



MSP Board Meeting

Action Notes

Date & Time	Tuesday 10th of June 1pm - 4pm
Venue	Crosby Lakeside Adventure Centre, Waterloo, Merseyside, L22 1RR
Board Members (BM's) Attendees	Rachel Fowler* (RF) (Chair); Andrea Farrell (AF); Matthew White (MW); Sue Forster“ (SF); Jessica Jeffreys* (JJ); Omid Khaiyat (OK), Judith Cummings (JC); Darren Simpkin* (DS)*; Ian Parkinson (IP); Simon O'Brien (SO)
MSP Team Members	Justine Blomeley**^ (JB) (CEO of MSP); Danny Woodworth^ (DW) (Partnership Manager); Jo Schumann^ (JS) (Finance, Compliance and Operations Manager); Jennie Platt^ (JP) (Partnership Manager); Calum Donnelly^ (CD) (Partnership Manager);
Apologies	Catherine Edmunds (CE)
Audit Committee	* Denotes the Audit Committee
Nominations Committee	“ Denotes the Nomination Committee
Leadership Team (LT)	^ Denotes Leadership Team (LT)
Distribution (internal & external)	www.merseysidesport.com, MSP Team, MSP Board

	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	Introduction			
	a. Welcome, apologies, introductions and Declarations of Interest	Everybody welcomed Apologies were given for, CE All members had nothing to declare RF reiterated the need for open dialogue re declarations of interest and the need to manage any as and when they arrive.	JB/RF	
	b. Reminder of purpose of today's Board Meeting and agenda.	JB Welfare and Safety to be considered in decision making at today's meeting. impact on stakeholders, environment and wider society to be considered in decision making at today's meeting.	JB	
3	c. Matters arising from previous MSP action notes	JS In addition to adding a 'pending' colour to the Annual Corporate Governance Calendar she is working on making it clearer and easier to follow. JJ has provided examples of their risk registers to be considered for implementation. Board papers were issued two weeks in advance of the meeting as agreed.	JS	

	FOR DECISION			
	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	Meeting dates Dates were set for beyond December 2025	19th March 2026 PM 10th June 2026 PM 16th Sept 2026 PM 10th Dec 2026 PM	JS	
5	Tier 3 Compliance items for review and approval: JS presented to the Board roles to be appointed: Senior Independent Board Member Additional Nomination Committee Member Additional Audit Committee Member Equality Diversity and Inclusion Lead Welfare and Safety Lead Equality, Diversity and Inclusion Lead currently CE, Welfare and Safety lead currently AF RF reiterated that Board roles are open to all and encouraged Board Members to volunteer. JS explanation of the needs of roles going forward for compliance, encouraged members to volunteer. DS voiced interest in Senior Independent Board Member role. Board and Exec agreed to this and we welcome him into the role SF Some Board roles may require 2 individuals to cover the breadth of skills RF As we are a hosted we need to also recognise the skills resource available to us via LCC JP Acknowledged that People/Welfare/Safeguarding are separate skill sets and it may be helpful to separate.	DS Senior Ind CE EDI lead with possible additional support AF Welfare and Safety additional support from JJ and JC JS Further discussion required with individual Board members to assign roles		

RF It may be useful to look at peoples skills through the lens of the skills matrix and approach people directly within the board to fill roles. JC happy to offer assistance regarding mental health RF suggested that safeguarding remains separate as it is externally focussed. Advised board members that subcommittee meetings will be hosted online to make use of people's time. Cascading Good Governance JS presented to the Board The Cascading Good Governance document from Sports England JJ Procurement changes from LCC may now be misaligned with the procurement levels set by Sports England, JJ will send new guidance to JS for information. JB reiterated the importance of MSP in being a wide bridge and not a barrier to organisations receiving funds. RF How frequently do we need to be revisiting this document? DS suggestion that this could be looked over by the audit committee. JJ once agreed, annually only. We may need to revisit business continuity and impact Board Skills Matrix JS presented to the Board the Skills Matrix, acknowledged that the skills criteria do not fit with our organisation any more. Document is unchanged since 2015 RF Noted that the focus of the document is on sport rather than movement IP Sharpen the strategy and look at other AP's versions Board invited to bring forward ideas for matrix Matters Reserved for Board	JS Scheduled item for September JB commitment to this being completed by September	JS/JB /Board	September 2025
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	JS presented Matters Reserved for the Board document and asked for input from Board Members IP is there a point on strategic fit? RF noted that this document has been seen in other AP's JS this doc is a requirement by SE IP suggestion that we utilise other AP's documents as a framework for MSP docs Scheme of Delegation JS presented to the Board the document MSP Scheme of Delegation, JS explained that the document tries to define the boundaries between Board/MSP/LCC and that the approval levels are set by LCC. JS/JB explained that we previously referred to the Board as an advisory board, we have since moved away from this term as advisory implied no responsibility. JJ confirmed that the document presented is up to date in terms of LCC T4 and is one of the best examples she has seen.	JS to gather other AP examples		
	FOR INFORMATION			
	CEO Update			
6	JB Confirmed to the Board that there is a current focus on the following: - Women and Girls work - LCR Plan - Signing Brighton Declaration - Abby Burton joining us temporarily from IWG - Contributing to organising global summit in 2026	JB update will be given at next board meeting	JB	September 2025

