

**SCOTTISH ADVISORY PANEL FOR
OUTDOOR EDUCATION**

Minutes of the AGM and Meeting

sportscotland
3rd March 2020



Present	Apologies
Alan Smith – East Dunbartonshire Ali Dreyer – Fife Andrew Bradshaw – Edinburgh Bill Stephen – Midlothian (am) Chris Jex – Orkney Cliff Smith – Edinburgh Colin Nicoll - SCIS Dave Horrocks – Moray Dave Ogilvie – West Lothian Leisure Des Bagshaw – SCIS Gordon Smith – Scottish Borders Graeme Chalmers – Aberdeen City Isi Oakley – Western Isles Jane Campbell Morrison – AALS Jane Jackson – Falkirk Jay Helbert –Argyll & Bute John Hamilton – Honorary Member Jonathan Kitching – Honorary Member Liz Brookes – East Lothian Martyn Pegg – East Lothian Matthew Brook - Stirling Natalie Polack – Communications Manager Natalie White – East Ayrshire Neil Wightwick – Glasgow City Niall Ritchie – Aberdeenshire Nick Lansdell – Honorary Member Suzanne McAdam – West Lothian Leisure Willie White – East Ayrshire	Andrew Horrell – University of Edinburgh Andy Beveridge – Honorary Member Ben Kellett – Perth & Kinross Dave Girling – UHI Drhue Forbes – North Lanarkshire Frances Kelly – HSE Heather MacPherson, Inverclyde Heidi Smith – University of Edinburgh Ian Staples, North Ayrshire Jax Wright, Moray Suzanne Hargreaves – Education Scotland Tim Pickering – Western Isles

Minutes of the SAPOE AGM		ACTIONS
1	Welcome, Acceptance of minutes and Matters Arising Ali Dreyer was in the chair. The minutes of the last AGM were accepted as accurate. There were no matters arising from the last AGM.	
2	Chairperson’s Report (Ali Dreyer) Having started our office term in March 2019 with a degree of optimism we now found ourselves in a period of challenge for outdoor learning and	

	<p>adventure activity which looks likely to extend into the foreseeable future as local authorities wrestle with dwindling resources and seem intent on making short term cost saving decisions without demonstrating any real understanding of the services they are cutting.</p> <p>The first 3 months as an executive committee we made slow progress in taking forward work projects as agreed by the panel. This changed after the summer holiday period where preparation for the November conference provided some focus and momentum.</p> <p>Using the Key Messages document as a guide for prioritising work the Exec have re-established a pattern of regular meetings which has enabled progress to be made on a number of projects and also has enabled good communication and the ability to respond to several calls for information and submissions to relevant groups. This work is all outlined in the summary below.</p> <p>What has struck and concerned me most over the past several years and notably I the past few months is the disjoint between how much talk, dialogue, research and information there now is about the importance of physical and mental health and wellbeing, the impending obesity crisis, the climate emergency and the number of young people struggling for various reasons in mainstream learning environments and how easy decision makes seem to find it to close down the very services that contribute I addressing some of these issues. In SAPOE we have always tried to tread very carefully when it came to expressing opinion being mindful of collectively who we represent. We now need to find a way of being more proactive and more vocal in supporting our outdoor learning services and protecting what we believe are the invaluable experiences that our pupils and participants have.</p> <p>Over the next 12 months we aim to use the Key Messages to help prioritise SAPOE work. One of the main ways will be to continue to try and positively influence decision makers.</p> <ul style="list-style-type: none"> • Writing to key people in Government, Education Scotland and Local Authorities • Raise profile by • Maintain and develop partnerships with key organisations. • Develop training courses and expand the reach of these courses to a wider audience in more LA areas. A particular focus on Taking Learning Outdoors, EVC and Visit Leader Training. <p>Summary of meetings attended and contributions 12/11/19 Edinburgh Attended Cross Party Group on Sport and had 5</p>	
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	<p>minute slot to ask the committee what they felt could be done to ensure that all local authorities had some level of outdoor learning service.</p> <p>13/11/19 Largs Attended Adventure UK meeting and confirmed again SAPOE's preferred position to retain licensing in some statutory form.</p> <p>13-15/11/19 Largs Attended joint SAPOE / AHOEC conference</p> <p>29/11/19 Falkirk Chaired SAPOE Exec meeting Issued Firelighting/Training statement Set up 3 new SAPOE projects Agreed how to take forward SAPOE Officer post</p> <p>24/1/20 Aviemore Attended SAAF meeting which unfortunately had been changed to an online meet. SAAF have kindly agreed to cover expenses and travel costs.</p> <p>4/10/19 & 26/2/20 Perth and Fife Worked with Liz Brookes to progress EVC training material.</p> <p>23/1/20 & 20/2/20 SAPOE Exec Zoom meetings</p>	
<p>3</p>	<p>Secretary's Report (Willie White)</p> <p>Meetings</p> <p>The number of attendees at the meetings during 2019/20 were:</p> <ul style="list-style-type: none"> • March 2019: 18 people at University of Edinburgh • June 2019: 21 people at Low Port Centre • September 2019: 23 people at Low Port Centre • Joint conference, November 2019: 19 people at SportScotland, Inverclyde <p>A vote of thanks was given to Neil Wightwick, Ali Dreyer, Natalie White and Jonathan Kitching for the time they spent helping to organise the joint conference. There was a lower than average turn out by SAPOE reps and this should be a consideration for engagement in future joint conferences.</p> <p>Two Exec meetings have been held in the last quarter using Zoom and the use of Zoom for other meetings will be considered in the future.</p> <p>A vote of thanks was given to all members of the Exec and to the reps at the various NGB meetings for their service during the last year.</p> <p>Constitution</p> <p>A constitutional change was proposed in June to include GOT and Training coordinator roles as part of the Exec and this will be voted on during this meeting.</p>	

