

# National Navigation Award Scheme

## AGM 2022

**26<sup>th</sup> of November at  
Bewerley Park Centre for Outdoor Education, Pateley Bridge,  
Harrogate, North Yorkshire, HG3 5JB  
and also via Zoom**

### Current Trustees

Chair: Pete Hawkins

Treasurer: John Kewley

Company Secretary: Dave Thompson – Cumbria Ventures

Fabian Seymour – AFS Mountaineering

Chris Conley – RAF Air Cadets

Nigel Williams – Freelance Provider

Kevin Found – Salamander Outdoors

Mark Reid – Teamwalking

Rose Gare-Simmons – Appointed trustee

Lisa Atkinson – Appointed trustee

Margaret Porter – Appointed trustee

### Welcome

Pete Hawkins welcomed everyone to the 2022 AGM and thanked them for attending.

**Present in person:** Andrew Foxon (Go-Mann Adventures), Steve Collis (Upper Limits UK), Lynda Hole (Upper Limits UK), Simon Chaplin (Chaplin Outdoor Services), Phil Swaile (Natural England), Michael Starkey (Ramblers Walking Holidays Travel Ltd), Mark Handford (Snowdonia Adventures), Tom Dyer (West View Project), David Adams (River Mountain Experience), Noel Lockyer (ACF), Alisdair McClymont (RAFAC), Pete Hawkins, John Kewley, Rose Gare-Simmons, Nigel Williams (freelance Provider), Mark Reid (Teamwalking), James Woodhouse (Technical Advisor), Caroline Ross (Admin), Jane Howie (Admin)

**Present via Zoom:** Paul Riding (Award Solutions), Kevin Found (Salamander Outdoors), Iain Tinkler (Cargilfield School), Chris Higgins (Live4Adventure), Simon Pearce (MountainXperience), Jenifer Green (ACF), Jane Livingstone (Peak Navigation Courses), Andy Taylor (Wiltshire SAR), Chris Conley (RAFAC), Julian Money (Cranleigh School), Lisa Atkinson, Allison Cronnelly (Reach That Peak), Philippa Sanders (Pipsticks Walks), Wendy Bell (UKLSI), Simon Young (Cranleigh School), Guy Jarvis (MTE), Phil Bond (RAFAC), Nicola Sproson (Hiking Highs), Andrew Lukes (RAFAC), Rachel Bolton (Peak Walking Adventures), Margaret Porter.

**Apologies:** Bill Sharpe (SW Adventures), Chris Wilson (Liquid Footprints)

**2021 AGM minutes:** These were approved, proposed by Kevin Found, seconded by David Adams.

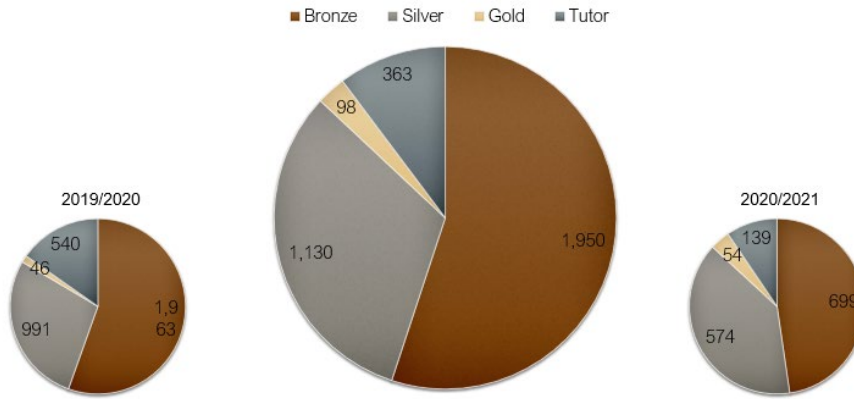
**Matters arising:** Potential Silva sponsorship – covered in Chair's report.

