



Welcome to

SAPOE Members Meeting and AGM

Tuesday 5th March 2024

Moray House School of Education and Sport
University of, Holyrood Rd, Edinburgh EH8 8AQ



Welcome!

Agenda

10.00 - 10.15 **Welcome and Apologies- TP**

10.15 – 11.15 **Minutes and matters arising from 9th December 2023**

Chair's update - TP

Treasurer's update - AS

Secretary's update – AB

Training Team update – LB, BS

GOT Update - DB

Officer – update including strategy launch– NW & NP

11:15 – 11:30 **Break**

11.30 – 12.30 **SAPOE Future Options. Presentation and Discussion – NW, TP**

12.30 - 13.30 **Lunch and networking opportunity. BYO lunch or lots of local options.**

13.30 - 1400 **Outcome of Future Options Discussions NW, TP**

1400 - 1430 **AOB:**

Closing remarks /Confirm next meeting –TP/NW

1430 - 1530 **AGM – See AGM Agenda**



Domestics

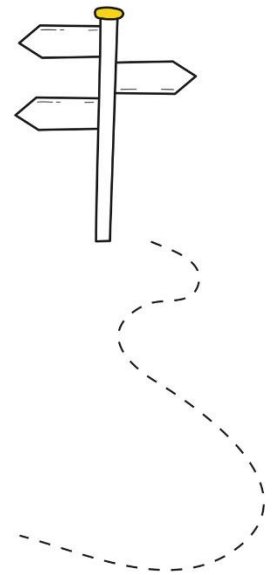
- Lunch
- Drinks
- Fire Drills
- Phones!



SAPOE - Future Options

Objective of today

1. Share with you an overview of how SAPOE works now
2. Share what you get from your association with SAPOE- Strategy Tracking
3. Share some ideas on how SAPOE could function going forward
4. Gather feedback around how you would like to see SAPOE function
5. Use the feedback to inform some options which can be voted on in the next 7-10 days



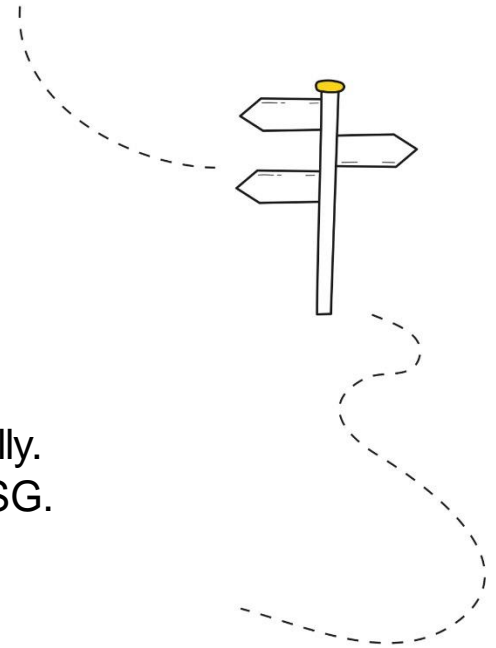
SAPOE - Future Options

How do we work now?

- We have around 10 hours of officer time per week. CEO and 1*Officer.
- Everyone else is a volunteer. Work or own time. Resources stretched.
- Buy in skills to deliver discreet projects
- Attracting funding to deliver /maintain projects. Eg GOT

What does the future look like?!

- SAPOE is well positioned to drive forward OL agenda nationally.
- Strong collaborative *relationships* and representation across SG.
- The organisation and projects require resources to deliver outcomes that benefit US ALL



SAPOE - What do we do now?

- Direct deliver and maintain:
 - GOT - <https://www.goingoutthere.co.uk/>
- Training Courses:
 - Supporting Learning outdoors
 - Teaching Learning outdoors
 - EVC and VLT Training
 - UK Cycling
- Representation:
 - Representation across the sector including SG and 3rd Sector
 - Influencing local and national resources
 - CPG On Outdoor Learning
 - National: LfS Strategy Group
 - NGB Reps
 - Direct links with influences and policy creators
 - Evolve Working Groups
 - National Access Forum
- Support for Members and Networks
- Developing Resources
 - Delivery guidance

to name a few.....

SAPOE - Future Options

What options have we got?

- Sliding scale of potential options
 - Status Quo!
 - Increase Volunteers and Project (paid where possible) Team
 - Employ officers to a level appropriate to the workload.

