SCOTTISH ADVISORY PANEL FOR OUTDOOR EDUCATION
Minutes of meeting
Teams 5th March 2024
Venue: Charteris Land, University of Edinburgh, Holyrood Road, EH8 8AQ
Meeting 1: in-person.

Present	Apologies
Alan Smith, East Dunbartonshire (Treasurer) Allan Dunlop, Fife Dave Ogilvie, Andrew Bradshaw, City of Edinburgh (Secretary) Andrew Horrell, University of Edinburgh Iain Richardson, West Lothian 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	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 Gordon Smith, Scottish Borders 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 Sandra Clarke Chris Jex – OE Orkney Audrey White – Dundee City Chris Gransden - Moray

Session 1: SAPOE Meeting	ACTIONS
1 **Welcome and Minutes of previous meeting** Tim welcomed everyone to the meeting and read out the apologies. The minutes of the last meeting were accepted as being an accurate reflection of the meeting. They were accepted by Neil Wightwick and seconded by Willie White. **Matters Arising**	

	(1) Residential visits quality assurance framework. **ACTION:** keep SAPOE membership suitably updated regarding the residentials quality assurance framework.	TP.
2	**Chair's Report (Tim Pickering)** 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).	-
3	**Treasurer's Report (Alan Smith)** Balance is £13,641. Detailed report to follow in AGM meeting.	-
4	**Secretary's Report (Andrew Bradshaw)** 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. 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. **ACTION:** continue discussions with Scottish Government about EVOLVE and include SEEMiS. **ACTION:** plan an annual census. Consult on content and timeline.	 AB. AB.
5	**Training Team update – Liz Brooks** LB shared info, including Train the Trainer EVC course (1 just before Christmas and 1 after); EVC training materials available on the SAPOE shared drive; and intention to run another EVC Train the Trainer course. Training materials have been branded. Planned to be reviewed and updated in October 2024. **ACTION:** review and update selected training materials.	 LB / BS.

	Additional note from LB: the Outdoor Learning self-evaluation toolkit shared at the last meeting via Willie White will be available via the training tab on the SAPOE website. **ACTION**: toolkit available via SAPOE website. **ACTION**: training team looking for ideas for future working. Opportunity for membership to complete.	EXEC.
6.	**GOT Update – Des Bagshaw via Liz Brooks** Updates to be added to toolkits. LB to send out a questionnaire. **ACTION**: share questionnaire and provide an opportunity for the Membership to submit top tips (share good practice).	DB / LB.
7.	**CEO update (Neil Wightwick)** **SAPOE Strategy document** SAPOE strategy. Plan and infographics shared with Membership (sent to SAPOE members). Workplan on pages 20 -22. Some key highlights: • Restructuring the SAPOE Exec Committee (governance structure). Part of this meeting. • Communication. Exec WhatsApp updates to keep membership informed. • Bespoke support for specific local authorities. • Align budget with strategic plan. Integral to this meeting, including a discussion about membership fees. • Connections with Scottish Government (SG). SAPOE members working at different levels with SG Officers. • Audit of membership on different partnership bodies and meetings. • Consultation responses by SAPOE. Information is cascaded out to membership. • Contribution to national residential quality framework. • Communications. Positive feedback from membership (initial	

	review). Improve WhatsApp and X. • Branding. Implementation of new branding. **ACTION:** request any further copies from NW. **ACTION:** contact Exec if specific support required from SAPOE regarding any potential financial cuts or key changes.	ALL. ALL.

8.	**SAPOE Future Options. Presentation and Discussion – Neil Wightwick and Tim Pickering**
	
	NW shared key introductory information / overview. Slides attached (**Attachment 3 PDF of Powerpoint**).
	
	• Current overview.
	• What you currently get from SAPOE.
	• How SAPOE could function going forward / future options:
	    ○ Proposed Executive Committee structure 2024 onwards (CORE). To include co-roles.
	    ○ Proposed sub committees and working groups.
	    ○ Benefits, challenges and requirements shared.
	    ○ Membership fees (3 proposed options for discussion – status quo / compromise / utopia).
	
	Discussion regarding the proposals.
	
	ACTION: present finalised proposal to the Membership.
		EXEC.

	Lunch and networking.	
9.	**Adventure RMS** Tim Morton Adventure RMS presented stats around licensing applications / approvals. Increase in new applications and steady renewals. There was a recent case where a current license holder was operating without license for an unspecified activity – the associated LA issued an enforcement notice. There was a discussion about the effectiveness of current inspections. One local authority shared a recent experience.	

10.	**AOB**	
	• Discussion around enabling more people to attend SAPOOE meetings from each organisation.	
	ACTION: Exec to consider.	EXEC.
	Can associate members be in the Exec? LA only present. Consider a constitutional change.	
	ACTION: Exec to consider.	EXEC.
	• 50th Anniversary of SAPOE suggested. Holyrood was an option. Willie White to consider options / ideas on this and feedback to Exec.	
	ACTION: WW to keep Exec updated.	WW.
	• Possibility of SAPOE / SCIS joint meetings discussed.	
	ACTION: Exec to consider.	EXEC.
	• NAF – Willie White went to first meeting. Snowsports Touring Code updated. Visit Scotland creating an open fire guidance document alongside other groups – guidance for land managers not necessarily for the public. Charging for access for educational visits to the countryside has been raised.	
	ACTION: Membership should let Willie White know if you have been asked to pay for access to the countryside.	WW.
	Cliff Smith outlined a local example of charging for schools. Cliff to liaise with Willie on this.	
	• Twitter handle for LA.	
	ACTION: send to Natalie Polack and she can add it to the SAPOE website. Some have personal Twitter handles on there – are you sure you want them on there.	ALL.
	• OL Learning directory. Discussion about resource and potential ideas including SAPOE training offers being added. Agreed to offer £200.	
	• Dates for next meeting? To be added to the minute separately.	

	• Scottish Government Training Modules – signpost people to these.
	
	  ACTION: Training Team to update.
	
	• TLO / SLO need looking at in due course.
	
	  ACTION: Training Team to consider appropriate timeline.
		LB / BS.
		
		LB / BS.

11	<mark>**Date of AGM and next meeting**</mark> - Tuesday 5th March 2024 (AGM)	