ODA cloth badge sustainability and ethical practices of the company that makes them: The badges are made of polyester and when we need to reorder we will choose the recycled polyester option that is available. The company is Cash's Apparel Solutions and here is a link to their webpage where they detail their ethical practices

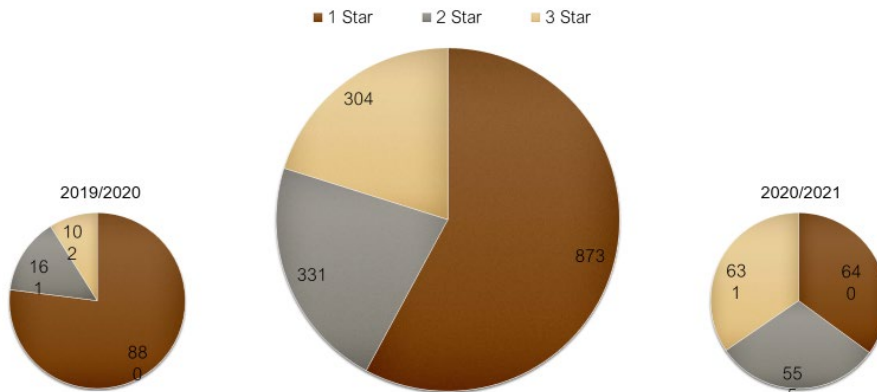
<http://www.cashlabels.com/services.asp?cid=22>

**Chair's report:** As we come out of lockdowns and restrictions eased, we go straight into a recession. The following slides were shared with the meeting, showing the numbers of candidates achieved an NNAS award over the last financial year and the current numbers of Providers:

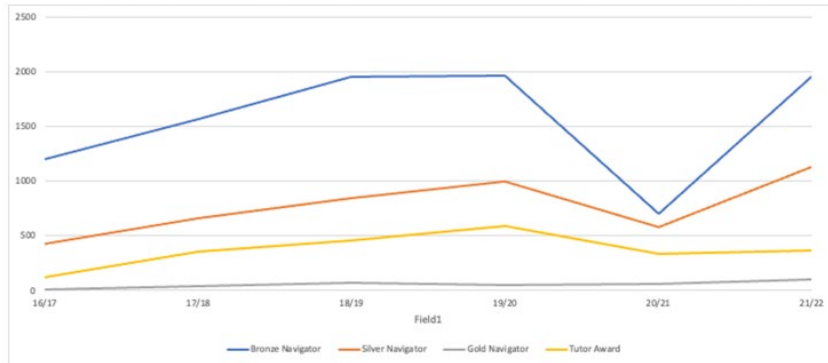
# Navigator Award



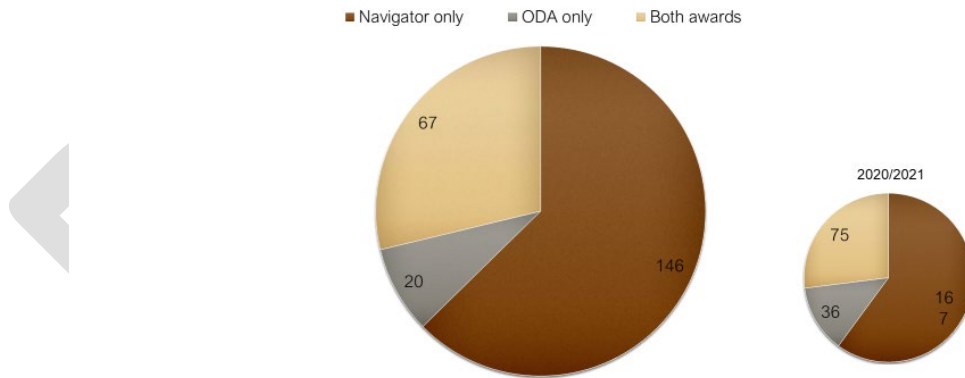
# Outdoor Discovery Award



# Year by year



# Providers as of today



## Other things happening:

**JustGo:** NNAS moved to a new CMS, JustGo, in January '22 and our thanks go to Jane and Caroline for their efforts over the last 12 months implementing the move from Tahdah and adopting JustGo, and the training and resources that has been given to Providers to help them use it. Inevitably it's a new system, it's computers, and we'd all rather be out on the hill, but things have settled quickly and JustGo are much easier to work with. The options we now have via JustGo are considerably greater than Tahdah ever gave us. We understand that many are still finding it challenging but hopefully as time goes on, we will all begin to find it easier.

**SCQE:** NNAS has an annual audit by an external assessor, this is a valuable process from our point of view as it helps us evaluate and develop our awards and ensure the Board are doing things in the right way. Neil Roskilly is our external assessor, has a great deal of practical educational and Board experience himself and is extremely helpful. This year's audit has been completed and the awards are accredited again for the next 12 months.

Harvey Maps: NNAS has been sponsored by Harvey Maps for many years and we are now working with them to formalise this arrangement. This is being finalised now, further information will be circulated to Providers once available.

Silva: My action from last year's AGM was to approach Silva again about sponsorship. They are keen to work with us and very supporting of what NNAS is doing. We are currently in the process of finalising details with them. We hope to get their support with marketing and kit at trade prices that can be passed onto our Providers.