	<p>Membership SAPOE currently has representatives from all but two local authorities: Renfrewshire and West Dunbartonshire.</p> <p>Communications Thank you to all NGB reps for attending meetings, sharing and disseminating information:</p> <ul style="list-style-type: none"> • Partnership for Health and Safety Scotland – W White • Learning Away Consortium – W White • GOT/Scot Gov consultation and revision – S Jackson • AALA /HSE – G Smith • Access Forum – J Kitching • Environment and Forestry Network – N White • SQA Consultation – N White • GTCS – N White, J Jackson, L Brookes • Education Scotland, CfE Revised Narrative – N White • BBC Residential Information Request – A Dreyer, W White • Sport Scotland information request – A Dreyer • Social media and website – N Polack • And real thanks to Natalie Polack for minute taking and always smiling through my occasionally terse communications 	
4	<p>Treasurer’s Report (Alan Smith) Income during 2019/20 was £12212.50 from membership fees and a Scottish Government grant for the revision and maintenance of the Going Out There document and website.</p> <p>Outgoings during 2019/20 were £4268.56 and this was spent on communications, website maintenance, Zoom and other course fees.</p> <p>Membership fees for 2019/20 are outstanding from Moray, North Ayrshire and Shetland.</p>	
5	<p>Voting on Motion Change the SAPOE Constitution to recognise the roles of ‘Training Officer’ and ‘Going Out There Officer’ as part of the Executive. The ‘Officers’ section of the Constitution was re-worded and a draft version of the proposed new Constitution was circulated with the agenda.</p> <p>The motion was passed with 22 votes in favour and none against.</p>	
6	<p>SAPOE Exec Nominations were invited for the following positions:</p> <ul style="list-style-type: none"> • Secretary: Natalie White was nominated by Willie White and seconded by Jane Jackson • Going Out There Officer: Jane Jackson was nominated by Ali Dreyer and seconded by Natalie White • Training Officer: Liz Brookes was nominated by Ali Dreyer and 	

	<p>seconded by Graeme Chalmers</p> <p>These three appointments will last until March 2021, when all Exec positions will be up for re-election.</p>	
7	<p>NGB Reps</p> <p>The following people volunteered to represent SAPOE at NGB meetings:</p> <ul style="list-style-type: none"> • Adventure Activities Industry Advisory Committee (AAIAC). Now called Adventure UK - Gordon Smith • Mountain Leader Training Scotland (MLTS) - Alan Smith • National Access Forum (NAF) - Jonathan Kitching • NNOL - Natalie 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 • Scottish Adventure Activities Forum - Ali Dreyer • Scottish Mountain Safety Forum - Gordon Smith • SnowSport Scotland - Andrew Horrell • SkillsActive - No Rep • Cross Party Group on Sport - Ali Dreyer • Orienteering - Martyn Pegg • Water Safety Scotland - Jane Campbell Morrison <p>Jane Campbell Morrison confirmed that the SAPOE role on SAAF will be a full member role, rather than an observer role as was previously the case.</p> <ul style="list-style-type: none"> • ACTION: Exec to review the list of partner members on SAPOE's website and consider widening this list 	Exec
8	<p>Dates of meetings and events for 2019 / 2020</p> <p>Wednesday 10th June 2020 Thursday 3rd September 2020 Wednesday 2nd December 2020 Wednesday 3rd March 2021 (AGM)</p>	

