



MSP Board Meeting

Action Notes

Date & Time	Tuesday 16th September 1pm - 4pm
Venue	Mann Island
Board Members (BM's) Attendees	Rachel Fowler* (RF) (Chair); Andrea Farrell (AF); Omid Khaiyat (OK), Judith Cummings (JC); Darren Simpkin* (DS)*; Ian Parkinson (IP);
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); ;Catherine Edmunds (CE) Amy Fisher (Delivery Officer - Children and Young People) (AF) Kyle Tunstall(Senior Partnership Officer - Communities and Workforce) (KT) Anthony Judge (Strategic Lead - Place Relationships) (AJ)
Apologies	Catherine Edmunds (CE) Sue Forster“ (SF) Calum Donnelly^ (CD) (Partnership Manager) Simon O'Brien (SO) Jessica Jeffreys* (JJ) Matthew White (MW)
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.	RF reminder that we need to think about welfare and safety in decision making in today's meeting. We also need to think of the wider impact on stakeholders, community and the environment in the context of any decisions that we make today.	Board	
3	c. Matters arising from previous MSP action notes	RF gave a brief overview of matters, from previous action notes JS has now added colour coding to make the corporate actions easier to understand. A reminder that we have set the dates for the board meetings for the rest of the year. Broad overview of discussion from last meeting regarding Cascading good gov, and Board Skills Matrix. RF asked the board if they have any further input on these matters. JB We need to expand on the issues that local schools are currently facing with the poor response rate from Active Lives, AF is here today to present regarding this issue. The board agreed to sign off on these points and to continue	RF	

	FOR DECISION			
	Headlines from Discussion	Outcome / Actions	Who	Deadline
	Diversity and Inclusion Action Plan (DIAP)			
4	DIAP Action Plan Kyle Update, documents were included in pre meeting materials for consideration by the board. JB thanked AF for feedback that was provided in relation to the document. KT advised that Sport England has requested specific updates inline with their system partner approach and governance code. KT asked the Board if they have any suggestions or feedback before the document is agreed, finalised and returned. JB agrees that CE feedback relating to equity is deeply important, it will be interesting to see how we can make this a live document which is used and useful. RF agrees with the potential impact and influence of this being a live document. DS The document is very comprehensive, there are a lot of actions required and DS is interested in the regime that will be used by LT and at Board level to meet the commitments KT suggestion that we can prioritise actions on a yearly basis - including this year CE what does the training look like for the EDI, is it broad or specific - are you looking to widen the scope from the current focus of women and girls KT we can utilise training offered through LCC such as active bystander CE finds that active bystander training involves a lot of theory that may be difficult to measure whether that can be utilised in a real world scenario - MSP can also have a policy on how staff should respond to incidents.	Decision made by board to agree to action surrounding DIAP	KT	16.09.2025

	JP agreed that this would be useful and provided an example of a previous incident that could have benefited from a clear policy RF asked how we can make sure that this is embedded in our culture - and acknowledged that there is no simple answer to this question KT agreed that this needs to be thought about. JB we're getting into the heart of place work now and it's a case of finding the right spaces to bring this into the conversation. This also needs to align with our values. AF has there been an opportunity to update the website in a way which is also accessible? JB the next job is a rebrand and a new website - accessibility needs to be built in. JP referenced Activity Alliance and how they can help with this going forward. JC referred back to the rebranding and the need for visual representation and potentially other languages which are spoken in our communities. AF advised that this may be difficult if MSP does not have multiple languages spoken in the team, we are still not solving the accessibility by having multiple languages on our website if we cannot communicate with communities using them. CE referenced an example of SIMPSA using Welsh language RF directed the board to the decision making aspect of the DIAP document. IP asked if there is an annual summary/tracker which can be provided to the board. KT agreed that this would be valuable moving forward			
	T3 Governance			
5	JB T3 governance up for decision, RF reminded the board of documents that were sent in advance for approval such as EDI policy statement, Corporate governance review schedule (improved via key and colour coding). DS agrees that this is useful, it is helpful but some legacy that requires attention, time scale for review of all elements, yearly etc - vast amount of info			

	JB this is dependent on SE and the sports governance rules In response to previous risk register comments - Jo has suggested that this is not needed as it falls under our main risk register. Board agrees that a separate risk register is not needed OK asked about skills matrix and the information that Board members need to provide JB this needs to be reviewed inline with new changes in the org and new board. DS the framework is out of date and requires updating re skills matrix JB advised that this would be raised with Jo and we can look at updating this DS particularly staff training is highlighted in red, training has taken place and this needs to be updated and reflected. Such as mandatory training JP some of this falls under the People Plan which is held by JP so some data may need to be shared. Mandatory training records are held by LCC so some of this data may need to be shared more efficiently AF - suggested approaching LCC to create a better system for managing this	Board in agreement to agree 4 documents provided		
--	--	---	--	--

