



## MSP Board Meeting **Action Notes**

<b>Date &amp; Time</b>	<b>28<sup>th</sup> September 2018 - 09:30 – 12:30</b>
<b>Venue</b>	LACE Conference Centre - Croxteth Dr, Sefton Park, Liverpool L17 1AA
<b>Board Members (BM's) Attendees</b>	Cameron Jones* ( <b>CJ</b> ) (Chair); Mark Coups* ( <b>MC</b> ) (Sport Expert); (Physical Education Expert); Ron Odunaiya* ( <b>RO</b> ) (Local Government Expert – Host Authority)
<b>MSP Team Members</b>	Jean Stephens* ( <b>JS</b> ) (Director); Calum Donnelly ( <b>CD</b> ) (Strategic Lead for Sport and Physical Activity –CYP) Brendan McCrudden ( <b>BMcC</b> ) (Business Improvement Officer) Kenny Chu ( <b>KChu</b> ) (Research and Insight Officer) Kerry Stewart ( <b>KS</b> ) (Strategic Lead for Business Improvement) James Segnan ( <b>JSG</b> ) (Insight Officer); Matt Daly ( <b>MD</b> ) (Insight Officer) Holly Budgen ( <b>HB</b> ) (Marketing and Events Officer); Jo Schumann ( <b>JSH</b> ) (Office Manager); Jennie Platt ( <b>JP</b> ) (Sport and Physical Activity Officer); Kyle Tunstall ( <b>KT</b> ) (Sport and Physical Activity Officer); Danny Woodworth ( <b>DW</b> ) (Physical Activity and Sport Officer); Teri Wainwright ( <b>TW</b> ) (Workforce Support Officer)
<b>Guests In attendance</b>	
<b>Apologies</b>	Cllr Wendy Simons ( <b>WS</b> ) (Political Expert) Sue Wilkinson ( <b>SWK</b> ) Liz Farrington ( <b>LF</b> ) (Public Health Expert); Sion Williams ( <b>SW</b> ) (Marketing Expert), Liam Corcoran** ( <b>LC</b> ) (Youth & Community Expert) Tom Smith ( <b>TS</b> ) (Sport Expert); Andrew Wileman ( <b>AW</b> ) (Strategic Lead for Sport and Physical Activity – Adults) **Co-opted from CYP Strategic Group
<b>Compliance &amp; Scrutiny Group</b>	* Denotes the Compliance & Scrutiny Group
<b>Distribution (internal &amp; external)</b>	www.merseysidesport.com, MSP Team, Sport England



	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	<b>Introduction &amp; Interaction</b>			
	<b>Welcome, apologies and introduction</b>	CJ commenced the meeting welcoming board members and MSP staff.	CJ	N/A
		Apologies received from Sue Wilkinson, Wendy Simon, Tom Smith, Liam Corcoran, Liz Farrington and Sion Williams		
	<b>Interaction</b>	DW lead MSP Staff and Board Members through various games and activities as part of a team building exercise.	DW	N/A

	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	<b>To reflect and promote the recognition of individuals</b>			
	To reflect and promote the recognition of individuals	<p><b>Holly</b> – Proud of launching the website. Reflective of the journey we’ve been on, which allows to reflect where we come from. The website allows the outside world see what we are about. Recognises the ever evolving communications.</p> <p><b>Danny</b> – Engaging new larger partners like Shop Direct has been a personal achievement. Has struggled to get a buy-in from other</p>		



	<p>larger partners but remain upbeat and positive. Resiliency has been a personal positive outcome.</p> <p><b>Jo</b> – Personal achievement was being a leader and enabler of local Couch to 5k park run programme. Has trained as run leader which has seen a large increase in participants.</p> <p><b>Kenny</b> – The MSP Impact Model has been the biggest personal achievement from its progress at the beginning to present.</p> <p><b>Teri</b> – Proudest personal achievement is the development of the Active Learning product. There has been an increase of 51% in female attendance. 14 closed workshops have run since April 2018 and 250 people have attended workshops to date.</p> <p><b>Kerry</b>- Her commissioned work for Broadgreen International School has been a proud personal achievement. The impact from her work has seen the development of football with a robust football plan. It is seen as the largest primary football league in Liverpool. The work has brought £18,000 to MSP. Her work has been endorsed by the head teacher of the school.</p> <p><b>Amy</b>- New team member to MSP as the School Games Officer. Her current personal achievement is getting the rules for the sports agreed by the School Games Organiser.</p> <p><b>Brendan</b> – Developing a tool kit to track MSPs policies for renewal in order to meet governance compliance for Sport England. Also his continued support to the core team’s work.</p>		
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**Matt** – The MSP Impact Model is a major personal achievement, similar to Kenny’s comments but also proud that the MSP Impact Model is in a state that can be proudly shared how to work effectively. Graeme Sinnott from CSPN is an advocate for the MSP Impact Model.

**Kyle** – Developing the mental health workshop awareness for coaches is Kyle’s proudest achievement. The course will help coaches be more aware and reactive to young people who may be suffering from Mental Health challenges. The course is validated by Mental Health experts.

**James** – The MSP Impact Model is a personal achievement for him. Presenting the learnings to Sport England executive team recently demonstrated the added value of the model. Data, research and insight workshop which will be delivered in January 2019.

**Calum** - The Active Primaries product has had a number of successful pilots and had some positive conversations with Public Health.

**Jean** – Influencing physical activity to be a key priority within the Cheshire and Merseyside preventive board is a personal achievement. Leading the Senior Leadership Team to achieve set outcomes and objectives over the past year.

**Comments from the Chair**

CJ expressed 5 challenges where MSP as an organisation should look to address in the next year ahead.



		<ol style="list-style-type: none"> <li>1. With the first version of the MSP Impact Model embedded in our operations, we need to reflect what does the next version (version 2.0) look like?</li> <li>2. Like big companies like Apple who model a system of making products obsolete for their newest arriving products, MSP may need to look at how we adapt a similar model to make our products obsolete so newer products take its place?</li> <li>3. We need to further improve our relationships in our network</li> <li>4. Mental health is a big issue and as an organisation, MSP needs to look at how we fit in as a solution to combat Mental health.</li> <li>5. Positive PR. Media partner to spread the learning and inspire more people to be active</li> </ol>		
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<b>3</b>	<b>New Improvements for 2019/20 for MSP</b>			
	Identify areas of improvements for 2019/20 for MSP	<p>The board members and MSP staff worked in three groups to identify one area of improvement for MSP in 2019/20. The groups each presented their one area of improvement.</p> <p><b>Action :</b> Areas of improvement to be considered by SLT and presented back to board for consideration and approval</p>	<b>SLT</b>	<b>17 Jan 2019</b>



	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	<b>Actions for MSP Balanced Scorecard 2019/20</b>			
	To set new actions for MSP Balanced Scorecard 2019/20	<p>The board members and MSP staff worked in three groups to identify set new actions for the MSP Balanced Scorecard 2019/20.</p> <p><b>Action:</b> MSP staff to reflect on actions and send them to BMcC</p> <p><b>Action:</b> BMcC to collate actions for reviewing by Director and Chair Action : 2019-2020 board balanced scored card to be approved</p>	<p><b>BMcC</b></p> <p><b>BM's</b></p>	<p><b>2 NOV 18</b></p> <p><b>17 JAN 19</b></p>

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5	<b>AOB</b>			
	AOB	<p>Liverpool has been accredited Global Active City</p> <p>Liverpool awarded Special Olympics 2021 – official launch 17<sup>th</sup> October 2018</p>		