Minutes of the SAPOE Meeting		ACTIONS
1	<p>AALS (Jane Campbell Morrison)</p> <p>The contract with TQS to provide the Adventure Activity Licensing Service will expire on 31st March 2020 and the new contract with Adventure RMS will start on 1st April 2020. Any renewals that have not yet been submitted or that have been submitted but not scheduled will be carried out by the new provider.</p> <p>There will be some changes in the way that inspections are carried out:</p> <ul style="list-style-type: none"> • Evidence of qualifications will need to be submitted in advance • The inspection fee will need to be paid in advance • There will be one inspection instead of two 	

	<p>There have been 4 new applications for an AALA licence in Scotland this year.</p> <ul style="list-style-type: none"> • ACTION: Invite Adventure RMS to attend the meeting in June 	Ali
2	<p>Adventure UK (Gordon Smith) Gordon dialled into an Adventure UK meeting. HSE are willing to provide staff time but not financial support for the development of a new option for licensing. Adventure UK is seeking funding to support development of this new option. The group is still part of AAIAC rather than being a separate entity.</p>	
3	<p>UK Outdoors (Neil Wightwick) UK Outdoors is in the process of setting up an umbrella organisation that could provide a single voice for the outdoor industry. IOL and AHOEC are planning to join in November 2020. Other organisations are discussing the invitation.</p> <p>There will be a UK Outdoors conference in November 2020.</p>	
4	<p>Training (Liz Brookes) Several meetings of the Training working group have taken place. The plan is to offer a suite of SAPOE-branded courses. Suitable insurance will need to be put in place prior to these courses being offered. Courses will include:</p> <ul style="list-style-type: none"> • EVC/ VL Course Director • EVC • VL • OLC • Taking Learning Outdoors (Early Years, Primary, Secondary, ASN, Fire Lighting) • Learning For Sustainability • Brilliant Residentials • Overseas <p>Courses run by Cycling UK to which SAPOE members are invited to attend will be publicised by SAPOE but not booked through SAPOE.</p> <p>Course material is being developed slowly. Courses will be advertised on the SAPOE website. Bookings and issuing of certificates will be handled by SAPOE.</p> <p>The first course to be run will probably be an EVC / VL update for current trainers at the end of August.</p> <p>Costs to candidates (for all day courses) will be:</p> <ul style="list-style-type: none"> • Free to those from the trainer's local authority • £80 per day to those from other local authorities • £120 per day to any external candidate 	

	<p>The trainer's local authority will be paid £350 per day for their employee's time.</p> <p>The aim is to launch the new suite of courses at the Scottish Learning Festival in Glasgow on 23 – 24th September 2020.</p>	
5	<p>Going Out There (Des Bagshaw)</p> <p>Jane Jackson and Alan Smith are due to attend a meeting with Scottish Government to ask for funding for SAPOE to attend the Scottish Learning Festival and promote Going Out There and the new suite of training courses.</p> <p><i>Update added 17th April 2020: This meeting did not take place due to travel restrictions. A grant request has been submitted via email.</i></p> <p>Des gave a presentation to summarise the feedback from the questionnaire about Going Out There that was circulated earlier this year. The number of responses received was: 16 from Local Authorities, 15 from SCIS and 2 from AHOEC.</p> <p>The quality of the feedback was excellent and contained many useful suggestions for updating the guidance including:</p> <ul style="list-style-type: none"> • Colour coding the website to make it easier to navigate • Make wording more inclusive, as many sections refer to 'Local Authority' guidance but independent schools, social work or youth groups • Add more guidance for those teaching younger years • Include templates for incident / accident reporting and procedures • Include guidance on Gender, LGBT, Information Governance, Social media, Environmental impact & carbon offsetting, Mental health <p>The next working group meeting will be held in May 2020.</p> <p>Other feedback provided at the meeting included:</p> <ul style="list-style-type: none"> • Could the revision be broken down and done in stages • Going Out There was written to be adopted as employer guidance, so need to bear this in mind • Each local authority has their own guidance on various topics, so should some of these topics be left up to local authorities to provide guidance? • Need to reference the fact that local authorities will have their own guidance • Some local authorities have produced a supplement to go with the Going Out There guidance to reference specific topics 	
6	<p>Update on projects (Ali Dreyer)</p> <p>The Exec had a good discussion about the idea of having a SAPOE Officer role for a day a week. It was decided that the different projects that the Exec would like to progress will require different skills, so the projects will be assigned to different people.</p>	