Executive / Board Structure

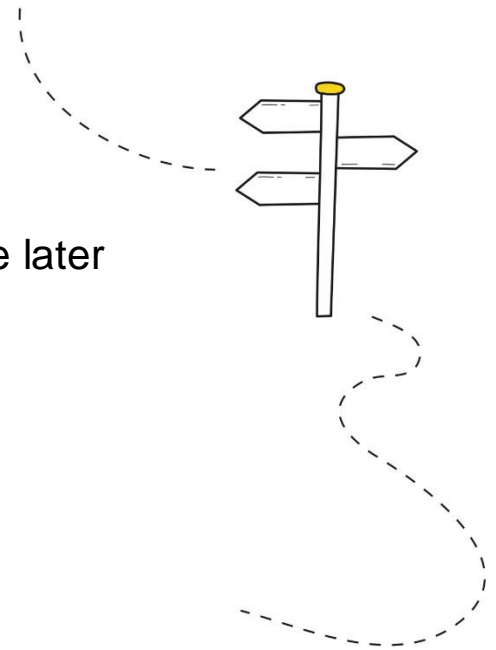
Core changes to the board are required and we will vote on these later
There are for future proofing and workload management

Project Management and Delivery

Many Scenarios

Not mutually exclusive

Outcomes based on decisions and feedback we receive today



Board Structure and Project Management – See slides 11 onwards

SAPOE - Status Quo

Strengths	<p>It is what we know!</p> <p>Low fiscal risk</p> <p>Volunteers based on genuine interest and desire</p> <p>Membership fee remains similar – subject to inflationary increases.</p> <p>IP of SAPOE held by a few – decisions made easier.</p>
Weaknesses	<p>Unable to maintain current workstreams</p> <p>Project timelines can never be guaranteed</p> <p>Few people driving the agenda</p> <p>Limited opportunity for succession planning</p> <p>Cost effectiveness of CEO role/ time limited</p> <p>Pressures on volunteer time</p>
Opportunities	<p>Can maintain the officer role</p> <p>Include lots more knowledgeable volunteers!</p>
Threats	<p>Cannot maintain representative position across the operating landscape</p> <p>Exec not able to 'steer' the volunteers</p> <p>Reduced influencing position</p>

SAPOE - Compromise

Strengths	<ul style="list-style-type: none">Executive committee able to run the organisation – not get swapped in projectsSuccession planned for core execAgency of sub groupsClear lines of communication and structure
Weaknesses	<ul style="list-style-type: none">Reliant on a very busy membership to volunteerCost of CEO role not includedContinuous volunteer recruitment requiredIncrease in membership fee
Opportunities	<ul style="list-style-type: none">Include more knowledge, skills and experience from membershipPlanned progress towards SAPOE strategic outputs
Threats	<ul style="list-style-type: none">Management of volunteersWider spread of knowledge requires more collaborationAgency Theory

SAPOE - Utopia!

Strengths	Ring fenced 'paid' time to manage projects and groups Employees driving SAPOE forward – representing Board functions clear and reliant on officers
Weaknesses	Increase in membership fee Review of constitution required
Opportunities	Increased access to external funding Increased member benefits - Comms
Threats	Commitment to employees - budget

SAPOE Master Computer Options

	Salary	Ph
CEO Rates	£65,000.00	£35.71
Officer	£36,400.00	£20.00

	Status Quo		Comprimise		Utopia	
	Hours PW	Cost per year	Hours	Cost	Hours	Cost
Officer Time	4	£4,160.00	14	£14,560.00	35	£36,400.00
CEO Time			0	£0.00		£0.00
Total additional Cost		0		£10,400.00		£32,240.00
Membership Fee	8% increase	£297		£594.14		£1,218.14

Executive Committee Structure Proposal 2024

Executive Committee and Officers Made of:

Chair	Treasurer	Secretary	Project Manager
Tim Pickering	Alan Smith	Andrew Bradshaw	Liz Brooks
Co Chair?	Co Treasurer?	Co Secretary?	Bill & Des?

CEO and Comms (7hs PW) / Admin (4hs PW?)
Officer

Main Functions:

Ensuring work undertaken is aligned with the strategic goals, wider organisation governance and planning.

Collaborative working in pairs to ensure workload can be delivered.

Implementation of strategy and day to day running of the organisation.
Representing the interests of SAPOE

Required:

1* Co Chair
1* Co Treasurer
1* Co Secretary
Decision / discussion around Liz, Bill and Des on Projects, GOT and Training?

Sub Committees and Working Groups Proposal 2024

Finance – Overseen by
1* Co Treasurer

- Operate on a stable financial basis
- Attract Investment
- Grant Applications
- Main Strategic Outcomes 2

**Membership,
Partnerships and
Governance** -

Overseen by 1* Co Chair

- Membership is valued
- Develop membership
- Ensure appropriate governance structure
- Main Strategic Outcomes 1, 3, 4, 5, 6

**Special
Projects** –

Overseen by 1* Co PM

- Quality in ROE
- Cycling UK
- Strategic Outcomes: All

**Guidance and
Training** – Overseen
by 1* Co PM

- Maintenance of GOT
- Delivery of SAPOE Training Courses
- Main Strategic Outcomes 4, 5, 7

Communication –
Overseen by 1* Comms
Officer?

