



MSP Board Meeting

Action Notes

Date & Time	Thursday 19th March 2026 1pm - 4pm
Venue	Prescot Gym & Soccer Centre (by Volair), 119 Warrington Rd, Prescot L35 5AD
Board Members (BM's) Attendees	Rachel Fowler* (RF) (Chair); Andrea Farrell (AF); Sue Forster“(SF); Omid Khaiyat (OK), Judith Cummings (JC); Darren Simpkin* (DS)*; Ian Parkinson (IP); Simon O'Brien (SO); Gaby Croller (GC); James Cole (JaC), Sophie McNally (SM)
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); Anthony Judge^ (AJ); Megan Thomas (MT); Aiden Wynn (AW)
Apologies	Jessica Jeffreys* (JJ)
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
	Introduction			
1	a. Welcome, Introductions, Apologies and Declarations of Interest	Everybody welcomed, particularly new Board members. Apologies were given for, JJ	RF	
2	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	• JB & Leadership Team - update Board Recruitment Pack • JP - Confirm date for BM Safeguarding Training - determine subjects that are relevant via email • JB - decide on topics and methods of training for Liz Cross sessions • JS - update and circulate Business Continuity Plan • JP - creation of Lone Worker Policy document • KC & Aiden - creation of shared access folder for BM's - papers and updates		

	FOR DECISION			
	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	Tier 3 Governance - JS presented:		JS	

Internal Board Evaluation

- Jo presented the BM evaluation document used by the Board Chair in the past to provoke conversation and development with RF for the next internal evaluation.
- GC asked about the document and the difference with the internal and external evaluation
- DS asked about the need for multiple documents and if this could come under something else
- SF asked about the format of an appraisal and also the need for compliance, will this be annually? RF confirmed it will be around availability
- RF reiterated that this is an informal chat and will be completed first with longest standing members
- JB stated that this needs to be meaningful and useful not just a tickbox exercise

People Plan

- JS presented the People Plan for feedback
- DS points out that the document is from 2023 and requires some updating
- JP points out that the document is generic due to the majority of our people plan falling under the hosting responsibilities via LCC.
- GC was surprised at the quantity of actions and asked what success looks like after the actions?
- JB ties back to UK sports governance, we are aware that there is work to do and we are going to look at other hosted active partnerships to use as a framework for the document.
- DS agrees with GC's point and discourages bureaucracy
- SF, as LCC cover much of this we should do the required information, keeping in mind the size of our organisation.

People Plan to be updated

	- JS, we have to evidence this for Sport England, but common sense prevails in terms of expectations. Stakeholder Map and Engagement Plan JS Presented Kenny's miro document in relation to Stakeholders - Reiterated that this needs refreshing and updating since the place work is now well underway - RF - is this something BM's can take away and feedback to her. RF is happy to collate any feedback and present back to JS before the next board meeting	All BM's to feedback to RF in relation to Stakeholders document RF to present feedback to JS before next Board Meeting	BM's	Before next Board Meeting 10.6.26
	FOR INFORMATION			
5	MSP Identity Session - the route to a new strategy Rebrand update - website, briefs etc AW gave a presentation: • Started with an update on rebrand and the current work in choosing a provider to deliver new website and branding/name change • Asked BMs to take some time to come up with 3 values. How do you define personal values in this field of work? BMs took 5 mins to consider this question. To encourage board members to link their personal values to MSP's overarching mission, AW asked them to complete a 'Why Ladder' exercise. • Board members got into pairs to discuss and provoke thought and then provided feedback		AW	