Board of Trustees: Most Trustees are Providers, but not all by any means. We need a variety of views, backgrounds and experiences represented on the Board to broaden the skills base. The role of a Trustee is to ensure the charity is functioning properly and financially secure. Some areas needing further representation are:

- ODA experience
- Charity experience
- Business skills

Other ways that you can help to promote the NNAS:

- #Hashtag us!
- Send us stories/videos/talking heads we can promote
- See an opening for the NNAS? – please tell us
- Got a problem? Tell us/help us find a solution
- Get involved with one of our subgroups – you don't need to be a Trustee to be involved, but if you have experience and want to get involved, please contact the office. We have groups working on the following areas: Finance & Governance, Training & Development, ODA, Sustainability, Marketing.

Consultation: We are embarking on a consultation process with Providers over the next 3 or 4 months. Those that attended the session this afternoon on developing the NNAS have helped to shape the questionnaire that will be sent to you all once we finalise it.

ODA has so much potential, and we need to realise it and work with ODA Providers, perhaps getting all together for a virtual meeting, to understand a bit more about how to get the most out of it.

NGS status: To become an NGB is a long process, and we need a certain number of members. We need to figure out what exactly is a "member". The Sportscotland guidance document is long and drawn out, so time is needed to figure out the steps we need to go through.

### **Special announcement: NNAS and MTE closer working relationship**

James Woodhouse (NNAS Technical Advisor/ Development Officer) has been discussing with Guy Jarvis of Mountain Training England (MTE) about how the NNAS and MTE can work closer together. As leading training organisations in the outdoors, both MTE and the NNAS share many key aims, most notably in enabling people to become more confident in hill and navigation skills. Recognising this, MTE and the NNAS have agreed to enter a partnership to promote each other's schemes and enable their accredited tutors to be able to deliver their complementary schemes.

The partnership will focus on MTE's Hill Skills course and the NNAS' Bronze Navigator Award, enabling Providers of each scheme to apply for and deliver the other scheme, meaning NNAS Bronze Navigator Providers will be able to apply to provide MTE Hill Skills courses and MTE's Providers will, in turn, be able to apply to NNAS to deliver the NNAS Bronze Navigator Award.

Current Providers in either scheme can apply for the 2023 season onwards. The existing criteria, screening process, quality assurance and administration for each scheme will remain and be run by the respective organisation. The cost of registration for the Provider is 50% of the usual fee. This new working arrangement will be reviewed after one year.

In addition, the NNAS will offer MTE Hill Skills Providers and Tutors free NNAS Tutor Award training at specific regional events, which may also serve as useful CPD for their MTE and wider work.

In addition, as part of this working relationship, NNAS and MTE have agreed to signposting through our respective websites and digital presence, highlighting each other's courses, how they complement each other and what we are trying to do.

We're very excited about this and it shows the recognition of the quality of each other's awards, encouraging safe use and enjoyment of the outdoors.

Guy Jarvis then addressed the meeting:

MTE has a clear strategy with its courses of wanting as many people as possible to benefit from them and to become confident and competent in the outdoors, of which navigation is a key element. In discussions with James and Nigel, it was apparent that the signposting would be in no way completing, but complimentary, to all our candidates. We have agreed to trial this for a year to check that this is the case. Also, by allowing those Providers of Hill Skills / Bronze Navigator, to take part in delivery of the other scheme, it allows candidates the opportunity to take part in the other pathway.

There is no intention to compromise the integrity of the other organisation's governance, recruiting or screening processes. It's more about promotion of each other's schemes, making them more visible and accessible to potential participants.