- Maintain and improve reach of SAPOE through variety of communication channels
- Quarterly members update – collated from working groups
- Meeting minutes and agendas
- Main Strategic Outcomes: 1, 4, 6, 8

Volunteers or officers required:

2 * Volunteers or officer time

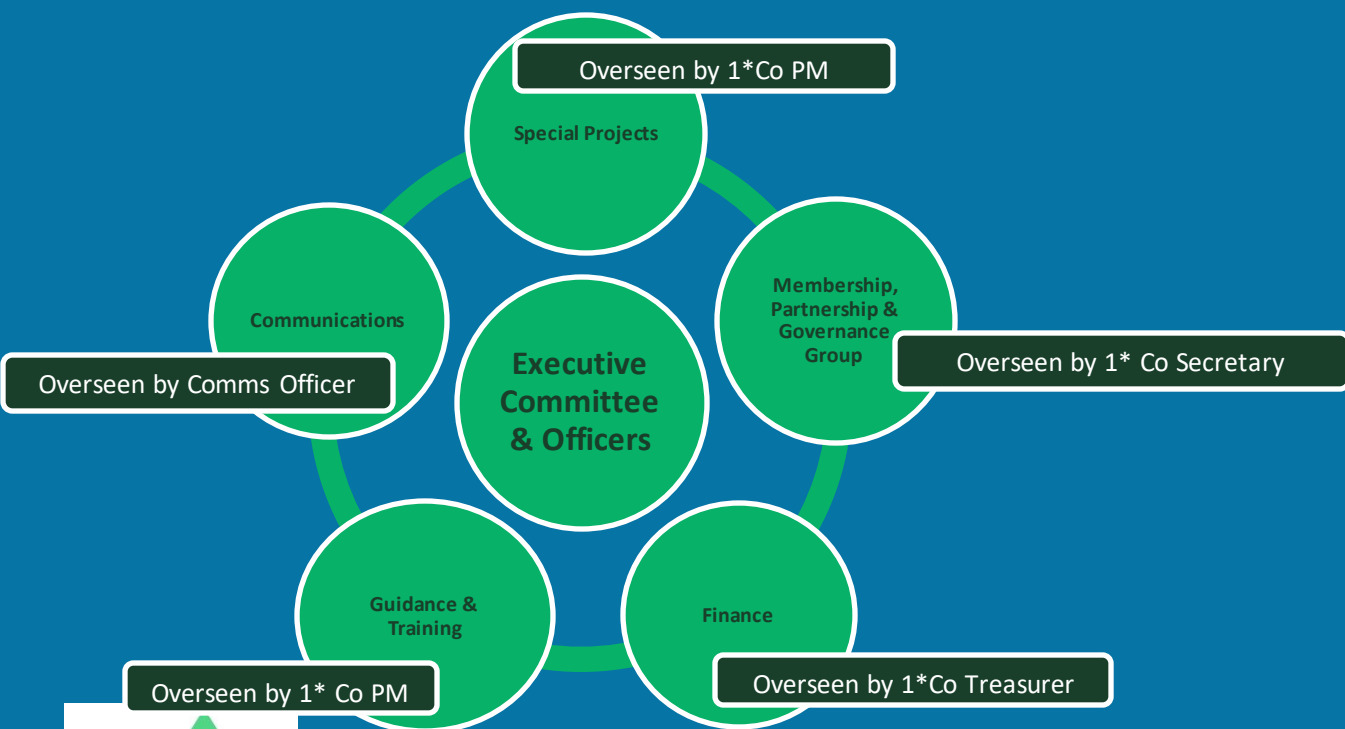
4 * Volunteers or officer time

2 * Volunteers or officer time

2 * Volunteers or officer time
(Including 3 exec)

2 * Volunteers or officer time

Sub Committees and Working Groups Proposal 2024



- All groups overseen by a member of the exec and report back to the exec committee
- Where appropriate and capacity allows, some projects may be delivered by the exec committee
- Where appropriate some individuals may take on multiple roles



Sub Committees and Working Groups proposal 2024



Benefits

- Subgroups can meet as required to keep projects moving
- Workload is spread between more volunteers
- Utilising the collective talent within SAPOE
- Exec members on committees and working groups report back to Exec Committee
- Exec committee able to focus on wider SAPOE strategy and planning – recruitment of volunteers
- Working groups able to focus on delivery of strategic outcomes
- The proposal is delivered with a view that the CEO funding cannot be guaranteed
- Succession planning for exec committee
- Various levels of time commitment required for all – more appealing to members

Challenges

- Co-ordination of various work streams
- Continuous recruitment into volunteer positions
- Wider spread of knowledge away from the current core
- Exec will need to closely manage comms between all stakeholders.

Required:

- Clear guidance on expectations of volunteers
- Minimum commitments – e.g. must be able attend a meeting every quarter etc