	AW then asked board members to work in small groups of three to come up with 'future headlines' for the city region, to help define what the overarching mission is in this work. After 10 minutes, the groups fed back to the rest of the room.			
	CEO Update			
6	JB provided an update: - Presented the place-based diagram created by Kenny Chu to help illustrate the work to new BM's - Revisited our values, JB explained how we plan on bringing Jackie in to do a session with BMs. Also presented our beliefs particularly to help new BM's - Update since last meeting, two City Region wide partner days. January was focussed on values which has been helpful for current recruitment - Women and girls in February and focus on Active Lives data, spent the afternoon with Press Red diving into this data. Press Red will be visiting all boroughs for knowledge - Continued to work with Caitlin Walker regarding clean learning, we can see that the team are utilising this - Brief update on health work with Shaun Dunabin and Cerriann Dubbin - Update regarding Kenny's campfire sessions and how we have increased the frequency of these and utilised the metaphors within the team. Kenny has presented the work in a peer learning environment in Leeds. JB reiterated the importance and value of evaluation and learning. - JB reiterated the complexity of place-based working and how complex systems are - Discussion around AI use for Live Learning Loop which Kenny is working on - We plan on inviting BM's to a future campfire session			

- Attended parliamentary reception - coaching taskforce report in Jan 26. Discussion around the difficulties that women face within the coaching environment.
- Overview of other key events since last meeting include:
 - Local Trust work
 - OPSI share and learn session
 - Regular finance meetings - now a monthly exercise
 - NGB connect sessions continuing
 - Evaluation and learning work NELP cascade model
 - Major events connection and legacy work
 - Para Sport and Culture - Tour de France, Men's Euros host city 2028
 - Public leisure to Active Wellbeing work
 - Board interviews
 - Website and rebrand
 - New job roles created
 - Place Board set up with first meeting scheduled for 1st April
- JB is heavily involved in IWG The Global Summit and is helping to organise, taking on one theme and has opened the invitation to BM's who may benefit from attendance. Acknowledgement of high cost but the real benefit and usefulness in our work.
- Meeting with Mayor Steve Rotherham upcoming, invitation extended to BM's
- Values session with [Jackie Le Fevre](#) would be beneficial to the Board
- Environmental plan for LCR which is in development with [Kyle Tunstall](#) also taking into account the Swimmable Cities piece of work, explained how this work is necessary for our T3 compliance.

SO left the meeting.

Finance Update

JS finance presentation

- Main point to note is the significant underspend currently showing although there are significant place expansion payments still yet to come out. The funding is released to partners in 6 monthly increments in the same way we receive it from Sport England
- Sport Welfare Officer underspend is partly due to late recruitment, awaiting for clarity on this funding and whether it can be retained or whether this needs to be spent.
- Core, underspend, we planned for a much higher travel budget, much of our training and development is covered by LCC which causes underspend. Development work with Jackie Le Fevre and Caitlin Walker are an investment into training and development with the team, plus Liz Cross with Board members
- Still waiting for the outcome of the CYP review which has delayed spending of the CYP funding

DS asked if it's clear what we pay for in Cunard or will there be unexpected costs to hit the budget at a later date.

JS advised that we cannot be back charged (in writing), we are awaiting storage facilities which are anticipated to be low.

JB reiterated that we are here to add value, and this will be understood as we continue to become more visible via the rebrand and our work and presence in the region.

SF asked if the underspend is sorted in terms of LCC processes?

JS confirmed that our budget is ringfenced, our actual figures and forecasts will be shared in April

JS

	GC - the risk of funding from Sport England, will our funding be stopped/withdrawn until we spend this. Is there a risk for delivery if this is suddenly a problem? JS confirmed that we can operate with a surplus, other AP's (Active Partnerships) are also operating with a surplus. The SWO funding is a different situation and changed to bring us into alignment with our System Partner funding award period. RF brought the conversation to a close due to time constraints and suggested that any further questions be submitted via email.	Any further questions relating to finance to be submitted via email	BM's	Before next meeting
8	Leadership Team			
	AJ Place Overview including Sefton and St Helens - Identified pattern of capacity issues across LCR, spending more time doing the work and developing relationships and building trust. LCR network days are playing a very important role here in capability building. Feedback from places regarding using the values we have developed together in the work. - We can see less transactional and more relational working relationships with our places. - Starting to see a shared language come through with our places demonstrating a shared understanding. Spending time in places actively listening. - Working at pace to deliver funding and demonstrate our commitment to our places - Described how our reflective logs is enabling us to track best practice		AJ	

