

**SCOTTISH ADVISORY PANEL FOR
OUTDOOR EDUCATION**

Minutes of AGM

Teams
5th March 2024



Venue: Charteris Land,
University of Edinburgh,
Holyrood Road, EH8 8AQ

Meeting 1: in-person.

Present	Apologies
<p>Alan Smith, East Dunbartonshire (Treasurer) Allan Dunlop, Fife Dave Ogilvie, Iain Richardson, West Lothian Andrew Bradshaw, City of Edinburgh (Secretary) Andrew Horrell, University of Edinburgh Cliff Smith, City of Edinburgh Liz Brookes, East Lothian (Vice Chair) Neil Baird, Scouts Scotland Neil Wightwick, Glasgow (CEO) Tim Pickering, Western Isles (Chair) Willie White, East Ayrshire</p> <p>Online: Sandra Clarke Chris Gransden – Moray Gordon Smith - Borders</p>	<p>Bill Stephen, Midlothian Duncan Sturgeon, South Ayrshire Heidi Smith, University of Edinburgh John Hamilton, Honorary Member Ben Kellett, Perth & Kinross Carrie Lindsay, ADES Chris Gransden, Moray Des Bagshaw, SCIS Donald Macpherson, Highland Julie Haslam, Clackmannanshire Matt Brook, Stirling Natalie Polack, Communications Manager Niall Ritchie, Aberdeenshire Sandra Clarke, Argyll & Bute Scott Russell, South Lanarkshire Viks Williams, Glasgow City Peter Richardson, Shetland Chris Jex – OE Orkney Audrey White – Dundee City</p>

SAPOE AGM 2024		
1	<p>Welcome and Minutes of previous AGM meeting Tim welcomed everyone to the meeting and read out the apologies.</p> <p>The minutes of the AGM last meeting were accepted as being an accurate reflection of the meeting. They were accepted by Neil Wightwick and seconded by Willie White.</p> <p>Matters Arising</p> <p>(1) No matters arising that would not be covered in the AGM</p>	TP

		TP .
2	<p>Chair's Report (Tim Pickering)</p> <p>Chair's report available as a separate attachment (Attachment 1). Report comments on new SAPOE Strategy; Educational Visit Coordinator (EVC) training course; Going Out There; new Outdoor Learning self-evaluation toolkit from South Ayrshire; interactions with Scottish Government and an upcoming meeting with the Minister for Children, Young People and Keeping the Promise (Natalie Don MSP).</p>	-

3

Treasurer’s Report (Alan Smith)

Balance is £13,641.
 25 Members paid fees this year.
 Large outgoings this year due to the increased paid officer time.
 Concern over the reduction in funding for the GOT platform.
 Increase in webs costs and future officer rates will also need to increase.
 is the current income and outgoings. Expenses in Red.

1st April 2023 - 31st March 2024	
Total Expenses 23-24	Actual
	£25,395.00
Projects	Actual
GOT Maintenance	£968.00
Postage	£86.95
Branding and Strategy	£5,345.00
Total	£6,399.95
Officer	Actual
Administration	£4,154.95
CEO	£14,751.00
Travel Expenses	£89.10
Total	£18,995.05

1st April 2023 - 31st March 2024			
Total Income 23-24	Actual		
	£14,328.00		
Membership			
Type	Actual	Price	Actual Income
Full Membership	24	£275.00	£6,600.00

	Other	2	£255.00	£510.00															
	Total	26		£7,110.00															
	Grants																		
	Type	Actual	Price	Actual Income															
	GOT Maintenance	1	£7,218.00	£7,218.00															
	Other	0	£0.00	£0.00															
	Total	1		£7,218.00															
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4	<p>Secretary's Report (Andrew Bradshaw) (AB could not stay to deliver a report at the AGM so we defaulted the report delivered earlier in the day)</p> <p>AB shared data in the meeting, which was a summary of the January 2024 data request (Attachment 2). This links to part of a data request from Scottish Government. It focused on primary and secondary residentials, based on 6 returns.</p> <p>Further discussion on an annual SAPOE census and potential use of EVOLVE and SEEMiS. The latter included retaining 'local' features for local authorities and schools, plus exploring opportunities to facilitate national data capture to inform discussions.</p>				AB														
5	Partner List Update – See list at end of document.				AL L														

