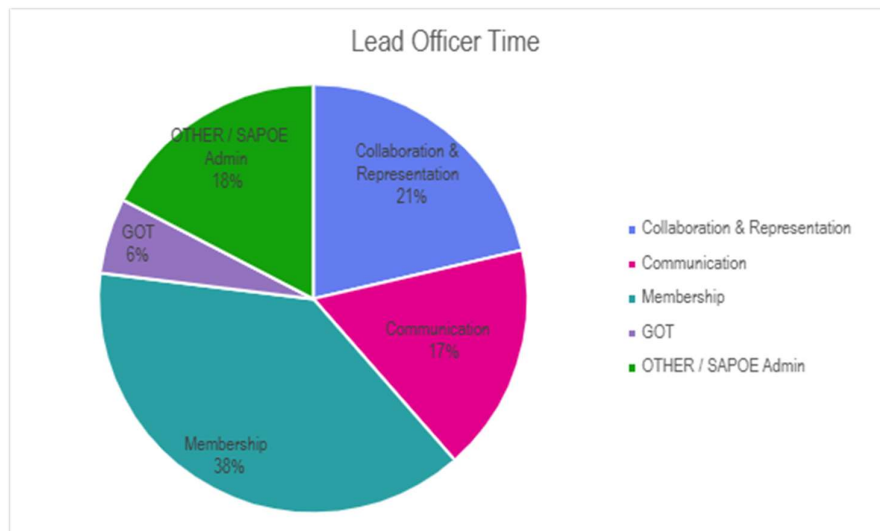


Summary of working hours 2025		Running Total
Contracted 44 weeks @ 14hrs/week	616	
Actual hours worked	640	
Excess hours logged	24	24
Excess hours carried forward from 2024	14.75	38.75

12 days holiday in May - 14 hours logged to complete and publish CIC report and chairs letters.
 6 weeks of no contracted work during school summer holidays – 16 hours logged to attend one SOLSWG day and monitor important communications.
 2 weeks holiday in September – 4 hours logged to monitor and respond to important communications.
 2 weeks of no contracted work during the Christmas break.



How Lead Officer time is spent under strategy and working group headings				
Membership 38%	Collaboration & Representation 21%	Communication 17%	GOT / Training 6%	SAPOE Admin / Other 18%
Members survey	SOLSWG	Communications review work	GOT training meetings	Strategy review
Annual Report	CIC document	Website updates	GOT website	Strategy updates
Newsletter	Forth20 project	Website design	GOT project work	SAPOE meeting prep
Annual Planner	SAAF workforce group	Social Media updates – Linked In	Residential OE Inst Training	AGM prep
SAPOE meetings	NASUWT document		SLO/TLO project	Exec meetings
Chair's letters	LfS ITE launch			Lead officer updates
Member contact & support	HQ Residential Framework			SAPOE admin
Member Admin & Comms	DofE meetings			
Conference planning	Disclosure Scotland			

Key Progress 2025

Area of Work	Core Strategy Action	Other linked strategy actions
Membership survey	1.2	3.1, 3.2
Development and review of the members survey 2024-25. Presented key findings at the AGM and also to inform aspects of the annual report. This year's survey was expanded beyond the usual annual members data gathering for the purpose of gathering information from members on aspects of SAPOE strategy		
Membership	1.3	
Number of local authorities with a named contact has increased from 26 to 29. There are still challenges around some inactive members, 2 authorities currently opted out and also non-payment of fees still needs to be addressed. Opted Out Authorities: Highland (currently pursuing a new contact) and Dundee No-member authorities: Renfrewshire (potential Fiona Taylor) Inactive authorities (not attended the minimum 1 meeting in past year): Aberdeen City – Graeme Chalmers, East Renfrew – Kathleen McGuire, Inverclyde – Mike Holcombe, Perth and Kinross – Ben Kellett		
Newsletter & email contact using mailchimp	1.2	
Mainly positive feedback on the newsletter content and the general information sent out by email. Aim for 1 newsletter per month and 1 email news per month so 2 planned communications per month.		
Annual Report	6.1	1.3, 4.1, 6.2
The first annual report was prepared in March 2025 for the AGM and for circulation with the annual Chair's letter in April. It included a summary of information from the annual survey as well as brief financial summary and outline of current and future projects.		
Chair's Letter to CE and Directors of Education	1.3, 4.1	5.1, 5.3
This was a significant bit of work this year as the Chief Execs letter was sent along with the annual report and the Directors of Education letter was accompanied by the CIC document.		
SAPOE CIC Guidance Document	4.1	4.3, 5.1
The main focus was to take note of the SOLSWG projects and to write a guidance paper with a SAPOE view on the vision for outdoor learning. This was shared with SOLSWG and Directors of Education. The CIC guidance document contains detailed overviews of SAPOE's approach to supporting and implementing outdoor learning.		
SOLSWG meetings and Providing SAPOE responses	4.1	4.3, 5.1
Continued to contribute to the work of the group and also facilitated the sharing of information with the SAPOE CIC group. Coordinated SAPOE feedback to draft recommendations.		
Organisational Meetings	5.2	5.3
Meetings with NASUWT, Disclosure Scotland, DoE Scotland in addition to other regular partner contacts.		
Website Updates and Organisation, MS365 Management	8.1	
Regular catching up with web host and MS365 support to ensure systems are operating in an efficient way to support the organisation.		
High Quality Residential OE Framework	4.1	4.3, 5.1, 5.3, 7.2
Working alongside ES and AHOEC to produce this guidance document as a template for schools and centres to ensure the residential experience is one of value, justifies costs and time and meets the needs of learners.		
Residential OE Instructors Training Resource		
Working alongside ES and AHOEC to support the development of a template for this training course. Currently on hold awaiting the publication of the HQ Residential Framework.		
GOT Working Group		
Active member of the GOT working group supporting with admin, basic website work and assisting with reviewing and developing new material.		
Training Working Group		
Active member of the SAPOE Training working group supporting with admin, basic website work and assisting with reviewing and developing new material.		

Potential 2026-27 Priorities

Expand membership options (Action 1.5)

Generate income/funding around training (Action 2.2)

Active recruitment of exec posts (Action 3.2)

Rewrite training outcomes Actions (6 & 7)

Further improvements to website functions (Outcome 8)

Guidance for LA on skills criteria for members (linked to Action 1.3)