FOR INFORMATION			
CEO Update			
6	JB welcomed the board and revisited the fact that the board is new and getting up to speed. Review of 5 days' work in creating the universal offer with our places and the use of our values which have underpinned this work. We will review the values and beliefs with our places in Nov/Dec - A reminder to the board of the inequality and challenges faced in the city region - A reminder of SE purpose of nationally enabling places using wide bridges, the importance of people not feeling that we are doing things to them and that we can be seen to add value. Nationally enabled, MSP supported, Locally led Since June we have had 5 days creating a development award + Place Universal Offer with our places, submitted 5 DA on 1st of September. We've had 2 visits from SE, LCR narrative framing day with LCR colleagues (Big Story Day) JB we want to create strong social ties, we are seeing that with work with Active Travel team for example. OPSI invite into their spaces to work alongside and look at theories of change JB recruitment update welcoming Aimee and Ant and coms role incoming, update re CD leaving and the change of structure surrounding the creation of a G6 position JB World Boxing Championship and the value of that for the city region APNO away days hosting in Liverpool 16th/17th September. We have planned activities and are looking forward to building relationships and showing ANPO around Liverpool City Update regarding completion of our appraisal period inline with and an introduction to Anthony		JB

	AJ reiterated Justine's earlier points. It's clear that we need to maintain each place's individuality and balance that against the importance of the whole City Region. There is plenty to celebrate, we can continue to live our values and build relationships in this exciting time. Reiterated the strength of the reciprocal relationships that we already have within our places. Has thoroughly enjoyed the first 7 weeks in post!			
	KT Ongoing conversations with Liverpool University regarding Blue Space review. We would like to enhance and connect the blue assets that we have already available and grow the research potential for LU. LU are currently looking at GPS tracking of people from their places and how that links with Blue assets in our regions. We can look at how that is impacted by the demographics of our places. blue space review The potential for urban use of blue spaces using sport as a mechanism with Liverpool university. Swimmable cities are a possibility in the future. JB reiterated that no money has exchanged and that this is collaborative IP are blue assets classed as indoor or outdoor KT they're outdoor, rivers, canals and Docks.		KT/IP	
	JB re brand and re name alongside new comms person this will need to align with our strategy Possibility of a new role shared with cheshire New strategy for the city region required			

Finance Update			
7	JB in lieu of Jo the board were provided with a finance report via email MSP Financial Report 16th September 2025-2026 JB reminder that pay award was slightly higher than expected meaning that the forecast was inaccurate and will be adjusted. JB discussion we may reconsider our decision to be a hosted partnership from 2027 depending on our award from SE at the time. RF asked the board if there are any comments DS would like clarification on what finance period the data provided relates to		JB
Leadership Team			
8	JP Knowlsey update development award focussed on 4 specific areas across the 4 townships. Focus on CYP and W&G. Development plan is underway. Working on stakeholder group and Coach Core. KT - update re Halton, Halton's development award is held by Public Health due to capacity. Confident that things can now start to grow. Public health and leisure team have been involved in the development award, wider stakeholder engagement event to be held on 18.09.2025. The conversation will be wider and allow for further community engagement. The award will be used for the employment of 4 people. Exploring Health, CYP and inequalities.		

	AF they are aware that they have a gap on CYP and education, the development award will allow a deeper focus on this JP work force and skills plan has gone live, now working towards implementation. The vice chair has left, currently evaluating the board over the next month. Our skills hub manager is working on what tasks are required in relation to the Skills Plan. Update on apprenticeships and the success of apprentices throughout the World Boxing Championship. Welfare and safety - CD is currently deputy safeguarding officer, Brendan may take over this after CD leaves post. DW - Liverpool were slightly out of sync with other places as they had already received an award. Plan to draw down further award to bring into alignment. The pace of work is increasing and moving in the right direction. There is less of an insular culture. Wirral have submitted their development award which has been accepted by Sport England. The award has been delayed slightly due to contractual difficulties at SE end. JB clarified the issues that have been experienced with inaccuracies in SE agreements. This is currently being managed by SE. DW - evaluation and learning - Kenny work update, suggestion that Kenny comes to the next board meeting in December, support from Greater Manchester			
CYP update				
	AF update - CYP and Active Lives are the main points to cover Creating Active Schools (CAS) Purpose: To embed physical activity and movement into all aspects of the school day, fostering a culture where movement is valued both inside and outside the classroom. The ultimate goal is to enable all pupils to move more and build the foundation for a healthy life.		AF	