6.	<p>All office bearers have completed their 2 year term. Each has indicated they are willing to continue for a further year to assist continuity. Other nominations are welcome. At the time of the AGM, Viki Williams and Gordon Smith had indicated that they would be interested in a position on the committee. Other nominations were invited.</p> <table border="1" data-bbox="354 465 1310 972"> <thead> <tr> <th>Office Bearers</th> <th>2023</th> <th>Nominated 2024</th> </tr> </thead> <tbody> <tr> <td>Co Chair</td> <td>Tim Pickering</td> <td>Tim Pickering (Remain)</td> </tr> <tr> <td>Co Chair</td> <td>Liz Brookes</td> <td>Liz Brookes</td> </tr> <tr> <td>Co Treasurer</td> <td>Alan Smith</td> <td>Alan Smith</td> </tr> <tr> <td>Co Treasurer</td> <td></td> <td></td> </tr> <tr> <td>Co Secretary</td> <td>Andrew Bradshaw</td> <td>Andrew Bradshaw</td> </tr> <tr> <td>Co Secretary</td> <td></td> <td></td> </tr> <tr> <td>Training Officer 2023 Project Manager 2024</td> <td>Bill Stephen</td> <td>Bill Stephen</td> </tr> <tr> <td>GOT Officer 2023 Project Manager 2024</td> <td>Des Bagshaw</td> <td>Des Bagshaw</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The election of office bearers could only take place once the creation of the Co roles was accepted by the membership.</p> <p>Therefore, it was agreed that an EGM would be called ASAP to give notice to members of the change and the opportunity to vote.</p> <p>Members would receive this information in due course</p>	Office Bearers	2023	Nominated 2024	Co Chair	Tim Pickering	Tim Pickering (Remain)	Co Chair	Liz Brookes	Liz Brookes	Co Treasurer	Alan Smith	Alan Smith	Co Treasurer			Co Secretary	Andrew Bradshaw	Andrew Bradshaw	Co Secretary			Training Officer 2023 Project Manager 2024	Bill Stephen	Bill Stephen	GOT Officer 2023 Project Manager 2024	Des Bagshaw	Des Bagshaw				N W
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7.	<p>Membership fee. The membership fee discussion is directly relatable to a change in constitution and the increase in officer time. The membership fee proposal would be shared with the membership and voted on in an EGM. The date of the EGM would be shared with the group asap – Action NW.</p> <p>All decisions were deferred to the EGM.</p>																															
11	<p>Date of AGM</p> <ul style="list-style-type: none"> - Tuesday 4th March 2025 (AGM) - Date of EGM – Decided following the AGM -Tuesday 23rd April 2024 1600-1700 Teams 																															

Representative	2023 - 2024	
Adventure UK – O3WG	Neil Wightwick	
AAIAC	Neil Wightwick (as above)	
Mountain Training Scotland (MTS) (+ Mountain Safety Group)	Alan Smith	
National Access Forum (NAF)	Willie White	
NNOL	Willie White	
Royal Yachting Association (RYA)	Tim Pickering	
Scottish Canoe Association (SCA)	Matt Brook	
Scottish Rafting Association (SRA)	Dave Ogilvie	
Cycling and Mountain Biking	Cliff Smith	
National Coasteering Charter	John Jackson	
UK Canyoning Association	Vacant	
Scottish Adventure Activities Forum	Jane Campbell Morris (SAPOE Observer)	
SnowSport Scotland	Viks Williams	
SkillsActive	Vacant	
Cross Party Group on Sport	Vacant	
Cross Party Group on Outdoor Education	Neil Wightwick	
Cross Party Group on LfS	Tim Pickering	
Orienteering	Martyn Pegg and Willie White	
Water Safety Scotland	Jane Campbell-Morrison	
Scottish Outdoors Consortium	Liz Brookes	