

MSP - Advisory Board (MSPAB)
Thursday 17th January 2019 at 9.30am start finishing at 12.30pm (light lunch provided)
MSP, Unit 1 Dakota Business Park, Skyhawk Avenue, Garston, Liverpool L19 2QR

	What	Lead	Reference points	Action Required
1	Introduction a. Welcome, apologies and introductions School Games Organiser Daily Mike Coordinator b. Matters arising from the last meeting	CJ Amy Fisher Tricia Conning CJ	N/A Introductions Action notes 28th September-2018	a. Record attendance / apologies b. Acknowledgement c. Acknowledgement d. Agree action notes is a true record
2	Declarations of interest	All		a. Record any declared interest in the meeting agenda b. Complete outstanding annual declarations of interest
3	Governance Arrangements (10.00am – 11.30am) a. Board Members review (term of office) b. Board Effectiveness (Code for Sports Governance, Tier 3) c. Customer Satisfaction Framework d. Quest Summary of Self - Assessment e. Permanent Director recruitment and selection process / timescale	CJ JS KChu KS JS	Table at the meeting Table at the meeting Table at meeting Discussion at the meeting Tabled at the meeting	a. Review and approve b. Acknowledgement c. Review and approve d. Review and approve e. Review and approve
Comfort Break				
4	Interim Director (Kerry Stewart) – 11.45 – 12.15pm a. 3 priority areas identified b. Actions required – short, medium and longer term c. Support required from Board Members	KS/JS		a. Review and approve
6	Dates of meetings	All		a. Input and agree outcomes