Key Pillars of the Framework: ● Policy: Establishing a whole-school practice and ethos for physical activity. ● Stakeholders: Those who influence physical activity and beyond. ● Environment: The amount and quality of spaces like green areas, playgrounds, and halls that impact physical activity behaviours. ● Opportunities: The variety of opportunities for movement, physical activity, and sport that a school can control and influence. Approach: The initiative takes a non-traditional approach by shifting thinking and working together across systems to overcome barriers to inactivity. This involves listening to and understanding the specific needs of each school. We are in the early stages of working in one place (Knowsley) across a small number of schools, aligning with the place expansion work and the local active travel team. School Games Progress and Impact: ● Events: Delivered four key events: Development Netball, Primary & SEN Sportshall Athletics, Secondary Sportshall Athletics, and Celebrating Diversity. ● Inclusivity: Prioritised tackling inequalities by focusing on underserved groups, including those with SEND, girls, and ethnically diverse communities. ● Leadership: Developed young leaders to serve as community champions, equipping them with transferable skills and preparing them to be a volunteer workforce alongside School Games Organisers (SGOs). ● Pilot Program: Launched a pilot supporting SGOs to deliver School Games through a place-based approach, which created new partnerships with community organisations. ● Collaboration: Strengthened the relationship between SGOs and MSP through positive collaboration. Next Steps (2024/2025): ● Continue embedding place-based work in the School Games with increased investment and closer collaboration with SGOs. ● Strengthen youth voice by giving young people greater influence in shaping			
--	--	--	--

opportunities.

Active Lives

Purpose: To support schools and stakeholders in engaging with the Active Lives surveys to increase the local response rate. This ensures we receive crucial local data to influence decisions and meet the needs of children and young people.

- The Active Lives Children and Young People Survey is a world-leading approach to collecting data on how children and young people (ages 5-16) engage in sport and physical activity.
- The data collected is essential for informing policy and investment decisions for sport and physical activity.
- By increasing the response rate, we ensure we get specific local data to influence policy and better understand the needs of CYP in our area.

Approach:

- Learning from Success: We have learnt from other successful Active Partnerships (APs) to understand what has effectively increased survey engagement and response rates. This has allowed us to adopt proven methods and avoid a blanket approach that may not be effective in every place.
- Creating Bespoke Resources: We have developed specific resources designed to encourage schools and local stakeholders to engage with the surveys. These materials highlight the importance of their participation and the direct benefits of having localised data.
- Utilising Place-Based Relationships: We have begun to leverage the relationships built through our Place Expansion work. By demonstrating the value of receiving local data and the benefits to them locally.
- Adapting to Local Needs: We recognise that a single approach will not work everywhere. Therefore, we will adapt our approach for each place, tailoring our communication and resources to the specific needs and contexts of each place.

DS - related to the focus on childhood obesity and the strategic plan

	Agenda Item Cover Sheets RF look to be ticking off 10/12 on Jo's agenda - board in agreement that they are okay to sign up. JB Agenda item cover sheet it a good edition despite initial reservations - will be better for prioritising RF board induction dates are in diaries 30th with Liz Cross- they have been spread out periodically and scheduled around people's availability	Board in agreement that this is a useful development	Board	
	Strategy RF - would like to raise the last formal item and the board agree that supporting strategy work, RF would like to look at this alongside the board going forward JB suggested that we could utilize Liz Cross for bringing together the board and strategy work. This is envisaged as a 12 month process which must include the combined authority. Then a business plan off the back of this to describe our role. DS picking up on the model with GM moving and deciding on our level of ambition JB we need to be ambitious and collaborative - IP - look at our environmental and cultural assets alongside the combined authority. Recognise that this is a long term process between 1-5 years JB the strategy has to be max 2 pages or it will not be read IP we need a demonstrator project that can be used as strategy in action - JB this is the women and girls work IP focus on culture and tourism			
10	AOB			
	None raised - Christmas event organiser			

	JC has volunteered - likely to coincide with the next board meeting in December agreement to book for 9th of December. RF asked board members to come back with ideas to collate by the end of next week.			
11	Has there been any change in risk as a result of today's decision making			
	No			