	JP - Workforce and Local Skills Plan Overview including Knowsley and Halton • Devolution around skills means this is a busy space • Coach Core apprenticeship programme is close to launch • Leadership Skills Foundation - piloting some community-focused young leader training in LCR • Supporting the DWP and CIMSPA employability academy • Some good conversation into action with HEI - LJMU and Edgehill - working on events module - student-led open/taster day for FE students including career prospects • Women's workforce conversational workshops are progressing really well Safeguarding • ACT Safeguarding Adults in Sport Framework - working on currently, submission deadline 4th May (part of tier 3 governance) • Active Bystander training - example of something that crosses multiple areas, safeguarding and welfare, women and girls, system leadership, places (AB named as a training need within St Helens/PUO plan and Knowsley Development award) ◦ Significant interest from 3 other partners to invest to scale the offer • SWO (convo with GM on connection with NGB lead) • Night time safety charter launch - including gyms, yoga studios, leisure centres, wellbeing spaces - part of that is Ask for Angela and how that can be extended/replicated in these spaces Knowsley: • At times it has felt like a struggle in Knowsley with it mainly being just one person working on the place work - whilst good support, doing it alongside existing significant work load is a challenge • Building it so it isn't just that one person, some of it is best lead/delivered/promoted by others • Active Schools network is shaping up really well in this way with SSP, head of Ed, PH healthy schools,		JP	
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Halton update passed on via Kyle and Amy.

- Recruitment happening for PE funded roles. Interviews this week. Over 100 applications
- All roles based within the Health Improvement Team in the Council. Primary Care Physical Activity Lead will be recruited soon on a consultancy basis.
- Place Partnership group creation, ToC, E&L focus, data roadshows, System Leadership, Maturity Matrix etc all on hold until roles are filled. So, anticipating a busy Summer/Autumn.
- Health Improvement, Leisure, CVA and councillors all wanting time with the CEO of Halton Council – this work is a big common opportunity for all of them to point to.

DW - Health overview including Liverpool and Wirral

- Liverpool: Two focus areas working in Princes Park and Everton West, with lots of place-based working examples and learning. Good relationships forged across Liverpool City Council, but needs to shift towards greater distributed leadership and building trusted relationships with other organisations (e.g. voluntary sector)
- Wirral: Starting to see some positive shifts in relationships moving from transactional to relational. There are great partners around that can add a lot of value to the work, and a local organisation has been commissioned to help develop the governance and identity
- Health: ICB going through significant change and challenges, but we have an excellent relationship with a strategic colleague, who is a really strong advocate for Active Partnerships and physical activity. Have two main priorities at the moment linked to All Together Active System Beliefs - working to develop physical activity metrics to capture data, and improving the activity levels of the health workforce.
- Evaluation and learning: NELP (National Evaluation and Learning Partners) Place Ambassador Programme to be delivered soon to Place colleagues via cascade training programme - focus will be more on building relationships and trust rather than the content. Bringing together a Consortia of evaluation and learning partners to support Places and capacity/capability

DW

Invite Kenny to

DW

	Question to the Board about their role in contributing to evaluation and learning, and how they'd like to see updates? Action to invite Kenny back to a future meeting to chat through JB - we will visit some places ... BM's may benefit as this work can appear nebulous to the observer RF asked if there were any questions? None. JB closing statements - BM's may be linked in future to places that they have an understanding of in the same way that MSP staff do	future meeting to discuss Evaluation & Learning		
9	Board and Safeguarding Training			
	Board Safeguarding Training - update from JP - Delivered by Child Protection Unit in Sport and Ann Craft Trust - Friday 26th June 9.30-11.30am - Online - please ensure the camera and microphone are working - Link and further details will be circulated closer to the time - Need 80% of the board in attendance - JB and JP will also attend - JP is working with them to ensure the training is pitched for everyone's prior knowledge and experience. - We still need a Safeguarding Board Champion, understandable that this may be something for us to discuss and decide once we have had the training.		JP	
10	AOB			



	RF - Suggestion of calendar dates in diaries of upcoming events for BM's to have a firmer understanding			
11	Has there been any change in risk as a result of today's decision making			
	No			