	<p>(a) Conferences Natalie Polack was asked to research the various conference options taking place in 2020. The Exec has decided that SAPOE should have a present at the Scottish Learning Festival in September.</p> <ul style="list-style-type: none"> • ACTION: Get an up-to-date floor plan of available stands, get pricing and book a stand <p>(b) Governance Review SAPOE needs to be fit for purpose for the next 5+ years. Ali is currently speaking to Megan Griffiths, sportscotland and other contacts about carrying out a Governance review.</p> <ul style="list-style-type: none"> • ACTION: Agree details and timing of the Governance review <p>(c) Summary of Off-site visit statistics It would be very useful to have some statistics on the number of off-site visits that take place and the number that involve some form of adventurous activity and / or residential experience. Natalie Polack has been asked to produce a short questionnaire that can be sent to each local authority and SCIS to gather this data. It is proposed that Cliff Smith's suggestions about circulating the feedback to those who take the time to respond should be incorporated into this piece of work.</p> <p>There was some discussion about the best way to obtain this data, i.e. should the request be submitted to the SAPOE Rep, the person who signs off on off-site visits, the Director of Education, the Chief Executive Officer or submitted as an FOI request. There was no clear outcome to this discussion.</p> <ul style="list-style-type: none"> • ACTION: Design the questionnaire 	<p>Natalie P</p> <p>Ali</p> <p>Natalie P</p>
7	<p>Website and Communications (Natalie Polack) Quite a few SAPOE Reps and second reps have changed roles over the last couple of months, so the Members' Directory on the website and the e-mail distribution list have both been updated.</p> <p>A new page on Fire-lighting has been added to the website: https://www.sapoe.org.uk/what-we-do/guidance-for-fire-lighting-activities/</p> <p>Article in TESS Natalie White had a meeting with the TESS editor after the June meeting and was planning to investigate whether an article could be published about teacher training for Outdoor Learning that is offered by SAPOE and LA's.</p> <ul style="list-style-type: none"> • ACTION: provide feedback 	<p>Natalie White</p>

8	<p>NGB Reps reports</p> <p>Cycling (Cliff Smith) Cliff has contacted various cycling organisation to introduce SAPOE. Dave Ogilvie will try to re-establish links with British Cycling. Courses have been delivered to 12 – 15 local authorities by Cycling UK. Tutors are now in place and courses are being delivered.</p> <p>National Access Forum (Jonathan Kitching) The NAF are reviewing ebike usage and the impact of camping. Mark Wrightham from the NAF will be speaking at the meeting this afternoon</p> <p>Mountain Training (Alan Smith) Ben Gibson was appointed as part-time Mountain Safety Advisor on 1st January 2020?</p> <p>Scottish Canoe Association A report was provide by e-mail and can be downloaded from the SAPOE website.</p> <p>Partnership on Health & Safety in Scotland (Willie White) Safety of young people at work was discussed, as data has shown that 16 – 18 year olds have a higher risk of being involved in an accident at work than older colleagues. The risk in the first 6 months of a young person’s career is the same as the risk for the remainder of their career.</p>	
9	<p>Joint Conference(Neil Wightwick) The joint conference made a profit of £6000 and this was due to £5500 of grant funding that was received during the planning process and a £500 profit on ticket sales. This profit will be split between AHOEC and SAPOE based on numbers who attended from each organisation.</p> <p>Feedback received at the conference and at the SAPOE meeting:</p> <ul style="list-style-type: none"> • Delegates would have like more outdoor sessions (but these were the least well attended) • Good value for money • Excellent event for networking and meeting new people • SCIS would like to get involved with planning the next conference 	
10	<p>Responses to GTCS, Education Scotland and the Revised narrative (Natalie White)</p> <p>Response to GTCS Ali thanked Natalie White, Jane Jackson and Liz Brookes for taking the lead in drafting the response to the GTCS.</p> <p>Revised narrative Ian Menzies, Education Scotland is looking for case studies for the new Education Scotland website.</p> <ul style="list-style-type: none"> • ACTION: A document will be circulated and SAPOE Members are 	