	JB Active Lives with Press Red, focus here is on adults; data on children and young people is insufficient due to a low Active Lives response rate. We are working to improve this with the school games organisers. MW offer to advise JB on the issues schools are facing here which results in the low response rate SO can this be merged with School Streets data gathering? JB Great idea, suggested that we discuss this offline JB delivered an update on Development Award and Place Universal Offer - Wirral have submitted on 2nd of June - 4 others to submit in September (Knowsley, Halton, Liverpool and Sefton) - first meeting to be held at Make Hamilton 11.06 JB advised the Board: - Amie Marshall is now in post and Ant Judge joins on 21st July, both funded by SE Place funding - upcoming LCR CEO group - ongoing support with Caitlin Walker - ongoing work with GM CEO/Chair - continued development of Board post away day	Expand on issues schools are facing	MW	
	Finance Update			
7	JS Presented Board Financial Report			

	JS Invited board members to ask questions, acknowledged the questions leading up to the meeting and the interest shown in the financial reporting. JS Clarified concerns to board members over potential shortfall.			
8	Leadership Team			
	DW presented update to the Board - Health – working to streamline the All Together Active governance structure in line with a forthcoming strategy refresh that focuses on systemic change and alignment with Place work. ICB facing a really tough economic climate and restructure, but there is some positivity ahead with a new Chief Executive coming in and prevention likely to be high on the agenda of the new NHS 10 Year Plan coming out soon. - Liverpool – Starting to see some momentum with the work and some really positive engagement with stakeholders. Taking a thoughtful and considered approach to the work and trying to do things in the right way. - Wirral – Submitted their Development Award separate to the rest of the Liverpool City Region in June; James, who came into the process late but has helped to write the bid, has helped to shift the bid in the right direction with great support too from Tina from Sport England. - Sefton – Really open discussions taking place within their Working Group meetings, being proactive in facilitating discussions to elicit ideas and thoughts in an equal way. An acknowledgement within that they need to broaden out from their predominantly Local Authority engagement so far, and a further stakeholder meeting planned in early Summer to help with this.			

JP Delivered an update to the Board

Halton

- Amy and Kyle spending time with Halton PH and leisure/sport team on regular basis.
- Focus on connecting with start well, live well, age well agendas
- steady progress

St Helens

- Alongside the rest of LCR in DA process - place universal offer focus
- CAT - bringing NGBS together to support

Knowsley

- Convos with Head of Education, piloting CAS and YST community of Places
- Planning community engagement across summer to help develop DA and long term work
- Steady progress

NGBs/system Partners

- Online connect session with in person planned for september
- Conversations with national system partners and other national orgs ongoing, lots of interest in LCR

CYP (SG)

- Piloting work in place, delivering leadership based on local insight
- Diversity celebration event for all at Greenbank next week
- WO working with Brendan to review and develop welfare and safeguarding at the games

	Workforce - Skills plan launch date 4th July - LCR careers hub conference - Teri is working on some learning sessions bringing together women in the MPAS workforce about their experiences - Coach Core launching in LCR in September - employer showcase 3rd July - Lots in the workforce and skills at the moment, and trying to get a better understanding of it and our place in it			
	JS DIAP journey so far - Started to write our DIAP 2023 then entered into check/challenge and development with SE appointed consultants, good experience at first and then it stalled. Now have confirmation of what actions are needed, by September we need the following 3 points to be compliant 1. Include a foreword by CEO and Chair 2. Change evidence to success measures and smarten 3. Include demographic data of team (inc board) - Kyle will join us in September for more in-depth agenda item			
9	Diversity and Inclusion Action Plan (DIAP)			
	JS DIAP journey so far - Started to write our DIAP 2023 then entered into check/challenge and development with SE appointed consultants, good experience at first and then it stalled. Now have confirmation of what actions are needed, by September we need the following 3 points to be compliant 4. Include a foreword by CEO and Chair 5. Change evidence to success measures and smarten 6. Include demographic data of team (inc board) - Kyle will join us in September for more in-depth agenda item			

10	AOB			
	JB Encouraged the Board to reflect on the recent Board Member Training Day, and invite a discussion around arranging further training which can be undertaken online. RF asked the board if they are in agreement to undertake further training. The board agreed to further training and reflected on the session with Liz Cross. JB reflected on the exercise at the end of the training day where board members discussed what they wanted to get, and what they wanted to give as part of their role. This will be used as a starting point for further sessions. No further business raised JB and RF thanked board members for their attendance	JB will discuss further training sessions with The Connectives		
11	Has there been any change in risk as a result of today's decision making			
	No			