to be Company Directors</b>		<p><b>Outcome:</b> AW and AC will fill in director forms to officially be company directors for The Foundation.</p> <p><b>Action:</b> BMcC to send the forms to AW and AC (As Company Secretary as per item 3c on agenda) for them to fill in.</p> <p><b>Action:</b> AW and AC to return forms to BMcC.</p> <p><b>Action:</b> JB to sign off forms as company director.</p>	<p><b>BMcC</b></p> <p><b>AW + AC</b></p> <p><b>JB</b></p>	<p><b>22nd OCT 20</b></p> <p><b>30th OCT 20</b></p> <p><b>7th NOV 20</b></p>
<b>c. AC nominated and scheduled for Company Secretary</b>		<p><b>Outcome:</b> JB nominates AC as Company Secretary and AC seconds the nomination.</p> <p><b>Outcome:</b> AC is confirmed as Company Secretary for The Foundation.</p> <p><b>Action:</b> TD to ensure AC role is reflected in Charities Commission information.</p>		
<b>d. Update on policies</b>		<p>CD updated the Trustees on the progress of the policies.</p> <ul style="list-style-type: none"> <li>Finished phase 1 – 16 policies in total in which has been reviewed by internal governance group, AW and JB.</li> <li>A slight amendment on the health and safety policy with regards to staff training.</li> <li>Phase 2 will be AC and CD to touch base to look at policies left in the pipeline and identify a timeline for completion, ideally Q4 2020 or Q1 2021.</li> </ul> <p><b>Action:</b> CD will collate the agreed policies so far and will put them in a framework and send to Trustees for signature and approval.</p>	<b>CD</b>	<b>9th DEC 20</b>

	<p><b>e. Update on financial protocol</b></p>	<p>TD updated the Trustees with current financial protocols.</p> <p>As per the agreed actions from the AGM KS is leading on drafting financial protocols and has written a 23-page document in conjunction with Jo Schumann which is still a work in progress.</p> <p><b>Outcome:</b> AC accepted to be a signatory along with JB and PS to be an authoriser for The Foundation financial process transactions.</p> <p><b>Action:</b> MSP Leadership Team to provide a summary list of transactional activities to the Trustees as part of financial preparation for Board Meetings.</p>	<p>KS</p>	<p>Ongoing</p>
	<p><b>f. Update on MSF Business Plan</b></p>	<p>CD updated the Trustees with the current progress of the MSF Business Plan.</p> <ul style="list-style-type: none"> <li>• Had the first meeting with Oaks Consultancy about project inception meeting, methodology, timetable of events and agreed to push initial timetable to end of November.</li> <li>• Phase 2 will be mapping the charity objectives, activities (historically), finding future opportunities and reviewing mission, vision, values and purpose.</li> <li>• Governance group meets every Friday to discuss the journey we are on.</li> <li>• Next session with Oaks Consultancy is Monday 26th October 2020 with the project team, CD, TD, Jo Schumann and Jennie Platt.</li> <li>• Trustees are encouraged to participate in the following sessions with Oaks Consultancy as part of a stakeholder session.</li> <li>• AW asked if he can lead the commercial and business session, would the Trustees mind and all agreed for AW to lead that session.</li> </ul> <p><b>Outcome:</b> Trustees agreed to participate in a stakeholder session on 4th November 2020, PS asked to join the Trusts/Foundations and Charitable sessions; JB asked to join the Commercial session.</p>		

	<p><b>Action:</b> CD to liaise with Oaks Consultancy and arrange 4th November as the day for the Trustee and project group session on Mission Vision and Values, and share invites to relevant Trustees for other sessions</p> <p><b>Action:</b> CD to share practical solutions discussed in governance group to Trustees.</p>	<p>CD</p> <p>CD</p>	<p>25th OCT 20</p> <p>22nd OCT 20</p>
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4	<b>Succession Planning</b>			
	<p><b>a. Proposal of Trustee Succession Planning</b></p>	<p><b>Outcome:</b> Trustees are all in agreement of the Trustee Succession Plan document.</p> <p>TD spoke about the 6 principles from the succession plan which are;</p> <ul style="list-style-type: none"> <li>• Staying true to who we are</li> <li>• Strong governance</li> <li>• Continuity and stability</li> <li>• Right skills, experience, competencies and behaviour, individually and collectively</li> <li>• Diverse and inclusive board</li> <li>• Starting on the right foot</li> </ul> <p>The length of service of the Trustees are;</p> <ul style="list-style-type: none"> <li>• Pat Shenton – Appointed since 2012 – 8 years</li> <li>• John Bell – Appointed 2012 – 8 years</li> <li>• Alan Cooper – Appointed 2015 – 5 years</li> <li>• Adam Walker – Appointed 2012 – 8 years</li> </ul>		

	<p><b>Challenge:</b> JB posed the question to the Trustees about increasing the size of the group and also targeting a more diverse representation. All trustees agreed.</p> <p>AC expressed a point regarding future Trustees would be particularly welcomed applications from the BAME community.</p> <p><b>Action:</b> TD and JB to start recruitment process of 3 new Trustees once business plan is complete and the skills matrix has been drafted to identify those needed.</p>	TD + JB	Once Business Plan Concluded
<b>b. Timelines for Trustee recruitment.</b>	<p>TD explained the timeline for the recruitment of a Trustee is a 16-week process.</p> <p><b>Outcome:</b> Trustees agreed the timeline for the recruitment is appropriate and advocated to start in the new year.</p> <p><b>Outcome:</b> 3 posts will be advertised for new positions.</p>		

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5	<b>Business Update</b>			
	<b>a. Financial Update</b>	<p>TD provided the financial update for the Trustees and the key points are the following;</p> <ul style="list-style-type: none"> <li>• Budget forecast variance of £171,777, which is reduced from 2019/20</li> <li>• 1.1 – Fees for Active Learning; a risk that we may not have all the income budgeted.</li> <li>• 1.10 – Car Mileage; only spent £19.75 and likely been a saving there.</li> <li>• 1.13 – Potential savings in fees from Active Learning and Bowl for Health.</li> </ul>		

		<b>Outcome:</b> A second auditors quote was procured and compared with our current auditor which is more expensive. All Trustees agree to continue with current auditor.		
	<b>b. Governance Update</b>	Governance has been covered in other agenda items above and TD will bring the risk register as an agenda item next board meeting.  <b>Action:</b> TD will put forward the risk register at the next normal board meeting.	TD	9th NOV 20

	Headlines from Discussion	Outcome / Actions	Who	Deadline
6	<b>AOB</b>			
	<b>a. Return to office update</b>	<p>TD gave an update to the Trustees about the current process of the staff return to the office. Key points are as follows;</p> <ul style="list-style-type: none"> <li>• Have moved into the next phase of protocols which is bubbles of 6 staff in the office at one time.</li> <li>• All social distancing and hygiene are still being kept to standards set by LCC guidelines.</li> <li>• LT have also undertaken a staff survey of office working equipment for home use. Will be looking at this at a case by case basis to meet individual needs.</li> <li>• JB raised the issue of Covid19 and would like to see this covered in the Business Plan</li> </ul> <p><b>Outcome:</b> The office is on track with phase 2 return to office with the current protocols set up.</p>		
	<b>b. Date of next meeting</b>	<p>The next extra-ordinary meeting will be on <b>9<sup>th</sup> December 2020 at 10am – 12pm</b> to discuss the Business Plan Recommendations.</p> <p>The next ordinary meeting will be on <b>20<sup>th</sup> January 2021</b>.</p>		

