

MSP Advisory Board and MSF Trustee Board Joint Meeting  
Thursday 22<sup>nd</sup> July 10.00am - 12.00pm  
Virtual Meeting via Google Meet

	<b>What</b>	<b>Lead</b>	<b>Reference points</b>	<b>Action Required</b>
<b>1</b>	<b>Introduction (5mins)</b> a. Welcome and apologies b. Declarations of Interest c. Matters arising from previous MSP action notes d. Matters arising from previous MSF action notes	CJ/JB All CJ JB	N/A N/A Appendix 1 Appendix 2	Information Information Information Information
<b>2</b>	<b>Team Health and Well Being Update (10mins)</b> a. Update to share	AW	Verbal	Information
<b>3</b>	<b>Sport England Roadmap for Funding (15mins)</b> a. Update on process so far, next steps and requirements for SE funding	MC	Verbal	Information
<b>4</b>	<b>Strategy and Business Plan Update (20mins)</b> a. Plan for this year - summary b. Strategy - Where we are upto – STEEP, Consultation and Strategic Alignment c. Next steps, including what we need from you d. Business Plan - update	TD TD/Team  TD / BMs CD	Appendix 3 Presentation  Verbal Verbal	Information Information  Action Information
<b>5</b>	<b>Culture Update (15mins)</b> a. Culture Statement – background and draft b. Culture Statement - board input	CD BMs	Appendix 4 Verbal	Information Action
<b>6</b>	<b>MSP and MSF Feasibility Study (20mins)</b> a. Recommendation to commission an independent organisation to conduct a feasibility study on the	JB/CJ/CL	Verbal	Discussion and action

	future organisational structure of MSP and MSP b. If agreed – which BMs could support in writing the project brief and what budget should we allocate?	BMs	Verbal	Discussion and action
<b>7</b>	<b>Finance and Governance (15mins)</b> a. MSP Annual Report for approval b. MSP Auditor Approval for 2021/22 c. 2021-22 Budget Update for MSP and MSF d. Risk registers e. Declarations of Interest	BMs JS JS TD BMc	Appendix 5 Appendix 6 Appendix 7 Appendix 8&9 Appendix 10	Review and Approve (MSP BMs) Review and Approve Information Review and Approve Action
<b>8</b>	<b>AOB (5mins)</b>			
<b>Close of joint meeting – MSP Board Members can leave</b>				
<b>Merseyside Sports Foundation AGM</b>				
<b>1.</b>	<b>Introduction (5mins)</b> a. Welcome and apologies b. Declarations of Interest	JB JB	N/A N/A	Information Declarations made and noted
<b>2</b>	<b>Governance Arrangements (5mins)</b> a. MSF Financial Report 2020-2021 b. Approval of Auditors for 2020/21 c. Policies Update	JS JS CD/AC	Appendix 11 Appendix 12 Verbal	Review and Approve Review and Approve
<b>3</b>	<b>Appointments (5mins)</b> a. Trustee services (intent of another year of service) b. Trustee Recruitment	JB CD	Verbal Verbal	Action Action
<b>4</b>	<b>AOB</b>			
<b>Close of AGM</b>				