	asked to add relevant examples and return the document to Natalie White.	Everyone
11	<p>University updates: Perth College Dave Girling provided the following report:</p> <p>‘Semester two is underway, new modules being studies are Explorers and Exploration in conjunction with the Royal Scottish Geographical Society and hosted in their Explorers room. Facilitation and Reviewing – leading to Leadership and Development and a module on Residential Outdoor Education, we have been on a site visit to PGL, video link with the Czech Republic to consider Dramaturgy and Learning Away.</p> <p>We have said goodbye to Dave Clarke who has moved to pastures new at Edinburgh Uni and welcome Chris Heaney as a full time lecturer moving up from the Chichester University Adventure Education degree.</p> <p>Enrolled students are supporting their studies having gained employment at Outdoor Learning Nurseries, LEA Outdoor departments, Outdoor Trusts, Private sector providers and schools.</p> <p>NGB’s in the last quarter have been gained in Climbing, Paddling, Paddle boarding and Hillwalking.</p> <p>To keep in touch with our students and the course, please see #OutEdLearn or @OutdoorEdLearn on Instagram or Twitter.’</p>	
12	<p>‘Promoting the Scottish Outdoor Access Code to young people’ Mark Wrightham, Recreation & Access Manager, Scottish Natural Heritage</p> <p>Mark gave a very interesting presentation about the current work that SNH are doing to co-design Scottish Outdoor Access Code resources for young people aged 14 – 18 years. Young Scot is involved in this work. The following points were raised in a discussion about resources that would be useful and ways SAPOE could work with SNH to share information about the code:</p> <p>Resources</p> <ul style="list-style-type: none"> - Videos shown are good. Is it possible to get some young people involved in producing the videos? - Will videos be updated regularly? - Could have teams of young people providing video clips of live issues - Some way of enabling people to provide feedback would make the video clips more of an interactive experience - Danny MacAskill style of videos would encourage lots of people to watch them - Pictures / flash cards showing different environments would also be useful - Posters would also be useful, as it’s difficult for people to print these themselves 	

	<ul style="list-style-type: none"> - Educators' pack for use in the field would be useful - Many current enquiries are about Early Years and land access, so information for this group of users would be useful - Little pack of activities to high-light the code would be useful <p>Ideas for publicising the Scottish Outdoor Access Code</p> <ul style="list-style-type: none"> - The Scottish Outdoor Access Code could be integrated into NBG awards and resources to support this would be useful - Link the code to DofE - Ask partners to mention the code - Embed the code in courses for training teachers <p>SAPOE Members were keen to learn more about SHN's plans for the development of resources for other age groups and publicising the code. Mark agreed that it would be valuable to keep a channel of communication open via Jonathan who attends the NAF meetings on behalf of SAPOE.</p>	
13	<p>Scottish Coaching Qualifications and RYA Update Nikki Stewart, Coach Education Development Manager, RYA Scotland</p> <p>Nikki presented an update on RYA activities and an insight and outline on the new Scottish Coaching Qualifications due to be finalised in March. Nikki's presentation will be made available in due course.</p>	
14	<p>AOB Retirement and vote of thanks</p> <p>At the time of the meeting, Dave Horrocks thought that this might be his last SAPOE meeting and a vote of thanks was given to Dave for his service to SAPOE over the years. Dave will continue as SAPOE Rep for Moray for another 6 months and will become an Honorary Member when his contract expires.</p> <p>Ali gave a vote of thanks to Marcus Baillie for his work with AALS, his support of SAPOE and to wish him well in his retirement. A bottle of whisky will be delivered via Jane Campbell Morrison.</p> <p>Letter to John Swinney, the Deputy First Minister and Cabinet Secretary for Education and Skills, Scottish Government</p> <ul style="list-style-type: none"> • ACTION: Write a letter to the Cabinet Secretary for Education and Skills to make him aware of the erosion of outdoor learning services and to ask him to put funding behind this area. The letter should emphasise examples of positive news such as Edinburgh and East Ayrshire (Challenge Authority), as well as the cut-backs. Statistics about money spent and the output achieved could be included and the approach of have a dedicated person with a remit for outdoor learning could be mentioned <p><i>Update added on 17th April 2020: This action will be reviewed and actioned after the current COVID-19 pandemic.</i></p>	Exec