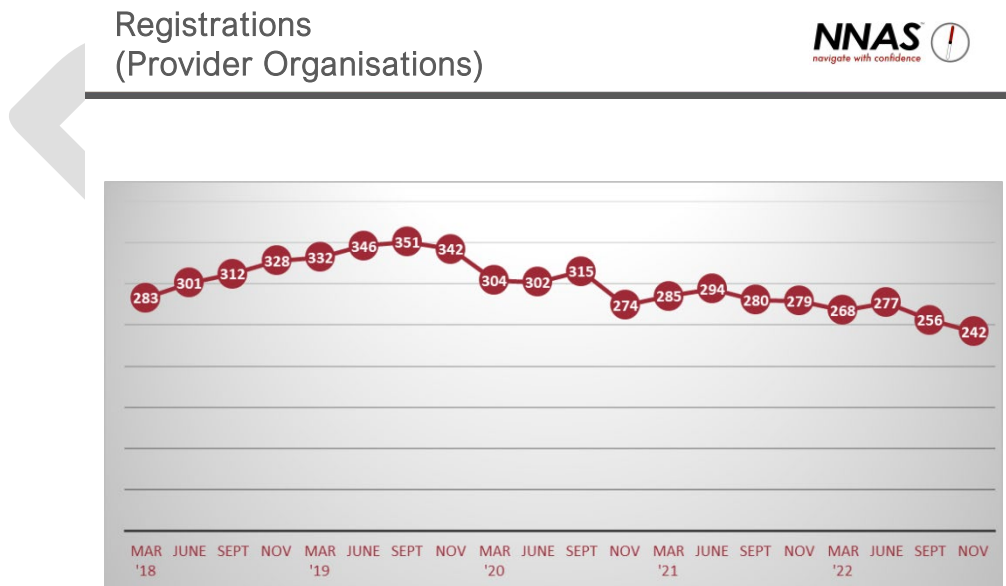
Pete thanked Guy for his part in this and for attending and speaking at the NNAS AGM.

Then Pete invited James Woodhouse to talk a bit more about regionalisation.

**Regionalisation:** The advantages of regionalisation include a reduced CO2 footprint and reduced costs to both NNAS and costs of travel for Providers to access CPD. We are 2 thirds through rolling out regionalisation by identifying key groups of Providers around the country to work together. James has run regionalisation training sessions in South West England (facilitated by Kevin Found), North Wales (facilitated by Mark Handford), South Wales and Northern Ireland. A date for a session in North England will be set today at this AGM. Another advantage of having these regions is that NNAS will have a regional structure to run the training events for MTE Providers wishing to register to deliver Bronze Navigator. The Board has agreed to limited funding of these regional training events. We need Providers to get involved with their regional hubs, and this will increase opportunities and business for you. The date agreed to was the 13<sup>th</sup> December, with the exact location and venue to be decided and circulated by the office.

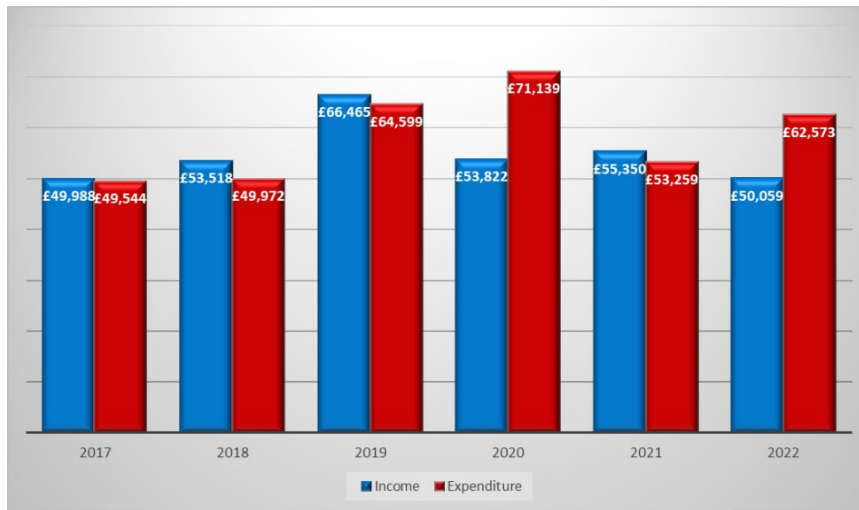
**Treasurer's report:** The Annual Accounts and Financial Report has been circulated previously to Providers and is available to download from the NNAS website.

John Kewley, the NNAS Treasurer, shared the following slides with the meeting and these figures are for Nov '21 through to end Oct '22:



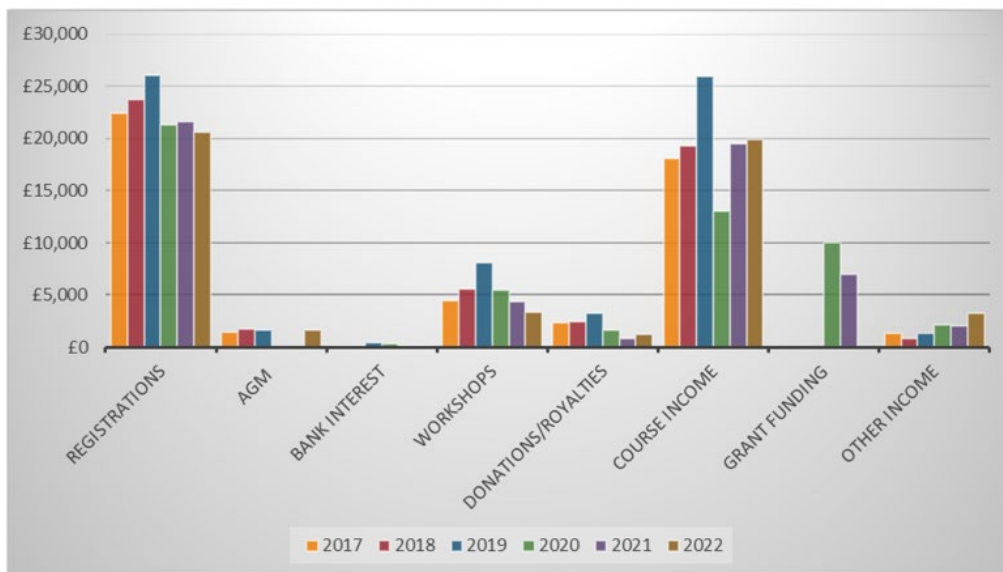
Although there are fewer Providers than previous years, there are a similar number of candidates going through the awards.

## Annual Income versus Expenditure (Nov-Oct)

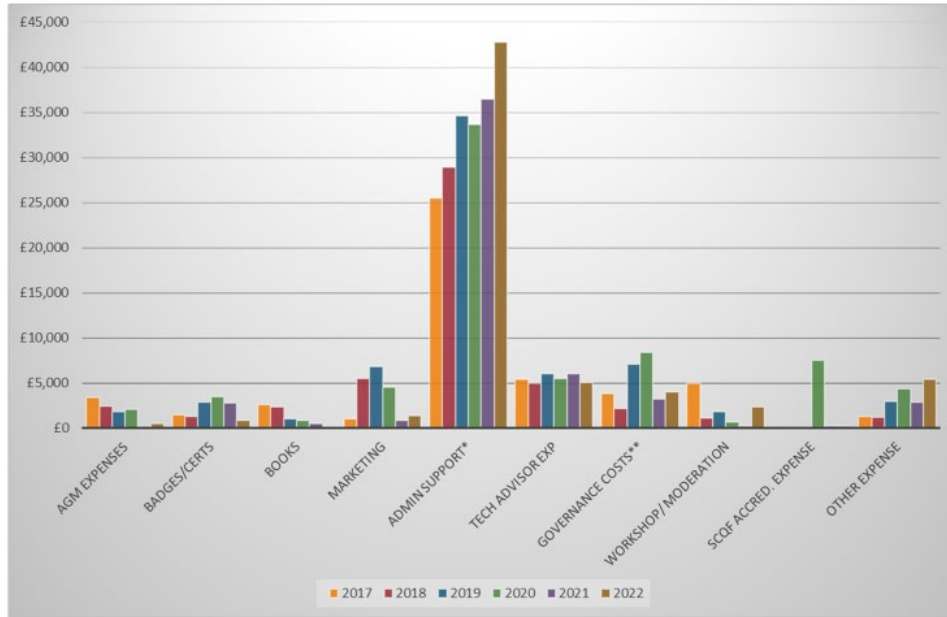


The Covid support grants we received from Stirling council during the 2020 & 2021 years certainly helped with keeping the charity going. We are currently running in a recession and will continue to look for ways to narrow the deficit.

## Annual Income (Nov-Oct)







\* Incl rent, website, CMS, wages, office supplies & software

\*\* Incl meeting travel, room hire, accountant fees

Admin support is our major expense and includes rent, website, wages, CMS fees, office supplies and software.

**Approval of accounts for year ending April 30<sup>th</sup> 2022:** These were approved, proposed by Mark Handford, seconded by Steve Collis.

**Election of Trustees:** NNAS can have as many as 15 Trustees. Three of the longest standing Trustees must stand down each year on a rotational basis. This year the following stood down and offered themselves for re-election:

Fabian Seymour  
Kevin Found  
Mark Reid

As there were no additional nominations and the maximum number of Trustees was not reached, all three were accepted back onto the Board of Trustees.

**AOCB:** A vote was held to determine the date for the North England regionalisation session. 13<sup>th</sup> December was decided upon.

The date of the 2023 AGM was decided at a previous Trustee meeting and will be the 25<sup>th</sup> November. Undecided yet if it will be in person and virtual, or if it will solely be virtual. This information to be circulated as soon as decided upon.

There were no other questions, so Pete thanked everyone for attending and ended the meeting at 4.45pm.